

STEP 1: Create an ActiveNet Account using an email address

NOTE: The ActiveNet system does not allow for minors to have an account on their own, so parents will need to make an account as well.



Create an Account



Jotform Proof of Residency

ActiveNet Link:

https://www.ci.claremont.ca.us/?splash=https%3a%2f%2fapm.activecommunities.com%2fclaremontrecreation%2fCreate_Account&isexternal=true

Jotform Link:

<https://form.jotform.com/ClaremontHumanServices/Residency>

CLAREMONT RESIDENTS:

1. Begin creating an account for the parent(s). Fill out demographic information required. When asked if the individual lives in Claremont or attends a CUSD school, select “yes”.
2. Click “create an account and add a family member”. Complete the process for students you wish to enroll in TAC/YAC programs.
3. Once you’ve completed creating the accounts for you and your family, COPY AND PASTE the JotForm link provided to attach documentation for “proof of residency”.
 - a. If your government-issued license or ID has your current Claremont address, attach your ID card to the form. Please note that the name on the ID card should match the name of parent creating an account.
 - b. If your government-issued license or ID does not have your current Claremont address, submit a utility bill reflecting your current Claremont address AND your government-issued license or ID.
 - c. Claremont Recreation and Human Services staff will approve your account or will contact you via email if further documentation is required.

NON-CLAREMONT RESIDENTS:

1. Begin creating an account for the parent(s). Fill out demographic information required. When asked if the individual lives in Claremont or attends a CUSD school, select “no”.
2. Click “create an account and add a family member”. Complete this process for students you wish to enroll in TAC/YAC programs.
 - a. For these students, when asked if the individual lives in Claremont or attends a CUSD school, select “yes” and COPY AND PASTE the JotForm link provided to attach documentation for “proof of residency” (i.e. proof of enrollment).

- i. For each child, attach a student ID card or a screenshot of your parent portal displaying the student's name and school they are actively enrolled in.
- ii. Claremont Recreation and Human Services staff will approve your account or will contact you via email if further documentation is required.



TAC Registration



YAC Registration

TAC LINK:

https://www.ci.claremont.ca.us/?splash=https%3a%2f%2fanc.apm.activecommunities.com%2fclaremontrecreation%2factivity%2fsearch%2fdetail%2f18923%3fonlineSiteId%3d0%26locale%3den-US%26from_original_cui%3dtrue&_isexternal=true

YAC LINK:

https://www.ci.claremont.ca.us/?splash=https%3a%2f%2fanc.apm.activecommunities.com%2fclaremontrecreation%2factivity%2fsearch%2fdetail%2f18922%3fonlineSiteId%3d0%26locale%3den-US%26from_original_cui%3dtrue&_isexternal=true

STEP 2: TAC/YAC REGISTRATION

1. Scan QR code for the Program you wish to enroll your child in
2. Login to your ActiveNet Account
3. Click "enroll now".
4. Select the participant you wish to enroll in the YAC/TAC program.
5. Fill out information required in "enrollment details" and "add to cart".
6. Read and agree to the waivers by checking the boxes and providing signature in the box provided.
7. Click "check out".