



## Parks & Recreation Now Offers **ActiveNet** *Online Registration!*

McMinnville residents asked for a more convenient way to register for classes, and it's finally here! As of early December, the McMinnville Parks & Recreation Department is pleased to implement the **ActiveNet Online Registration** option!



***Sign up anytime day or night!***  
***Register from the convenience of your own home,  
office, or other location with internet access!***

### **Stay Connected!**

In addition to the convenience of registering anytime and anywhere, the new ActiveNet system can also help you stay up to date on the latest Parks & Recreation Department news. To receive occasional updates about our programs, please include your e-mail address and/or cell phone number when you create an account and check the box that allows us to send text messages or e-mail correspondence.

### **Affordable Convenience!**

Creating an ActiveNet Online Registration account is always free. A minimal \$2 service charge, paid directly to the ActiveNet provider, is applied to all online registration transactions.

## **ActiveNet Online Registration Instructions**

### **Step 1:**

Visit the Parks & Recreation Department page on the city's website at [www.ci.mcminnville.or.us](http://www.ci.mcminnville.or.us) and follow the links, or access online registration directly at:  
[activenet20.active.com/mcminnvilleparksandrec/](http://activenet20.active.com/mcminnvilleparksandrec/)

### **Step 2:**

Follow the **Create Account** instructions for individuals or families. The following hints will help you through the process:

To get started, create an account for one adult family member (or individual adult). Once you provide the necessary information, you will receive a customer **Login Name** and **Password**.

If you want to set up a new account for a child, you must first create an account for an adult member of the family. After submitting the proper information for the adult member of the family, you may add additional family members.

**Important:** Enter your street address EXACTLY as it appears on your street sign. Include the abbreviations NE, SE, NW, SW as appropriate; use the abbreviations St. for Street; Ln. for Lane; Ave. for Avenue. This is critical for proper data base and account accuracy.

### **Step 3:**

Once an individual or family account is created, registering online for available programs and activities is a snap! Click on **View Activities** to find fun classes and programs, and then follow the registration instructions.

### **Need Assistance?**

For in-person customer service, we always welcome you to visit or call during regular business hours.

#### **Community Center**

**600 NE Evans Street – 503-434-7310**

*Tuesday – Friday (9am – 9pm)*

*Saturday (9am – 6pm)*

#### **Aquatic Center**

**138 NW Park Drive – 503-434-7309**

*Monday, Wednesday, Friday (5:45am – 9pm)*

*Tuesday, Thursday (6:30am – 9pm)*

*Saturday (11:30am – 3pm, 6:30 – 8:30pm)*