

Waltham Recreation Department –Registration Software

Activenet has many exciting options that will help manage family schedules, provide a history of programs and enable you to print out past transactions – a great benefit at tax preparation time.

We recommend taking a few minutes before Registration to create an account and enter in all family members that will be enjoying programs with us.

Creating your Activenet Account

Visit the Waltham Recreation Department Registration page <http://www.city.waltham.ma.us/> and link to the Recreation Department Web Site/Register for Programs

Click on **“I Agree”** to all the Recreation Department and Activenet Policies
Click to Register Online – Welcome to Activenet.com

Click **Create Account**

Please Note:

When creating a new account, it is **EXTREMELY** important to enter the **parent’s** information first. The first person’s account created will be the default payer/head of household. This person must be an adult. The email address entered in to adult’s account will be your username.

Each time you login/register you’ll be able to update all of your information, except for *date of birth and address fields*. If you moved, change your email address or incorrectly entered a date of birth, please contact the Recreation Office to makes these changes.

USERNAME

Your user name will always be your email address. If you used more than one email address to register, the two accounts were merged. Please contact the Recreation Department to identify which address is being used and to update if necessary.

PASSWORD

Please try to work with Activenet’s help features to reset your forgotten password. Another option would be to contact the Recreation Department to reset password, on non registration days.

Activenet has several extremely helpful **FAQ’s**. They are listed on the main page.

Registration

When registering for programs – an activity spot will be held once you place it in your **Cart**. Please remember when logged into an account, you are allowed approximately 45

minutes before you are “timed out”, and the page refreshes itself. Please plan your registration time appropriately.

Once you complete your first program registration, you’ll be given the options to register another person to the same activity, register the same person to another activity or finish/pay. This function is very helpful if all family members are already added in ahead of time. There is an option to allow you to add in a family member during the registration process.

Exciting features within Activenet

- Activenet is a live interactive site. The Recreation Department staff will now be able to view and edit the account you create as well as answer questions as registration is occurring.
- Credits on Account are accessible through online and walk in registration.
- Individuals will now have the opportunity to purchase gift certificates at the Recreation Department Office.