

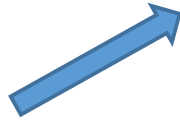
R.O.C.K.S PROGRAM

Online Processing

Enrollment

1. Log onto www.cmclassesonline.com
2. Click on "Sign In or Create an Account"

***Please Note:** *Desktop/Laptop/iPad are encouraged for this process. System may not be compatible with Smartphones.*



The screenshot shows the Costa Mesa website homepage. At the top left is the Costa Mesa logo with a stylized sun and waves. To the right is a yellow box with "Sign In | Create an Account". Below the logo is a navigation bar with "Home", "Activities", and "Memberships". A "My Cart" icon is in the top right. The main banner features a photo of three children running in a field. To the right of the photo is a welcome message: "Welcome to the Costa Mesa Parks & Community Services Department! We offer activities, memberships, and programs for the whole family!" Below this is a "Sign In" button and a link "Or Create an Account". A search bar contains "Davis" and a "Search" button. Below the search bar are two promotional tiles: one with a photo of children and the text "Register Now For Classes, Camps, & Programs >", and another with a photo of a woman at a pool and the text "Aquatics & Open Gym Memberships >".

Login

3. Account Options:

- a. **First-Time:** Click on "Create New Account"
- b. **Account Holders:** Complete the email and password information and click on, "Login"



[Home](#) [Activities](#) [Memberships](#)

Login

> [Home Page](#) > [Login](#)


To access the features of this site, you must have a password-protected customer account.
If you have an account and haven't logged in yet, please login now.
If you do not have an account, please create a new account.

The screenshot shows the login form with two blue arrows pointing to specific elements. One arrow points from the text "Account Holders" to the "Already have an account?" section, and the other points from the text "First-Time" to the "Create New Account" button.

Already have an account?

Login

Password

I'm not a robot  reCAPTCHA
[Privacy](#) - [Terms](#)

[Forgot your login name?](#)

[Forgot your password?](#)

Don't have an Account?

Account Settings



Home Activities Memberships

Welcome, Parent

Account Options for Parent Name

- Account Activity
 - Family Member's Schedule
 - Account Deposits List
 - List Account Credits
 - Historical Transaction List
 - Transactions that Need Attention List
 - Current Registrations List
 - Tax Receipts
 - Manage Wish List
 - List Saved Credit Cards
 - Memberships and Usage
- Personal Information
 - Change Your Password
 - Change Account Address or Personal Information
 - Change Information about Family/Friends
- Account Payments
 - Pay on Account
 - List of Account Payments
 - View Account Payment Details
 - Change Auto-Charge Payments
- Other Services
 - Register for Activities
 - Purchase or Renew Memberships
 - View Your Shopping Cart
 - Logoff

4. Under **Personal Information**, "Change Information about Family/Friends" to add family members to the account.

a. Every child you are enrolling, will need to be **added** in this section before completing a R.O.C.K.S registration.

Change Information About Family/Friends

Family Members in Recreation Staff Family					
Name	Birth Date	Role	Family	Action	Head of Household
Child Name	Nov 9, 2005	Adult / Guardian	Recreation Staff	Change Authorized Pickups	<input type="radio"/>
Parent Name	Nov 22, 1959	Adult / Guardian	Recreation Staff	Change Authorized Pickups	<input type="radio"/>
City Hall Recreation Staff	Jul 21, 2000	Adult / Guardian	Recreation Staff	Change Authorized Pickups	<input checked="" type="radio"/>

Submit

To return to My Account, click [My Account](#)

[Add New Family Member](#)

Account Settings – Cont'd



Welcome, Parent

Home Activities Memberships

Account Options for Parent Name

- **Account Activity**
 - Family Member's Schedule
 - Account Deposits List
 - List Account Credits
 - Historical Transaction List
 - Transactions that Need Attention List
 - Current Registrations List
 - Tax Receipts
 - Manage Wish List
 - List Saved Credit Cards
 - Memberships and Usage
- **Personal Information**
 - Change Your Password
 - **Change Account Address or Personal Information**
 - Change Information about Family/Friends
- **Account Payments**
 - Pay on Account
 - List of Account Payments
 - View Account Payment Details
 - Change Auto-Charge Payments
- **Other Services**
 - Register for Activities
 - Purchase or Renew Memberships
 - View Your Shopping Cart
 - Logoff

5. Ensure "Account Address or Personal Information" is updated to reflect current mailing addresses and phone numbers.

**Staff utilize this information to contact parents and process refunds, so it's important it reflect accurate information.*

Account Settings – Cont'd



Home **Activities** Memberships

Account Options for Parent Name

6. After confirming your child is added and information is up to date, click on **"Activities"** to begin the program search.
7. In the "Search Bar", you can insert the [school name] **OR** "R.O.C.K.S" and hit "Search" to populate program availability.
 - a. If "Rocks" is typed in, make sure the correct school is selected

Home **Activities** Memberships [My Cart](#)

Activity Search

[Home Page](#) > Activity Search

Search by keyword OR number View As: Sort By:

Filter By:

Displaying: 1-50 of 64



Location:
Meeting Dates:

Name	Number	Day(s)	Time	First Meeting or Date Description	Enrolled	Openings	Fee and Action
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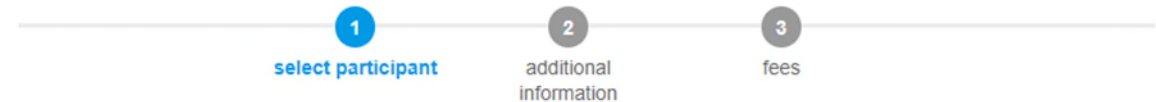
R.O.C.K.S Enrollment

8. Review the "Enrollment Name" to ensure the correct school was selected for the participant.

Enrollment: 21/22 R.O.C.K.S [School Name]



> Home Page > Activity Search > Enrollment Process



9. Then proceed with selecting your child in the "Select the Family Member to Enroll".

Participant required

Select Participant

Don't see the person you want to add in this drop down? [Create a new Family Member](#)

*Who will be participating in this Activity? (Required)

Select the Family Member to Enroll

Tips

If you need to register multiple participants for this activity, simply register one participant then, after completing the fees step, click the 'Register Another Participant for this Activity' link provided at the bottom of the page. You will be returned to this step for the next participant. You can use this process to register as many participants as necessary.

Please Note: Upcoming slide will have more information regarding multiple participant enrollment.

R.O.C.K.S Enrollment Cont'd

10. ENSURE you select the correct **school** AND **session time frame** you want your child enrolled in.
 - a. If you accidentally "Select All" for an incorrect "Session", "Deselect All" on the session you want removed.
11. After confirming the dates you are looking to enroll, on the bottom right, you will find "Add to Card".

To add this program to your shopping cart, click **Add to Cart**

Tip: When selecting the sessions, check marks will appear on the calendar. (The dates selected will have check marks on the dates of the session.)

Please Note: If a session is "Full" and "Select All" is clicked, this will proceed to add the participant onto the waitlist. Waitlist will be used to enroll future vacancies.

FlexReg Enrollment

Program: R.O.C.K.S **Adams Elementary**
 Program Dates: Aug 23, 2021 through Jun 10, 2022

Selected Dates: Aug 23, 2021 through Jun 10, 2022

Customer: **Child Name**
 77 Fair Drive
 Costa Mesa, CA 92626
 Resident: Yes
 Age: 10 years 8 months

Please select the required dates. Then to add this program to your shopping cart, click

Add to Cart

Click on the at the right of each week to select/deselect that week.

indicates dates you are already enrolled in.

indicates you are enrolled in a different program on that date.

Session	Select All	Deselect All
Adams - #1 August 23 - October 1, 2021	Select All	Deselect All
Adams - #2 October 4 - 29, 2021	Select All	Deselect All
Adams - #3 November 2 - 23, 2021	Select All	Deselect All
Adams - #4 November 29 - December 17, 2021	Select All	Deselect All
Adams - #5 January 3 - January 28, 2022	Select All	Deselect All
Adams - #6 January 31 - February 18, 2022	Select All	Deselect All
Adams - #7 February 28 - March 25, 2022	Select All	Deselect All
Adams - #8 March 28 - April 29, 2022	Select All	Deselect All
Adams - #9 May 1 - 27, 2022	Select All	Deselect All
Adams - #10 May 31 - June 10, 2022	Select All	Deselect All

Month of June, 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> CCM - Summer 2021 Week 3


Month of July, 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> CCM - Summer 2021 Week 3
4 4th of July	5	6	7	8	9	10
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> CCM - Summer 2021 Week 4
11	12	13	14	15	16	17
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> CCM - Summer 2021 Week 5
18	19	20	21	22	23	24
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> CCM - Summer 2021 Week 6
25	26	27	28	29	30	31
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> CCM - Summer 2021 Week 7

Month of August, 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> CCM - Summer 2021 Week 8
8	9	10	11	12	13	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> CCM - Summer 2021 Week 9

R.O.C.K.S Enrollment Cont'd

12. Complete the "Activity Questions" and any "Initials" required to proceed with payment.
13. Any waivers will be hyperlinked for review.
14. Make sure information is up to date, if the items are "Auto-filled".
 - a. Ex. Emergency contacts, phone numbers, medical conditions, etc.
15. When registration is complete, Click on "  " on the bottom right of the page.

Activity Questions:
Activity Questions:

Agree to Waiver	Required
Initials: <input type="text"/>	Yes
Initials: <input type="text"/>	Yes

R.O.C.K.S Enrollment Cont'd

16. In this page, you will have the option to move forward with payment to finalize enrollment.
 - a. If you have another child in the **SAME** school, click on "Register Another Participant for this Activity"
 - b. If you have another child in a **DIFFERENT** school and needs enrollment, click on "Add to Cart & Continue Shopping" to select the other school.

Select Fees

Please review your enrollment fees and, if applicable, apply your coupons.

Description	Quantity	Amount	Total Price
			Total: \$0.00

[Proceed to Shopping Cart](#)

[Register Another Participant for this Activity](#)

[Add to Cart & Continue Shopping](#)