

## Online Registration Directions 2022

1. Visit the LB RecConnect website at <https://apm.activecommunities.com/lbparks/Home>.
2. You may already have an account for your family, if so simply log in and move on to step 3. If you do not have an account, click "Create an account."
  - a) You will be directed to create an account for your family. The first information you should enter should be the PARENT information.
  - b) Insert your information as directed. Once all the information is entered select the option "Create account and add family member"
  - c) Enter the information for your child, and then click "Create account." If you have more than one child to register continue to use the "Create account and add family member" option as needed.
  - d) If you have any difficulty creating an account, this YouTube video helps to explain the process: <https://www.youtube.com/watch?v=evaE1UqKecl&feature=youtu.be>.
3. Once you have created an account, you can click on the "Activities" button and search "LBFD Junior Lifeguard Program." The link to the registration page is also available on our website at [www.longbeachJGs.com/registration](http://www.longbeachJGs.com/registration).
  - a) There will be separate registration options for the A, B, C, and Cadet groups. Please be sure to select the appropriate group for your child.
  - b) Once you have selected the correct age group for your child, the first question will be "Who will be participating in this Activity?" Select your child's name from the drop-down menu then click next.
  - c) The next page requests the basic information required for registration, once you have completed the page select next. It will not allow you to move on to the next page until the information is complete.
  - d) The next page will display the total price you owe. If you only have one child to register, select "Proceed to shopping cart" and continue to step E below.
    1. If you have another child in the **SAME** age group, select "Register Another Participant for this Activity" and you will be directed back to the start. Once you have completed the process for each child click "Proceed to Shopping Cart" and go to step E on this instruction page.
    2. If you have another child in a **DIFFERENT** age group, select "Add to Cart and Continue Shopping." Again, you will search "LBFD Junior Lifeguard Program" and select the appropriate age group for your next child. Then you will start the process again. Once you have completed the process for each child click "Proceed to Shopping Cart" and go to step E on this instruction page.
    3. The system will only allow you to register your child for the age group that matches their age.
  - e) The next page is simply an opportunity to make any changes needed and review your order. If everything is correct, select "Proceed to Checkout"

- f) Please review the two waivers on the next page and initial in the box provided. Then check the box stating, *"I acknowledge that I have carefully reviewed and consent to the waiver set forth above"* and click next.
  - g) Complete the payment information then select "Pay and Finish."
4. The final step to complete your registration is to sign up for your AAU membership. Just like last year, this is to be completed online. You can find the instructions for AAU online registration at [www.longbeachJGs.com/forms](http://www.longbeachJGs.com/forms).