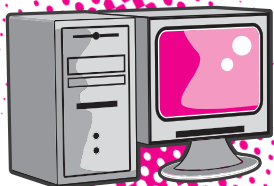


Class Registration Details

Chandler Residents Only: Processing of forms and online transactions starts at 10 a.m., Saturday, November 7, 2009.

Non-Chandler Residents: Processing of forms and online transactions starts at 10 a.m., Friday, November 13, 2009.

ONLINE REGISTRATION *



1. Go to www.chandleraz.gov/registration or if you have an approved online account, you can go directly to the log-in screen at:
<https://classregistration.chandleraz.gov/registrationmain.sdi>
2. Click on "My Account" and enter your login name and password. You are now ready to shop for your classes!
3. Complete your transactions and pay "Class fees" with a Visa, AmEx or MasterCard.

You must have a customer I.D. number and password to use the online registration system! Please see page 13 for information on how to obtain one (before November 6, 2009).



** Programs not available for online registration will include the symbol of a crossed out computer.

* There is a liability waiver at the bottom of your online registration receipt. It is your responsibility to print out the waiver, sign it, and give it to the instructor on the first day of class.

****Touch Tone Registration is NO LONGER AVAILABLE****

MAIL-IN REGISTRATION



1. Fill out the Recreation Class registration form on page 14 or the Aquatic Class registration form on page 15.
2. Identify the method of "Class fees" payment by either Visa, American Express, MasterCard, debit card, check, credit on account, or money order. Make checks payable to "City of Chandler." Do not mail cash.
3. Mail your form(s) and payment(s) to:

**Registration
Mail Stop 501
P.O. Box 4008
Chandler, AZ 85244-4008**

Please write "Attention to" one of the following:

- Recreation Class Registration
- Aquatic Registration
- Apples to Zebras
- Teen Programs
- Tennis Center

DROP-OFF REGISTRATION



1. Place your completed registration form, along with payment, in one of the drop boxes located in the lobby of these facilities:
 - Chandler Community Center, 125 E. Commonwealth Ave.
 - Environmental Education Center, 4050 E. Chandler Heights Rd.
 - Snedigar Recreation Center, 4500 S. Basha Rd.
 - Tumbleweed Recreation Center, 745 E. Germann Rd.

2. Payment of "Class fees" can be made by either Visa, American Express, MasterCard, debit card, check, credit on account, or money order. Make checks payable to "City of Chandler."



REGISTRATION PROCESSING

CHANDLER RESIDENTS

- Mail-In and Drop-Off registration forms are currently being accepted and will be combined and processed randomly starting at 10 a.m. on Saturday, November 7, 2009.
- Registration, including online registration, begins at 10 a.m. on Saturday, November 7, 2009.
- Online registrations are processed in real-time, as you use the system.
- Registration forms will NOT be processed prior to November 7. Registration forms received after noon on November 7 will be processed by date received, in random order starting Monday, November 9.
- Registrations dropped off at 8 a.m. have no priority over those received later in the day or those received in the mail that same day.
- The City of Chandler is not responsible for lost or misdirected mail.

Class Registration Procedures

Chandler Residents Only: Processing of forms and online transactions starts at 10 a.m., Saturday, November 7, 2009.

Non-Chandler Residents: Processing of forms and online transactions starts at 10 a.m., Friday, November 13, 2009.

Mail-In & Drop-Off Registration

Completing the Registration Form

Please Note: All mail-in and drop-off registration for new accounts must include a document verifying residency to receive resident rates, such as a picture ID with local address, current (within last month) water or utility bill, voter registration card, hunting/fishing license, current vehicle registration or business license and check imprinted with a Chandler address.

- Please submit a separate registration form for recreation classes and aquatics classes. Processing can be delayed if the same form is used for recreation and aquatics registration.
- List a **1st, 2nd and 3rd class choice**. If only one choice is listed and that class is full, the participant is placed on a waiting list.
- The registration form is an application. It does not ensure placement in a class. You will receive a confirmation receipt to verify enrollment in a class. If your class choices are full, the participant will be placed on a waiting list.
- If you are placed on a waiting list, you will be notified if an opening becomes available. Notification may come as late as 48 hours prior to the start of a class.
- Fees must be paid at the time of registration. If paying by check, write a separate check for each class. If only one check is submitted and only a portion of payment is used (due to cancellation), the remaining balance will be issued as a credit.
- **Fill out the registration form completely.** Enter the full name of participant, address, home and emergency phone numbers, and age. Sign the form. If possible, submit only one registration form per family.

REGISTRATION OPTIONS TO REMEMBER

ONLINE REGISTRATION

www.chandleraz.gov/registration

or if you already have an account, go to:

<https://classregistration.chandleraz.gov/registrationmain.sdi>

MAIL-IN REGISTRATION

Registration

Mail Stop 501

P.O. Box 4008

Chandler, AZ 85244-4008

DROP-OFF REGISTRATION

Chandler Community Center

125 E. Commonwealth Ave.

Environmental Education Center

4050 E. Chandler Heights Rd.

Snedigar Recreation Center

4500 S. Basha Rd.

Tumbleweed Recreation Center

745 E. Germann Rd.

NON-RESIDENT FEE POLICY

The City of Chandler Community Services Department is committed to offering residents a wide range of services and activities at the lowest overall cost. Due to increased fiscal demands for new and expanded services, it has become increasingly difficult to maintain existing levels of service for residents. A new non-resident fee policy has been implemented by the Parks & Recreation Board that is intended to apportion to non-residents an equalized fee so that they contribute to the funding of aquatics, parks and recreation programs, facilities and services on an equitable basis with residents that pay City taxes.

Effective with the fall 2009 registration period, which began Saturday, August 8, all classes, activities, programs and rentals outlined in the Break Time and other related services provided by the Community Services Department have a non-resident fee that applies to all participants who don't reside within Chandler's City limits. The non-resident fee represents a 25% increase above the resident rate and is rounded up to the next dollar.

Residency for all new customers will need to be verified by staff using one of the following: picture ID with local address, current (within last month) water or utility bill, voter registration card, hunting/fishing license, current vehicle registration or business license and check imprinted with a Chandler address.

Please see page 13 for online registration details.

For more information about resident qualifications, visit www.chandleraz.gov/registration or call 480-782-2727.

Has your e-mail address changed?

To continue to receive the latest news about Break Time and class registration, please notify us of your new e-mail address by calling

480-782-2640,

or send an e-mail to

ParksAndRec@chandleraz.gov

with your new e-mail address.

Has your zip code changed?

Do you live in the **85286** zip code?

Please access your account at

www.chandleraz.gov/registration and update your address information or call 480-782-2640,

or send an e-mail to

ParksAndRec@chandleraz.gov

with your new mailing address.

Class Registration Procedures

Chandler Residents Only: Processing of forms and online transactions starts at 10 a.m., Saturday, November 7, 2009.

Non-Chandler Residents: Processing of forms and online transactions starts at 10 a.m., Friday, November 13, 2009.

Online Registration FAQs

What is online registration?

Online registration allows customers to register via the Internet for most of our classes and programs. The system is available to residents 24 hours a day, seven days a week, except during times the system will be taken down for maintenance (Wednesdays between 7 and 11 a.m.).

How do I use online registration?

Individuals wishing to use our online registration technology must have an approved online account, which includes a login name and password. This account must be in good standing with the Community Services Department. If you have an account established, please follow the registration steps listed on page 11.

How do I request an online account?

Please go to www.chandleraz.gov/registration and click on "Class Registration Procedures (Online)." Click on "Register Now." This will take you to the online registration page. Click on "My Account" at the top of the screen. This will bring you to the "Customer Login" screen. Click on "Click here to set up a new account for online registration." All fields must be completely filled out in order for us to approve your account. The Community Service Department will approve or deny accounts Monday through Friday, between the hours 8 a.m. and 5 p.m. It is important that new account requests are submitted in a timely manner to ensure accounts are active for the start of the next registration period.

Once your account is approved, you will receive an e-mail confirming your account has been approved and will include your customer I.D. number and password. If your account is denied, you will receive an e-mail explaining the reason for the denial. If your account is approved, you are ready to log on and register.

In order to ensure proof of residency, staff will conduct periodic random checks on customers' information. Individuals providing fraudulent information to obtain services at residential fees when there is no proof of Chandler residency will be denied an account or dropped from activities with no refund.

What Web site address do I access to register online?

www.chandleraz.gov/registration

What if I forgot my login name or password?

Call 480-782-2640 between the hours of 8 a.m.-5 p.m. Monday through Friday and we will be happy to assist you. Please plan ahead and call before registration starts so that we may assist you promptly. If you wait until registration opens on Saturday, Nov. 7, we may not be able to assist you before the start of registration.

What if I do not have an e-mail address or home computer?

You may visit any of the four Chandler Public Libraries to set up your free person e-mail account. A reference librarian can assist you. We also have scheduled our registration to start at 10 a.m., which allows individuals without computers to go to a public library or other agency and use their computers. For more information on how to establish a free e-mail address, call 480-782-2803.

Do I need a credit card to use online registration?

Yes. In order to complete your online transaction(s) and confirm your enrollment you must pay by credit card. The City of Chandler currently accepts Visa, Master Card and American Express.

Why doesn't my registration work online?

There could be a number of reasons:

- The class is not open for registration at the time you are trying to register.
- Some classes require special registration data and therefore are not available for online registration. Classes that are not available for online registration will have a symbol of a crossed-out computer by the class description.
- You have not properly logged onto your account.
- The system is temporarily unavailable due to a large number of users at the same time or system maintenance. The City of Chandler addresses maintenance issues every Wednesday from 7-11 a.m.
- You or your child does not meet the minimum age requirement for the class. He/she is either too young or too old for the class.

Do I need to sign a liability waiver?

Yes. There will be a liability waiver at the bottom of your registration receipt. It is your responsibility to sign the waiver, and turn it in to the instructor on the first day of class.

What should I do if my e-mail address has changed?

Please notify us if you have changed your e-mail address. Call 480-782-2640, or send an e-mail to ParksAndRec@chandleraz.gov with your new address.

****Sign Up for the New Chandler Recreation Monthly E-Newsletter!****

Receive up-to-date information on the city's recreational activities and special events each month!
Go to www.chandleraz.gov/listserv.html and enter your e-mail under the Parks & Recreation section.

RECREATION CLASS REGISTRATION APPLICATION FORM: *Please fill out completely.*

One form per family. Please read the registration information on pages 11-13 before registering.

PARENT OR PAYEE INFORMATION

E-MAIL ADDRESS: _____

<i>FIRST NAME</i>		<i>LAST NAME</i>			
<i>ADDRESS</i>			<i>CITY</i>	<i>ZIP CODE</i>	
<i>HOME PHONE #</i>	<i>WORK PHONE #</i>	<i>EMERGENCY CONTACT & PHONE #</i>			

Check here if this a new address.

PARTICIPANT'S NAME	CLASS NAME/ ACTIVITY	CLASS CODE	LOCATION	SESSION/ DAY	TIME	CLASS FEE
FIRST LAST	1st CHOICE					
AGE BIRTHDATE / /	2nd CHOICE					
SEX <i>(Circle One)</i> FEMALE MALE	3rd CHOICE					
FIRST LAST	1st CHOICE					
AGE BIRTHDATE / /	2nd CHOICE					
SEX <i>(Circle One)</i> FEMALE MALE	3rd CHOICE					
FIRST LAST	1st CHOICE					
AGE BIRTHDATE / /	2nd CHOICE					
SEX <i>(Circle One)</i> FEMALE MALE	3rd CHOICE					
FIRST LAST	1st CHOICE					
AGE BIRTHDATE / /	2nd CHOICE					
SEX <i>(Circle One)</i> FEMALE MALE	3rd CHOICE					

WE ACCEPT DEBIT, VISA, MASTERCARD AND AMERICAN EXPRESS CARDS!

<i>Credit Card (Select One):</i> <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Exp.	OFFICIAL USE ONLY Date Received	OFFICIAL USE ONLY Approval #
<i>Credit Card #</i>	<i>Exp. Date</i>	<i>Billing Zip Code</i>
		<i>Check #</i>
		<i>Cash Amount</i> \$

Name of Cardholder: _____

The City of Chandler intends to comply with the Americans with Disabilities Act (ADA). If you have any special needs, please call (480) 782-2727.
Need additional forms? Simply make a copy of this one or print one from the on-line *Break Time* at www.chandleraz.gov/breaktime.

I understand that the City of Chandler does not carry accident insurance for these programs
I agree to indemnify and hold harmless the City of Chandler from all losses or injuries sustained during my participation.
I also give my permission for any photos/videos taken of participants to be used by the City of Chandler.

Signature of Parent/Payee: _____

Mail form to: City of Chandler * Recreation Class Registration * Mail Stop 501 * P.O. Box 4008 * Chandler, AZ 85244-4008

AQUATICS CLASS REGISTRATION APPLICATION FORM: *Please fill out completely.*

One form per family. Please read the registration information on pages 11-13 before registering.

PARENT OR PAYEE INFORMATION

E-MAIL ADDRESS: _____

FIRST NAME		LAST NAME			
ADDRESS			CITY	ZIP CODE	
HOME PHONE #	WORK PHONE #	EMERGENCY CONTACT & PHONE #			

Check here if this a new address.

PARTICIPANT'S NAME	CLASS NAME/ ACTIVITY	CLASS CODE	LOCATION	SESSION/ DAY	TIME	CLASS FEE
FIRST LAST	1st CHOICE					
AGE BIRTHDATE / /	2nd CHOICE					
SEX <i>(Circle One)</i> FEMALE MALE	3rd CHOICE					
FIRST LAST	1st CHOICE					
AGE BIRTHDATE / /	2nd CHOICE					
SEX <i>(Circle One)</i> FEMALE MALE	3rd CHOICE					
FIRST LAST	1st CHOICE					
AGE BIRTHDATE / /	2nd CHOICE					
SEX <i>(Circle One)</i> FEMALE MALE	3rd CHOICE					
FIRST LAST	1st CHOICE					
AGE BIRTHDATE / /	2nd CHOICE					
SEX <i>(Circle One)</i> FEMALE MALE	3rd CHOICE					

WE ACCEPT DEBIT, VISA, MASTERCARD AND AMERICAN EXPRESS CARDS!

Credit Card <i>(Select One)</i> : <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Exp.	OFFICIAL USE ONLY Date Received	OFFICIAL USE ONLY Approval #	
Credit Card #	Exp. Date	Billing Zip Code	Check # Cash Amount \$

Name of Cardholder: _____

The City of Chandler intends to comply with the Americans with Disabilities Act (ADA). If you have any special needs, please call (480) 782-2727. Need additional forms? Simply make a copy of this one or print one from the on-line *Break Time* at www.chandleraz.gov/breaktime.

I understand that the City of Chandler does not carry accident insurance for these programs
I agree to indemnify and hold harmless the City of Chandler from all losses or injuries sustained during my participation.
I also give my permission for any photos/videos taken of participants to be used by the City of Chandler.

Signature of Parent/Payee: _____

Mail form to: City of Chandler * Aquatics Class Registration * Mail Stop 501 * P.O. Box 4008 * Chandler, AZ 85244-4008