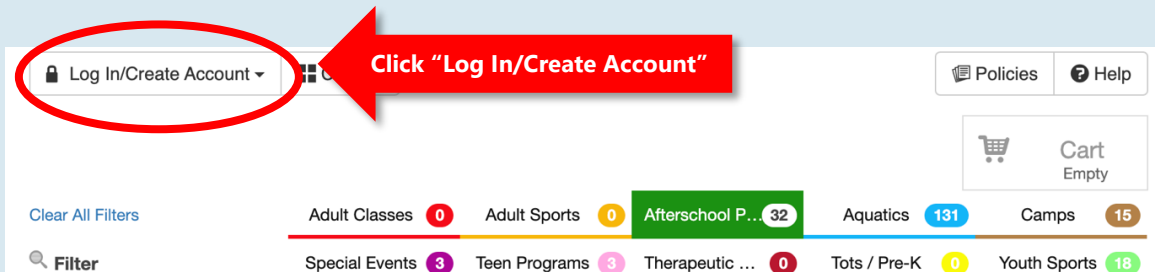


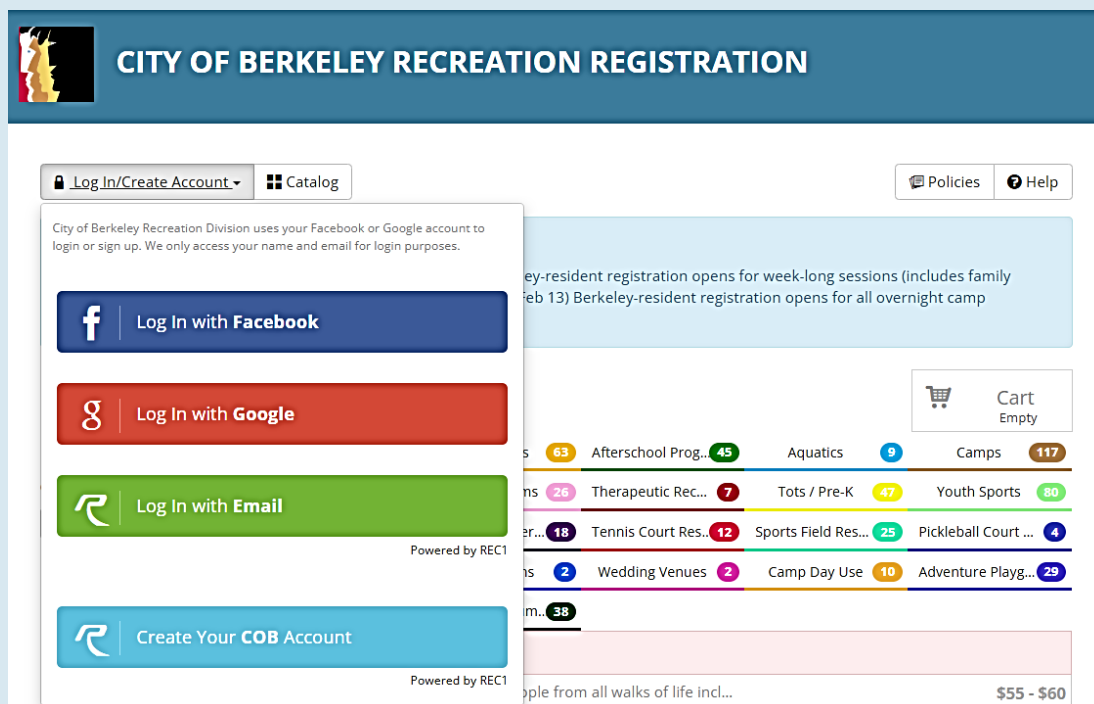
Welcome to our [online registration portal](#), the City of Berkeley Recreation Division's online registration system. Please follow the directions below to login or setup an account in this new system.

1 Go to our [online registration portal](#).

2 Once at the site, in the upper left corner, select **Log In/Create Account**



3 Click **Create your new City of Berkeley (COB) account**



4

To Follow the prompts, adding your contact information to setup your family account.

- a. When finish, click **Next Step: Other Account Members**

CITY OF BERKELEY RECREATION REGISTRATION

COB Sign-Up

Step 1: Account Holder | Step 2: Other Account Members

Account holder must be an Adult.

BASICS

Account Type: Individual | Organization

Name*: First Name | Middle | Last Name | N/A

Date of Birth*: mm/dd/YYYY

Gender: [Dropdown]

Name #1 Emergency Co...: Name #1 Emergency Cor

Phone #1 Emergency C...: Phone #1 Emergency Cor

Name #2 Emergency Co...: Name #2 Emergency Cor

Phone #2 Emergency C...: Phone #2 Emergency Cor

ADDRESS

Address Line 1*: Address Line 1

Address Line 2: Address Line 2

Zip Code, City, State*: Zip Code | City | AL

County/Parish: Other

CONTACT INFO

Phone 1*: Phone 1 | Label | No Mobile Carrier

Phone 2: Phone 2 | Label

ACCOUNT SETTINGS

Primary Email*: Primary Email

Password*: Password

Cancel | Next Step: Other Account Members

- b. Add additional members as needed **Add Account Member**
- c. Click **Save & Close**
- d. That's it! You're ready to start using our system

CITY OF BERKELEY RECREATION REGISTRATION

COB Sign-Up

Step 1: Account Holder | Step 2: Other Account Members

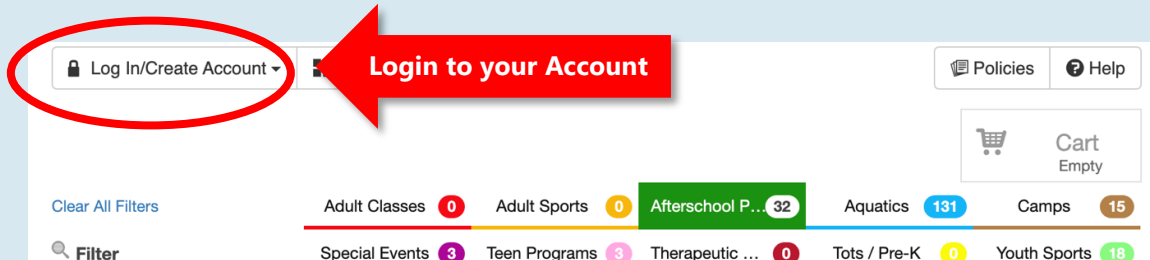
First, Last, DOB, Grade | Add Account Member

Cancel | Save & Close

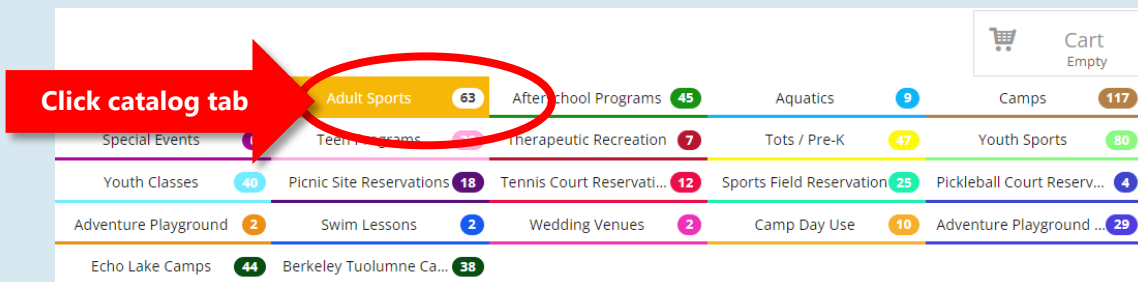
How to register on registration portal

1 Go to our [online registration portal](#).

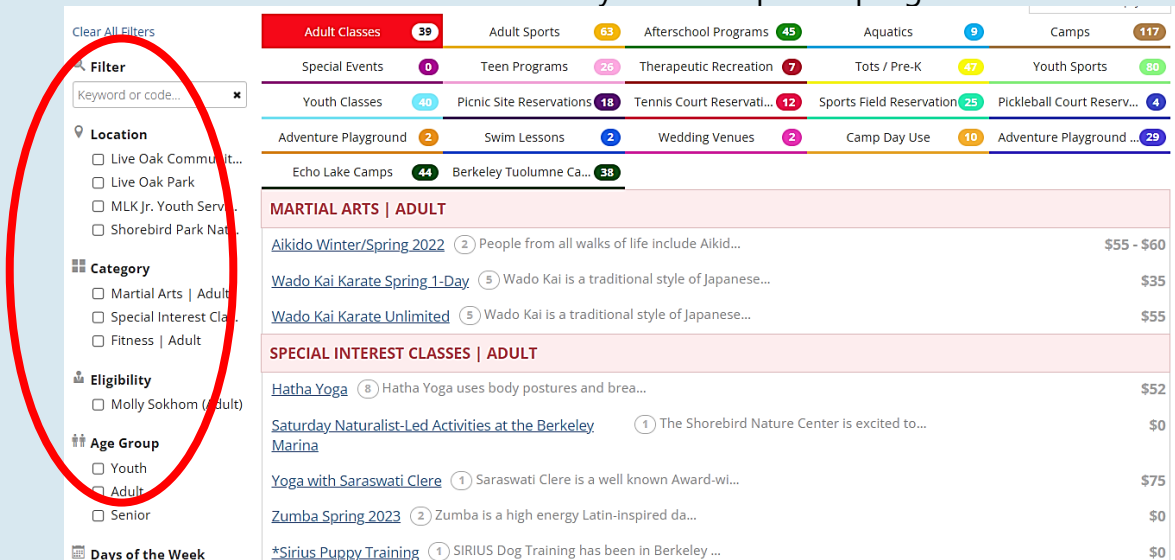
2 Once at the site, click **Log In/Create Account**



3 Once you've logged in, click on the desired catalog tab



a. The filters on the left will show you more specific programs or site locations.



4 Click on desired Program/Activity Name

MARTIAL ARTS ADULT		
Aikido Winter/Spring 2022	(2) People from all walks of life include Aikid...	\$55 - \$60
Wado Kai Karate Spring 1-Day	(5) Wado Kai is a traditional style of Japanese...	\$35
Wado Kai Karate Unlimited	(5) Wado Kai is a traditional style of Japanese...	\$55
SPECIAL INTEREST CLASSES ADULT		
Hatha Yoga	(8) Hatha Yoga uses body postures and brea...	\$52
Saturday Naturalist-Led Activities at the Berkeley Marina	(1) The Shorebird Nature Center is excited to...	\$0
Yoga with Saraswati Clere	(1) Saraswati Clere is a well known Award-wi...	\$75
Zumba Spring 2023	(2) Zumba is a high energy Latin-inspired da...	\$0
*Sirius Puppy Training	(1) SIRIUS Dog Training has been in Berkeley ...	\$0
FITNESS ADULT		
Life Long Tennis Academy	(9) Life Long Tennis Academy of Berkeley is ...	\$150 - \$396
Adult Boxing	(5) S...	\$35

Program/activity Name

5 Underneath program/activity name, you will see the description of the program and a list of sessions, with location, ages, days, dates, times, number of enrollments and base cost of activity. *Note: non-resident fees are not displayed here.

FITNESS ADULT							
Life Long Tennis Academy	(9) Life Long Tennis Academy of Berkeley is ...	\$150 - \$396					
Adult Boxing x							
Shape up fast and burn fat with this extreme conditioning workout! Bring hand-wraps, workout clothing, tennis shoes, boxing gloves (optional), and lots of water! Additional \$2 for hand wraps. We are certified through USA Boxing. Register online or at MLK Jr. Youth Services Center/YAP. Please call 981-6671 for more information.							
SESSION	LOCATION	AGE	DAYS	DATES	TIMES	ENROLLM...	
Session 1 (26448)	MLK Jr. Youth Services ...	18-70	M, W, F	01/01-01/31	3:30pm-6:30...	3/20	\$35
Session 2 (26449)	MLK Jr. Youth Services ...	18-70	M, W, F	02/01-02/27	3:30pm-6:30...	0/20	\$35
Session 3 (26450)	MLK Jr. Youth Services ...	18-70	M, W, F	03/01-03/31	3:30pm-6:30...	0/20	\$35
Session 4 (26451)	MLK Jr. Youth Services ...	18-70	M, W, F	04/03-04/28	3:30pm-6:30...	0/20	\$35
Session 5 (26452)	MLK Jr. Youth Services ...	18-70	M, W, F	05/01-05/26	3:30pm-6:30...	0/20	\$35

Session names

6 Once you've selected your desired session, you will see detailed information below the session.

- a. If slots are available, you will also see in blue "eligible" under anyone in your account who is eligible.

SESSION	LOCATION	AGE	DAYS	DATES	TIMES	ENROLLM...	
Session 1 (26448)	MLK Jr. Youth Services ...	18-70	M, W, F	01/04-01/30	3:30pm-6:30...	3/20	\$35
Session 2 (26449)	MLK Jr. Youth Services ...	18-70	M, W, F	02/01-02/27	3:30pm-6:30...	0/20	\$35

Activity Adult Boxing
Session Session 2
Location MLK Jr. Youth Services Center / Young Adult Project (YAP)
Room/Facility Gym (Courts 1 & 2)
Address 1730 Oregon St Berkeley, CA 94703
Phone 510-981-6670
Date Range 02/01-02/27 (Excluding 02/17, 02/20)
Schedule Details 3:30p-6:30p every Mon/Wed/Fri from Feb 1 to Feb 27 (No class on Feb 17, Feb 20) at MLK Jr. Youth Services Center / Young Adult Project (YAP) Gym (Courts 1 & 2)
Age/Gender 18-70
Activity Code 26449
Fee \$35.00
Registration Nov 14 9a-Feb 17 5p
Min Participants 5
Max Participants 20

ACCOUNT MEMBERS

Molly Sokhom (Adult)
Eligible

Add Account Member

Add To Cart

b. If no slots are available, you will see in red "Session Full." This slot is full and you will be unable to register. If full, you have the option of adding to the waitlist.

Location King Swim Center
Room/Facility Lap Pool
Address 1700 Hopkins Street Berkeley, CA 94707
Phone 510-981-5105
Date Range 09/25

Stephanie Chu (Adult)
Session full

Senior Chu (Adult)
Session full

c. If hasn't started yet, you will see in red "Registration hasn't started" with the registration start date (for residents) listed in the yellow/beige box at the top.

Session 1 (26799)	Echo Lake	18/up	Daily	06/12-06/18	12am-12am	0/14	\$1843
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ⓘ Registration for this program opens at 09:00 AM on 02/09/2023.

Activity Echo Lake Family Camp (Weeklong)
Session Session 1
Location Echo Lake
Room/Facility Camp
Address Lot #7 Echo Lakes Rd. Echo Lake, CA 95721
Phone 530-659-7539
Date Range 06/12-06/18
Schedule Details every day from Jun 12 to Jun 18 at Echo Lake Camp
Age/Gender 18/up
Activity Code 26799
Fee \$1,843.00 Resident / \$2,212.00 Non-Resident
Registration Opens on Feb 9 - 09:00 AM
Max Participants 14

ACCOUNT MEMBERS

Molly Sokhom (Adult)
Registration hasn't started

Add Account Member

Add To Cart

7

To register for a slot that is available, you will need to select the participant(s) and then click **Add to cart**

SESSION	LOCATION	AGE	DAYS	DATES	TIMES	ENROLLM...	
Session 1 (26448)	MLK Jr. Youth Services ...	18-70	M, W, F	01/04-01/30	3:30pm-6:30...	3/20	\$35
Session 2 (26449)	MLK Jr. Youth Services ...	18-70	M, W, F	02/01-02/27	3:30pm-6:30...	0/20	\$35

Activity	Adult Boxing
Session	Session 2
Location	MLK Jr. Youth Services Center / Young Adult Project (YAP)
Room/Facility	Gym (Courts 1 & 2)
Address	1730 Oregon St Berkeley, CA 94703
Phone	510-981-6670
Date Range	02/01-02/27 (Excluding 02/17, 02/20)
Schedule Details	3:30p-6:30p every Mon/Wed/Fri from Feb 1 to Feb 27 (No class on Feb 17, Feb 20) at MLK Jr. Youth Services Center / Young Adult Project (YAP) Gym (Courts 1 & 2)

ACCOUNT MEMBERS

- Molly Sokhom (Adult) Eligible
- [Add Account Member](#)

[Add To Cart](#) **Add to Cart**

8

Click on the cart icon on the top right of the screen, to **Checkout**.

#	Item	Total
1.	Molly Sokhom for Adult Boxing Session 2	\$35.00 ×
TOTAL		\$35.00

[Close](#) [Checkout](#)

9

You will be taken to our prompt page, which includes our photo waiver. Click **"yes"** or **"no"** and then click **"submit response."**

Prompts Shopping Cart \$35.00 1 item

Prompt	Response
General Prompts	<input checked="" type="checkbox"/> I Agree
1. PROMPT SECTION: - PLEASE PROVIDE THE FOLLOWING INFORMATION RELATED TO YOUR REGISTRATION. ONCE YOU HAVE BEGUN THE CHECKOUT PROCESS, YOU WILL HAVE A 20 MINUTE REGISTRATION HOLD TO COMPLETE REGISTRATION. IF YOU NAVIGATE AWAY FROM THE CHECKOUT PROCESS, YOU WILL GIVE UP YOUR REGISTRATION HOLD. IF YOU NEED ASSISTANCE, PLEASE CONTACT THE RECREATION ADMINISTRATION OFFICE AT (510) 981-5140 PRIOR TO NAVIGATING AWAY FROM THIS PAGE. - Please note that you WILL NOT be able to proceed to the	

CHECKOUT FOR MOLLY SOKHOM

- [Browse Catalog](#)
- [Prompts](#)**
- [Waivers](#)
- [Payment](#)
- [Review & Confirm](#)
- [Receipt](#)

Click "Submit Responses" [Submit Responses](#)

Then you will be taken to our Program Waiver screen.

- a. Read the Refund Policy and Liability Release and then click on “I agree on behalf of...” (located on bottom of page).
- b. This will then open up a signature box, which you will need to sign and then click “Save”. Once signed, click on “Confirm Waiver Agreement.”

Program Waiver

Applies to:
Molly Sokhom for Adult Boxing Session 2

Refund/Account Credits Policy
All refunds, account credits, and cancellation requests must be directed to:
via email: recreation@cityofberkeley.info
or mail:
Recreation & Youth Services Manager
City of Berkeley Recreation Division
1720 8th Street
Berkeley, CA 94710

The original receipt must be submitted with a written request for a refund or account credit. The request must state the reason for the refund or account credit, and the date, time and location of the program, and the amount requested. The Recreation and Youth

CHECKOUT FOR MOLLY SOKHOM

- Browse Catalog
- Prompts
- Waivers**
- Payment
- Review & Confirm
- Receipt

Confirm Waiver Agreement >

< Prompts

or mail:
Recreation & Youth Services Manager
City of Berkeley Recreation Division
1720 8th Street
Berkeley, CA 94710

The original receipt must be submitted with the refund or account credit, and the date. Services Manager will render a decision to to another session or program (not applic

Recreation and Marina Programs and Facilities Recreation Facilities, Picnic Site Reservation Marina Programs. No refunds or credit will poor air quality. The City will deduct 25% of deduct a minimum \$10.00 service charge.

Camp Programs (Tuolumne Camp and Echo days before camp arrival date. A refund or calendar days prior to arrival date, less a 25

Per Department policy, checks will not be next fiscal year.

After signing, click “Confirm Waiver Agreement”

Confirm Waiver Agreement >

< Prompts

Waiver Signature

Please sign on the line:

Clear/Reset Close Save

10 After signing the waiver, you will be taken to the payment screen. “Click on Continue to Payment”

Payment

Item	Price
1. Molly Sokhom for Adult Boxing Session 2	\$35.00
Total Charges	\$35.00

Gift Card Code Claim

Notes

Continue to Payment

If you are not redirected to a receipt page after completing your purchase, please return to the catalog and try again.

CHECKOUT FOR MOLLY SOKHOM

- Browse Catalog
- Prompts
- Waivers
- Payment**
- Review & Confirm
- Receipt

< Waivers

11

 You will be taken to the secure payment screen, click **Checkout**

< Cancel Payment

Order Section	
Amount	35.00 USD

Click Checkout → **Checkout**

Secure Payment

12

 You will be taken to our payment processor where you can complete the payment process.

< Back to Order Section

Order Section	Billing Address
Amount: 35.00 USD	First Name: Molly
	Last name: Sokhom
	Address1 *: 1326 Allston Way
	City: Berkeley
	State/Province: CA
	Postal Code *: 94702
	Country: [Dropdown]

Payment

PAYMENT CARD

Card Number *

Expiration Date(MMY) *

CVV2 *

Click Submit Payment → **Submit Payment**

13

 Once you've completed registration, an email receipt will be sent to you.

If you have any questions regarding our registration process, please contact our Recreation Customer Service Hub at recreation@cityofberkeley.info or 510-981-5150.