

How To Create a NEW Participant Account

If you are creating an account for a child, PLEASE first create an account for yourself and then add the child to your account. This will give the department all the necessary information for emergencies and payment. If you have any questions please contact the Recreation & Parks offices at 410.222.7300

Go to www.aacounty.org/departments/recreation-parks



Click on the **RED BAR—Register & Access Account**

Popular Services & Programs



This will direct you to the Active Net

NOTE: This account **does not** work for child care registration.

This will direct to the Active Net Registration Site.

In the upper right hand side of the screen you will see “Create An Account”. Click on this and you will see this display.

Create an account for the head of household or the primary parent. Once this is complete you will be prompted to add another family member. This is when you can add any children, additional adults etc. You will need to enter your information everywhere there is a *

Click “Next” to advance to next page. CONTACT INFORMATION: On the next screen complete all the fields that have a red asterisk as well. If you would like to receive

text messages from our department, you will need to enter your cell phone carrier; i.e. Verizon, T-Mobile, ATT etc.

Create Account

> [Home Page](#) > Create Account



If participant is under 18, please enter the parent/guardian email address for the participant.

Contact Information

Please enter your contact information.
* Denotes a required field.

* Primary Phone Extension
Secondary Phone Extension
Cell Phone
Cell Carrier
 Yes, I agree to receive text messages
Fax Extension
 Yes, I am the main contact for my family
* Email address
Additional email address
 Yes! Please email me the latest news and information.
 Yes! Please mail me the latest news and information.

Offers from Active Network

Sign me up for News and Offers!

- ACTIVE Offers Special offers and discounts from select ACTIVE partners
- ACTIVE Family Stay informed on activities and tips to keep your whole family active and healthy
- Local Events Semi-monthly listings of upcoming sports and activities near you
- ACTIVEkids Kid-focused activities, recipes, and more!

[Back](#) [Cancel & Return Home](#)

[Next](#)

Please note the following:

At the bottom of this page you is a section labeled Offers From Active Network.

This is a separate company from A.A. County Recreation & Parks. If the boxes **are** checked, you will receive emails etc. from Active Network.

If you **do not** wish to receive any of these offers be sure to **uncheck** the boxes.

When you have completed this page click "Next".

PERSONAL INFORMATION – This screen request personal information required to complete setting up your account. Again, please complete all fields marked with a red asterisk.

If participant is under 18, please enter the parent/guardian email address for the participant.

Personal Information

Please enter your personal information.
* Denotes a required field.

Role in Family
Please select your role in the family... ▾

* Gender
Please select your gender... ▾

Users must be 13 years of age or older.

* Date of Birth
mm/dd/yyyy

* Customer Type
General Public

Medical Alert

Questions
How did you hear about us?
▾

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A. Active Net requires the primary person on an account to be 13 years old or older. **However, A.A. County Recreation & Parks requires the person to be 18 years old or older.** To determine this you are required to enter a DOB.

B. Customer Type defaults to General Public. Please do not change this unless you have been advised to do so by Recreation & Parks staff.

C. Please enter any Medical Alert information that may be pertinent to this particular participant.

Click "NEXT" to go to the next page.

EMERGENCY CONTACT INFORMATION: This information is not required but would be VERY helpful if there is an emergency.

Emergency Contact

Please enter your emergency contact(s).
* Denotes a required field.

First Name

Last Name

Relationship

Primary Phone Extension

Other Phone Extension

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ACCOUNT INFORMATION: Here you will be setting up your “Account Information”. Again all sections marked with an asterisk **must** be completed.

Account Information

Please enter your account information.
 * Denotes a required field.

* Email address

* Password

* Confirm Password

By creating an account, you are agreeing to [terms of use and privacy rights](#)

Anne Arundel County Recreation & Parks:
[Terms of Use](#) | [Your Privacy Rights](#)

Active Network, LLC:
[Terms of Use](#) | [Copyright Policy](#) | [Your Privacy Rights](#)

1. The email address you entered on the first screen should be displayed.
 2. Choose your password
 3. Re-enter your password
- Once you have entered this information you have two choices.
1. If the account is **only** for you click on “Create Account”
 2. If you are setting up other family members on your account click on “Create Account and Add Family Member”.

ADDING ANOTHER FAMILY MEMBER

NAME & ADDRESS: On the screen below you will need to enter the family member’s information. Some information is already complete as the information will be the same as the primary family member. You will need to complete all sections marked with a red asterisk. When done click “Next” to continue.

1 name & address 2 contact information 3 personal information 4 emergency contact

If participant is under 18, please enter the parent/guardian email address for the participant.

Current Smith Family Members

Name	Birth Date	Role	Family
John Brown Smith	Feb 2, 1948	Adult / Guardian	Smith

Name & Address

Please note that in order to create an account for a child you must create an account for an adult first. Additional family members can be added to your account during registration.
 * Denotes a required field.

* First Name

* Last Name

* Street Address

* City, State, Zip Code

[Cancel & Return Home](#)

If the additional participant has a different mailing address click the plus sign (+) to open a window and add the additional address.

Mailing Address

City, State, Zip Code

PERSONAL INFORMATION: Again, please complete all areas marked with the red asterisk.

Current Smith Family Members

Name	Birth Date	Role	Family
John Brown Smith	Feb 2, 1948	Adult / Guardian	Smith

Personal Information

Please enter your personal information.
* Denotes a required field.

Role in Family
Please select your role in the family... ▾

* Gender
Please select your gender... ▾

Users must be 13 years of age or older.

* Date of Birth
mm/dd/yyyy

* Customer Type
General Public ▾

Medical Alert

Questions

How did you hear about us?

◀ Back Cancel & Return Home Next ▶

Again DOB is required for all participants. The DOB is used to determine eligibility to participate in specific programs.

And if any participants/family members have Medical Alerts or Special needs please indicate here.

EMERGENCY CONTACT INFORMATION: is pre-populated from previous screens but can be changed if you so desire.

If you have other family member to add select Create Account and Add Family Member OR If you have no other family members to add/set up the select Create Account.



Thank You!

Your request for a new customer account has been successfully transmitted.

A Login Name will be sent to you by email.
Your Login Name and password will allow you access to the advanced features of this site

OK

If your account is successful you will see this message.

Click the OK box to continue to the Active Net Account Information page.

As always, if you have questions, please contact the Recreation & Parks Offices at 410.222.7300