Step-by-Step Guide to Register for a Program on ACTIVE Net (Colma Rec Registration Website)

1. **Access the Website:**
   a. Open your web browser and navigate to the Colma Recreation website: https://anc.apm.activecommunities.com/colmarecreation/home.
2. **Sign In or Create an Account:**
   a. **If you already have an account:**
      i. Click on the **Sign In** button (usually located at the top right of the page).
      ii. Enter your **Username** and **Password**, then click **Sign In**.
         Please do not create multiple accounts. If you forgot our password or log in, please call 650-985-5678 or recreation@colma.ca.gov
   b. **If you don't have an account yet:**
      i. Click on the **Create an Account** or **Sign-Up** button.
      ii. You'll be prompted to enter personal details such as your name, email address, and password.
      iii. Complete any required fields and click **Create Account**.
3. **Browse Programs and Activities:**
   a. After logging in, the homepage will show featured programs, or you can find a **Programs**, **Activities**, or **Browse Activities** link in the navigation menu.
   b. Browse or use the search bar to filter specific types of programs (e.g., by age group, category, or date).
4. **Select the Program:**
   a. Once you've found a program you're interested in, click on the program name to view more details, including:
      i. Dates and times
      ii. Program description
      iii. Location and cost
      iv. Available spots
   b. Verify that the program fits your needs before proceeding.
5. **Add Program to Your Cart:**
   a. On the program detail page, click the **Add to Cart** or **Register Now** button.
   b. If the program has multiple sessions (like a recurring class), choose the specific session(s) you want to register for before adding them to your cart.
   c. You might be asked to select participant details (such as age group, participant's name, etc.) if the program is for a group.
6. **Review Your Cart:**
   a. Once the program is added, click on the **Cart** icon or **View Cart** to review your selections.
   b. Confirm the program, dates, and participant details.
   c. If any discounts, promo codes, or membership benefits are available, you can apply them here.
7. **Proceed to Checkout:**
   a. After reviewing your cart, click the **Checkout** button.
   b. If prompted, you may need to answer any questions, such as agreeing to terms and conditions or completing additional participant details.
8. **Enter Payment Information:**
   a. On the checkout page, you will be prompted to enter payment information.
      i. Select a **Payment Method** (credit card, debit card, etc.).
      ii. Fill in your billing address and payment details.
   b. Double-check your payment information to ensure its correct.
9. **Confirm Registration:**
   a. Once your payment is processed, you'll be shown a confirmation screen.

b. A **Confirmation Email** will be sent to the email address associated with your account. This will include:
      i. Details of your registration
      ii. Program schedule and location
      iii. Additional instructions (if any)
10. **Logout or Continue Browsing:**
    a. After completing the registration, you can **Sign Out** of your account or continue browsing for other programs.

Additional Tips:

- **Program Availability:** Sometimes programs have limited space. If a program is full, ACTIVE Net may allow you to join a **waitlist** or suggest similar programs.
- **Payment & Refunds:** Keep an eye out for refund policies and deadlines, in case you need to cancel.
- **User Account:** You can always access your registration history and manage your account details by logging back in.