

Cobb Aquatic Center Registration Procedures

To Start:

Everyone needs to be entered in the CLASS registration system for the Cobb County Parks Recreation and Cultural Affairs Department.

Note:

All family members who will be registering for classes must be in this Database.

Family members will get a Login I.D. and a PIN (personal identification number)

Note:

You cannot register for a Cobb County Aquatics Program until you obtain both a Log-In ID and a P.I.N. and that can be done by going by any of our Aquatic Centers during business hours to enter you and your family information (this must be done in person to verify individuals as Cobb County residents or Non-Cobb residents – some programs have different fee structures for Non-Cobb residents).

Registration Procedures:

1. Go to: <http://prca.cobbcountyga.gov/aquatic.htm>
2. Click on the **Online Registration Tab** on the left column

Program Registration



General Information



Online Registration

3. This takes you to the **“EZ Reg”** Home Page
4. Click on the **My Account Tab**

Start

Activities

Facilities

My Basket

My Account

Help Desk

5. Enter the **Login ID** for a Family Member & the **PIN**

EZ-Reg : My Account : User Login

*Login ID:

*Account PIN:

Sign In

[Forgot My Password](#)

Enter your Log-in ID followed by your PIN number. Then press the Sign In button.

For Log-in ID's that begin with zero - do not enter the zeros at the

- a. Do not enter any zeros at the beginning of the **Login ID** number
 - b. The **PIN** is the same for all family members
6. Click the **Activities Tab**

Start

Activities

Facilities

My Basket

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Help Desk

7. On the Right Hand Column click [Aquatic Center – Lessons](#)
EZ-Reg : Activities

Look up a specific item by reference number!

Barcode Number

[Advanced Search](#)

Available for registration only

[Aquatic Center - Lessons](#)



Click on the links at left to expand your search. You may optionally select a complex to narrow your search.

8. Select the course you want to register for:
 - a. Minnow, Level 1, Adult Basic etc...
9. Find the **BAR CODE** of the Specific Class you want to register for
 - a. Bar Codes are on the class information sheets posted each quarter
 - i. [Fall 2010 Lesson Schedule](#)
 - ii. <http://prca.cobbcountyga.gov/documents/Aquatics%202010%20Fall%20Swim%20Lesson%20Schedule.pdf>
10. Click **Add** in the right hand column

Course	Days	Dates & Times	Facility	Classes Avail.	Basket
31053	Mon	08-16-2010 - 09-01-2010	Instructional area	6	6
Learn to Swim Program Level 2	Wed	4:00PM - 4:50PM	2		
		View full schedule	Central Aquatic Center		

- a. Note: if the class is full then the number in the available column will be zero or it will be blank

11. Once you hit Add you will be directed to the My Basket Screen – Use the Drop Menu to select the Family Member to enter into the class

Basket

Type	Client/Team	Item	Dates & Times	Cost	Basket
CRSE	<input type="text" value="-Select A Client-"/>	007 - Fall Learn to Swim Class	09-06-2010 - 10-11-2010 8:00PM - 9:00PM View full schedule	Total:	

- a. If you need to register another family member for the SAME class the click **ADD CLIENT** in the right hand column
 - b. If you need to register another family member for A Different Class click **CONTINUE SHOPPING** – then go back to **Step #6**
12. Once you are finished registering all the family member to all the classes you want click the **MY BASKET Tab** and then **Check Out and Pay**

Helpful Hints:

- Make sure all family members are on the family account
- Check your computer: make sure you can access the web site and navigate pages
 - Some Computers need to enable “Cookies” (change security settings) in order to access our on-line registration pages
- When entering your Login ID – do not use zero’s that are at the beginning of the ID number

Due to the High Demand for our Swim Lesson Programs in all of our Aquatic Centers the Cobb County Parks Recreation and Cultural Affairs Department advises those wanting to register for swim lessons to be on-line as close to the start time for registration for the facility you want to enroll in swim classes. Many of our swim classes will fill up within the first couple of minutes once registration opens up. The Cobb County Computer Server can accommodate up to 200 people on-line at one time which makes registration a quicker process. However, our Aquatic Facilities are limited in the number of swim lesson spots we are able to offer each session which can result in classes filling up very quickly.

Also, if feel like you have logged-in at the appropriate registration time and classes you want are not available to be added to your basket then you may need to refresh the screen because you may have either logged in too early or the class may already be full.