Online Registration for City of Long Beach Recreation programs begins at the Parks, Recreation & Marine website home page: www.longbeach.gov/park.

Click the button for **Online Registration**.

(Note: The look of this page changes, but there will always be a button to link you to the registration system.)

Your web browser will be re-directed to the new registration website.

From here, you can create an account, manage your existing account, or browse available activities.

Begin by creating an account in the name of the “Head of Household” — the person who will be responsible for registering and paying for classes and programs. Family members can be added later.

To begin, click the **Create an Account** link.
Please fill in all of the information to establish your account. An asterisk (*) next to the box indicates required information – you won’t be able to continue until the box is filled in. When you are ready to proceed to the next screen, click the Next button in the bottom right corner.

The Primary Phone Number you list can be your home phone or your cell phone – whichever one is most answered. If you wish to receive text messages about class changes or cancellations, also fill in the Cell Phone boxes (even if it is the same as your Primary number). You’ll also need to include your cell carrier information from the drop-down menu and check off the “Agree to receive text messages” box.

The Email Address you enter here will become your account’s Login Name. This is also where LB Parks, Recreation & Marine will send registration information, copies of receipts, etc. To continue with registration, click Next.
The Personal Information section asks you to identify your **Role in Family**. Choose “Adult/Guardian” or “Child/Dependent” from the drop-down menu.

Choose either “Male” or “Female” from the **Gender** drop-down menu.

**Date of Birth** information is required for all customers under age 18. For everyone else, choose either “Adult” or “Senior” from the **Age Category** drop-down menu.

The Subscription Lists and Questions sections are optional – but very helpful. Check the items you want to be kept up-to-date about, then click **Next**.

**Emergency Contact** information is optional, and used in the event we cannot get ahold of anyone in the family – this is especially important to include if you add any children to your account. To continue, click **Next**.
Notice that the email address you entered earlier carries over to the Account Information page to become your Login Name. In this section, you need to choose a Password for your account. Note the requirements for a secure password. LB Parks, Recreation & Marine staff will not have access to your password. Choose one you will remember!

After you choose and confirm your Password, click one of the buttons at the bottom of the page: Click Create Account & Add Family Member to add additional people to your account; or click Create Account if the account is only for yourself.

If you chose to add a family member, the next screen requests information about the new person. The system assumes much of the information will be the same as the original family member – if it is different, just make the changes required. As before, to continue, click Next.
Each family member needs to have an Email address filled in for their account. It can be a unique address for each family member, or you can re-enter the Primary Member’s email address.

Continue filling in the Personal Information for the new family member. Remember, Date of Birth information is required for all persons under age 18; for all others, choose the appropriate Age Category.

Emergency Contact information is particularly important for children. Choose someone that is NOT the parent or guardian (someone for us to contact should we not be able to reach the parent or guardian). You can continue to add additional family members or finish for now by choosing the appropriate button.
Congratulations! You have successfully created your new RecConnect account.

When you are ready to exit, click the Log Off link under “Other Services” (or “Sign Out” at the top right of the page.)