



Pinole Tiny Tots Summer 2018 Registration

The following pages provide a step by step process for registering for our 2018 Summer and Fall sessions. Please note the following dates for registration.

April 9 – 13, 2018 Current registrants and their siblings

May 1, 2018 Pinole Resident registration begins

May 3, 2018 Open registration begins

Registering as a Pinole resident will require the parent/legal guardian to provide a CA ID or Driver's license along with a utility bill displaying their Pinole address. This information can be submitted either in person or by email prior to the first day of the summer session.

Anyone registering for the Summer 2018 session can also register for the Fall 2018 session. Please note that **each** program you are registering for will require the corresponding \$45 membership fee to be added to the registration shopping cart. At check out you should have a membership fee **and** a program registration for each session you have chosen to register for.

All participants are required to submit a copy of their birth certificate, immunization record and a wallet size photo during the first week of class.

Please visit www.ci.pinole.ca.us and click on the following icon:

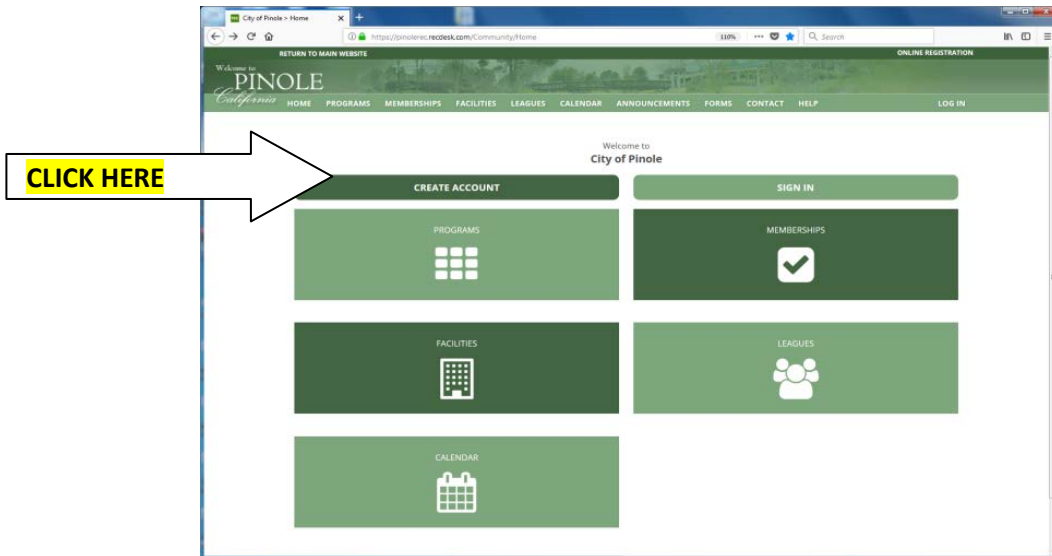


or follow the link provided on the next page.

Registering for classes using Rec Desk

How to create an account

1. Go to <https://pinolerec.recdesk.com> on your computer or mobile phone
2. Click create account button to begin process of creating your account



3. Begin process of entering your Profile then click Continue.
4. Fill out all fields and click Submit to complete the Profile setup process.

Create Account

Name *

Primary Phone *

Primary Email Address *

Continue >

Already have an account? [Log In](#)

ENTER YOUR INFORMATION

How to register for a Tiny Tots program:

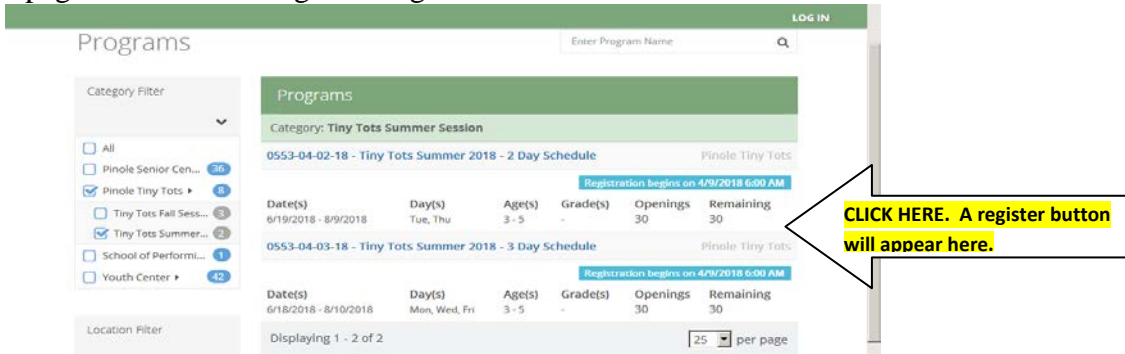
1. Before registering for a program you must first add the corresponding \$45 membership fee (formerly titled registration fee) to your cart. By clicking the enroll button the item will be placed in your cart. This fee will be due during the checkout process.

The screenshot shows a web interface for 'Memberships'. At the top right is a 'LOG IN' link. Below it is a search bar 'Enter Membership Name' with a magnifying glass icon. On the left is a 'Category' filter with a dropdown arrow and three options: 'All', 'Pinole Senior Center' (with a '2' in a blue circle), and 'Pinole Tiny Tots' (with a '3' in a blue circle and checked). The main content area is titled 'Memberships' and lists three items under the 'Pinole Tiny Tots' category:

Membership Name	Period	Duration
0553-01-03-01 - Tiny Tots FWS Membership	9/5/2017 - 6/8/2018	1 year(s)
0553-01-03-18 - Tiny Tots Fall 2018 Membership	8/27/2018 - 11/16/2018	3 month(s)
0553-04-03-18 - Tiny Tots Summer 2018 Membership	6/18/2018 - 8/10/2018	2 month(s)

At the bottom of the list, it says 'Displaying 1 - 3 of 3' and '25 per page'. Two callout boxes with arrows point to the 'Enroll' tab on the right side of the membership items, with the text: 'Click Enroll tab if you are registering for Fall 2018' and 'Click Enroll tab if you are registering for Summer 2018'. The footer of the page says 'POWERED BY rec desk'.

2. Registrations can be initiated by either clicking on the Register button on the [Program List](#) page or while viewing the Program Detail.

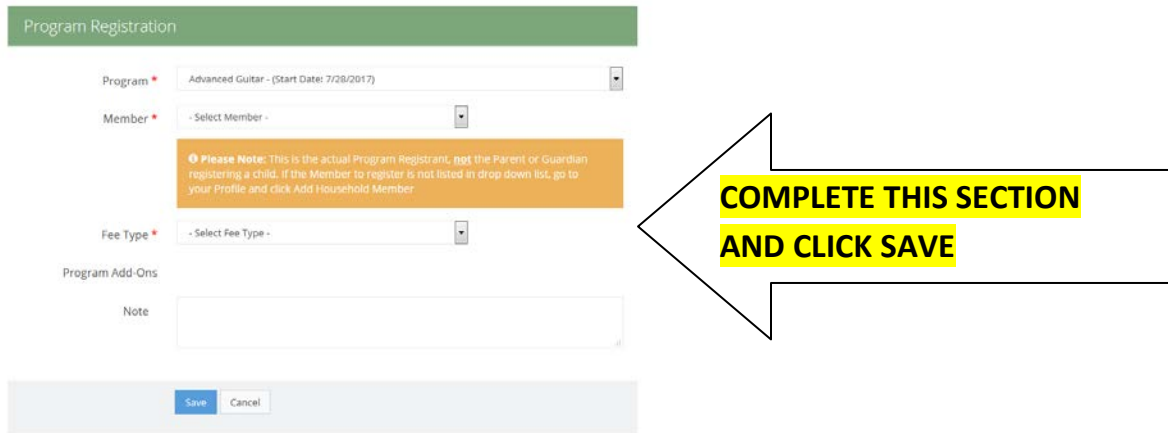


The screenshot shows the 'Programs' page with a search bar and a category filter. Two programs are listed:

Date(s)	Day(s)	Age(s)	Grade(s)	Openings	Remaining
0553-04-02-18 - Tiny Tots Summer 2018 - 2 Day Schedule	Tue, Thu	3 - 5	-	30	30
0553-04-03-18 - Tiny Tots Summer 2018 - 3 Day Schedule	Mon, Wed, Fri	3 - 5	-	30	30

A callout box points to a blue 'Register' button on the first program row, with the text: **CLICK HERE. A register button will appear here.**

3. This will display the Program Registration form. Choose the Family Member registering for the program (not the Parent/Guardian), the appropriate Fee Type and then answer any additional questions that may be required for the program.



The screenshot shows the 'Program Registration' form with the following fields:

- Program: Advanced Guitar - (Start Date: 7/28/2017)
- Member: - Select Member -
- Fee Type: - Select Fee Type -
- Program Add-Ons: Note

A callout box points to the 'Save' button, with the text: **COMPLETE THIS SECTION AND CLICK SAVE**

4. The new Registration will be added to your [Shopping Cart](#) and is ready for checkout. Payments for programs will begin when classes begin. You will receive an email listing the payment due dates. At this point, you can add more registrations to the shopping cart or complete the registration(s) by going through the Payment/Checkout process.

Payment and Checkout

Shopping Cart

Item	Fee + Deposit
1. Advanced Guitar Edit Remove	\$2.00

Registration Maria Picazo

[Register another HOUSEHOLD MEMBER for this program >](#)

Total: \$2.00

Please Note: you MUST go to *Check Out* and make *Payment* to complete the registration process. Spots in Programs are **not guaranteed** until the Check Out process is complete.

[Add New Registration](#) [Go To Checkout](#)



Checkout

Total Amount Due **\$2.00**

Item Total **2.00**

Sales Tax **0.00**

Convenience Fee **0.00**

Card Info

Name on Card

Card Type

Card Number

Expiration

CW Code

Cardholder Address

Address Line One

City

State/Province *

Zip/Postal Code



Registration and Payment is complete once you click submit.

We hope the registration process runs smoothly. If you encounter any difficulties please contact the Tiny Tots facility at 510-724-8965 or by email at tinytots@ci.pinole.ca.us.