

Online Registration Instructions

1. Visit: <https://www.cityofroseville.com/25/Parks-Recreation>
2. Select "Online Registration"- on the top of the left side bar

RETURNING Customers: Select "Sign In/Up"

- Customers who have previously registered for ANY Roseville Parks & Recreation program in the past will already have an account
- Enter email and password
- If you do not remember your password or have never set one up, please select "Forgot your password?"
 - o Enter your email that you have used for Roseville Parks and Recreation communication in the past
 - o You will be emailed a temporary password; retrieve and you will then be prompted to create a new password
 - o Use email and new password to log in
- If you do not remember your email for your account OR are wanting to use an updated email address, please call our office at 651-792-7006 so we can update your information.

NEW Customers:

- Select "Sign In/Up"
 - Select "Join" next to "Don't have an account?" under the yellow sign in button
 - Enter all necessary information in order to complete your account
 - o Be sure to include an email address and enter Date of Birth information for ALL members of your family, including yourself
3. Once logged in - select "Activities" on the top bar
 - Enter a keyword or activity number in the search bar
 - Once you have found the activity, select the green "Enroll Now" button
 - Select the family member to be enrolled for the activity from the drop-down. Add any comments if necessary, Click Next
 - Answer any required questions for the activity participant, Click Next
 - Review fees and if finished, click "Proceed to Cart"
 - o You can also select "Register another participant for this activity" or "Add to cart and continue shopping" to register for more activities
 4. Review activity selections and select "Check Out"
 5. Enter payment information and select "Pay"
 6. Registration is now complete and a receipt will be emailed to you

If you have difficulties registering, please call our office at 651-792-7006 for assistance.