

Attention Cobb PARKS Customers

IMPORTANT COBB PARKS REGISTRATION INFORMATION

You MUST create or update your ActiveNet account BEFORE you will be able to register for any activities!!

Cobb County P.A.R.K.S. has converted to the new ActiveNet registration system (from the previous CLASS software system). To insure your account is ready for use, you must update and verify your information no later than 24 hours prior to any upcoming registrations. If you did not have a Class account, or you have not used your Class account within the last 24 months, you must create a new account in ActiveNet.

ActiveNet uses your e-mail address as your login name. Your Class PIN will not work in ActiveNet. If you had an e-mail address on your Class account, it was imported into ActiveNet. If you did not have an e-mail address on your Class account, you will have to create a new ActiveNet account.

To sign in and verify your account information, or to create a new ActiveNet account, go to the Cobb County P.A.R.K.S. home page (www.cobbcounty.org/parks) and click the “**Register Online – GO!**” button.

Things to know before creating or updating your ActiveNet account:

- You must be at least 13 years old to create an account. Parents (adults) may add children under 13 to their family and create accounts for them after the adult’s account has been created or updated.
- You must have an adult account before you can create an account for a child.
- If you will be creating or updating accounts for others in your family, create or update your account **FIRST**.
- All items indicated by a red asterisk (*) are required and must be completed.
- ActiveNet requires you to enter your gender and birth date. These are used to determine qualifying activities, registration fees, and to allow you to pay for activities for yourself and your family. For example: ActiveNet requires someone to be at least 13 years old to pay for any registrations. If you do not enter your birth date you will not be able to pay for another family member’s registration because ActiveNet determines your age to be 0.
- When entering or updating your street address, do **NOT** include directional suffixes like SW or NW, and do **NOT** use any punctuation.

These addresses are correct:

123 Cobb Parkway
123 Cobb Pkwy

These addresses are incorrect:

123 Cobb Parkway NW
123 Cobb Pkwy.
123 Cobb Pkwy. NW

Enter suite or apartment numbers on the second address line. Residency is determined by your street address, so it's important to make sure it's accurate and formatted correctly. An incorrect street address will result in your account being coded as a non-resident and you will be charged additional non-resident fees. (If you are updating your account, please verify that your street address is correct.)

➤ **If you had an e-mail address in your Class account**

Click the "**Sign-In**" button.

When logging into ActiveNet for the first time, enter your e-mail address as your login name. While e-mail addresses were imported from Class, passwords were not. To obtain a new password, click the "**Forgot your password**" link. You will be prompted to enter your e-mail address. This must be the same address as your login name. You will very shortly receive an e-mail from Cobb County with your new password. Enter this new password then click the "**Login**" button. (*Passwords are case sensitive.*) You will now be prompted to change your password to one of your choosing. Once you have changed your password, you will be logged in and returned to the registration home page.

Click the "**My Account**" button. On the *Account Options* page, click "**Change Information about Family/Friends**". The "*Family Members*" page will list you and all of the people who are members of your family.

Once you have updated your information, click the "**Save**" button at the bottom of the page.

You can now edit information for the rest of your family. If you already have family members showing, click their name to edit their information. If you need to add someone to your family, click "**Add New Family Member**".

➤ **If you did not have an e-mail address in your Class account**

Click the "**Create an Account**" link just below the *Sign-In* button.

Follow the instructions on the screen to create your new ActiveNet account. All items indicated by a red asterisk (*) are required and must be completed.

When you have finished entering you information, click "**Create Account**" to create your account. If you wish to add family members, click "**Create Account and Add Family Member**".