



**Cambridge Community Services Department**

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**Registration**

**How do I register for a course?**

1. Click on the "My Account" tab and sign in using your "Client ID" and "Account PIN".
  2. "ADD" the desired course to your Cart. If there is no "ADD" button, this course is currently not available for internet registration.
  3. For each registration, select the family member you wish to register from the "Client Selection" drop box.
  4. To register for additional courses, click on "Continue Shopping" and move back and forth between "Shopping Cart" and "Programs" screens using the tabs at the top of the page.
  5. When you have finished adding all of your courses, proceed to the "Check Out" and make a payment. When you have entered your credit card information, click on "Complete Transaction." You will be able to print a receipt if your transaction is successful by clicking on the "Printer" icon.
- If you make a mistake in registering for a course, then use either the "Clear Cart" or "Remove" buttons instead of the "Back" button.

**Please Note:** Some courses have pre-requisites attached to the course. These pre-requisites of a previous course or course level may prevent you from registering online if you a) have not taken that previous level with the City of Cambridge and are registering with the City for the first time or b) are unsuccessful in passing a previous course requirement or the course has not been completed. If you have any questions re. the possibility of a pre-requisite being attached to a course that may prevent you from registering online, please contact any Cambridge Recreation Facility.

***Facility Contact Information:***

*See Facility List*