

REGISTRATION



www.prca.cobbcountyga.gov

EZ-Reg Web allows you to register for classes, check class availability, view your account information, or make payments 24 hours a day. Some classes are not available for registration using this system. Please read program descriptions carefully.

Have the following information handy:

- Client Log-in ID and Account PIN
- Course codes or course info from the Program Brochure
- Visa or MasterCard number and expiration date

Residents who have not participated in a class since 2006 must take an in-person visit to any of the department's recreational facilities during regular business hours. To receive a LOGIN ID and PIN, you must provide your name, address, birth date, phone number, proof of residency (DL, county water bill, etc) and valid email address.

Steps to follow:

1. Begin at www.prca.cobbcountyga.gov
2. Click on **online registration** Web link on the sidebar.
3. Click on the Activities Tab
4. Type in a course code in the barcode box or select desired search criteria from the pull down menus.
5. Select the desired activity or return to the search page.
6. Click Add to put the course in your basket (the first time you do this, you will be asked to enter your Client Code and Account PIN).
7. Select the family member you wish to register for this course from the pull down menu. Then press the Update My Basket button. Use the Activities Tab to search for additional classes or press the Go to Checkout button to pay for classes.
8. Review the charges and enter payment information as required. Press the Complete Transaction button.
9. For your confirmation, please print the Registration was Successful page.

You must pay for courses selected during the transaction in order for your registration to be complete. Following payment you may review registrations in the My Account Tab.

WALK-IN

Need Assistance?

Call any Cobb County Parks, Recreation and Cultural Affairs staffed facility, pages 2-3.

Registration forms may be processed in person during the designated registration period.

Steps to follow:

1. Complete registration form provided in this brochure. Please print clearly all information. Always include the Class Code. Duplicate forms if necessary.
2. Non-residents must indicate and pay appropriate fee.
3. READ and SIGN WAIVER. Registrants will not be allowed to participate without a signed waiver.
4. Cash, check, money order, Visa, or MasterCard are accepted as payment during walk-in registration. Make checks payable to "CCPRCAD".
5. Take completed registration form to the Parks, Recreation and Cultural Affairs facility that is holding registration on the day of registration.

MAIL

Mail-in registration forms and full payment are accepted at all facilities that offer class registrations. Please complete the registration form in this brochure and return to the address of where your class is located. **See page 2 - 3 for a complete list of facilities. Note: All mail-in registrations will be processed the day following walk-in and online registration begins.**

Steps to follow:

1. Complete registration form provided in this brochure. Please print clearly all information. Always include the Class Code. Duplicate forms if necessary.
2. Non-residents must indicate and pay appropriate fee.
3. READ and SIGN WAIVER. Registrant will not be allowed to participate without a signed waiver.
4. Enclose Full Payment. Some classes will fill quickly. If you are willing to credit your account, write one check. If not, please write separate checks for each class per person. (A credit can be used toward any future program registration at any Cobb County Parks, Recreation and Cultural Affairs facility.)
5. Make checks payable to "CCPRCAD".
6. Mail Form and Full Payment to:
Program Registration
Name of Facility
Address of Facility

REGISTRATION

Cobb County Parks, Recreation and Cultural Affairs continues to develop ways to make program registration easier for the residents of Cobb County. Cobb County residents are given the opportunity to electronically register or walk-in register on a designated registration date. Mail-in registration will be accepted the day following the walk-in and electronic registration date. Some facilities offer telephone registration. Please read the brochure information carefully on how to register for each program or activity. Non-residents of Cobb County will have designated registration dates. A copy of the Program Registration Form, (additional registration forms may be required for camps, athletic programs, therapeutic programs and special events) plus the entire brochure, is available on the Cobb County Parks, Recreation and Cultural Affairs website at www.prc.a.cobbcountyga.gov

Registration Payment

Walk-in registrants may make payment by cash, money order, check (made payable to Cobb County Parks, Recreation and Cultural Affairs (CCPRCAD), Visa or MasterCard card. Mail-in registrants may pay via check only. Some classes will fill quickly. Electronic registration services accept only Visa or MasterCard as payment. Full payment must be made at the time of registration. Accounts will be charged a \$25 fee for returned checks. Participants with declined payment may be withdrawn from the class.

Withdrawal and Refund Policy

Registration fees are 100% refundable when the department cancels the activity. A participant wishing to withdraw from a class that has not been cancelled by the department must provide a written request at least seven days before the scheduled start of the class. They may receive 100% credit to the family's account or may request a refund. Within the week prior to the scheduled start of a class refund/credits will not be given except for verified medical/hardship cases. Refunds for payment made by cash or check will be received approximately 30 days after the refund is requested.

Photo Policy

From time to time program participants may be photographed or videotaped by a photographer/ videographer or staff member of Cobb County Parks, Recreation and Cultural Affairs. These photos or videos may be published or used in any of the communications media (including newspapers, magazine, pamphlets, brochures, television, audio/visual presentations, etc.) without compensation from or liability on the part of Cobb County, its agents and/or employees.

Waiver Policy

A waiver, signed by the participant, parent, or guardian must be on file for each class before the first day of participation. The waiver can be found on any Cobb County Parks, Recreation and Cultural Affairs program registration form. Registrants without signed waivers will not be allowed in class.

Schedule Changes and Cancellation

Cobb County Parks, Recreation and Cultural Affairs Department reserves the right to alter schedules, fees and instructors as necessary. Classes are subject to cancellation when minimum enrollment has not been reached.

Non-Resident Fee

A mandatory non-resident fee shall be charged to all individual and team/group registrants participating in County sanctioned programs and league play. The non-resident fee will be double the current registration fee not to exceed \$25.00 for individuals or \$200.00 for a team.





Cobb County Parks, Recreation and Cultural Affairs

1792 County Services Pkwy • Marietta, GA 30008
(770) 528-8800 • Fax (770) 528-8813

www.prca.cobbcountyga.gov

Family Barcode _____

MAIN CONTACT

Last Name _____ First Name _____

Date of Birth _____ or Adult Male Female Are you a Cobb County Resident Yes No

Street Address _____

City _____ ST _____ Zip _____ Home Phone _____

E-mail Address _____ Work Phone _____ Cell Phone _____

Emergency Contact & phone # _____

PARTICIPANT #1

Participant Name _____ Male Female

Date of Birth _____ (mm/dd/yyyy) or Adult Circle T-shirt size if applicable: Youth S M L • Adult S M L XL

1st Choice Class Code	Class Name	Fee	Extra Fee	2nd Choice Class Code	Fee
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

PARTICIPANT #2

Participant Name _____ Male Female

Date of Birth _____ (mm/dd/yyyy) or Adult Circle T-shirt size if applicable: Youth S M L • Adult S M L XL

1st Choice Class Code	Class Name	Fee	Extra Fee	2nd Choice Class Code	Fee
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

MAKE CHECKS PAYABLE TO "CCPRCAD"

TOTAL AMOUNT DUE \$ _____
Non-residents pay fee indicated in program description.

Please indicate any special needs or allergies the participant may have: _____

HOLD HARMLESS AGREEMENT PERMISSION TO PROVIDE EMERGENCY MEDICAL TREATMENT

I authorize the staff of the Cobb County Parks, Recreation and Cultural Affairs Department (CCPRCAD) to organize any required medical or first aid procedure or take the undersigned student to the hospital emergency room for treatment. I understand that every effort will be made to notify the parent or individual indicated as emergency contact beforehand by telephone. The undersigned hereby forever releases, discharges and covenants to hold harmless the CCPRCAD, Cobb County Government and all parties affiliated with the CCPRCAD, the heirs, administrators, executors, successors and assignees from any and all claims, demands, damages, costs, expenses, loss of services, actions and cause of action belonging to the undersigned or arising out of any act or occurrence in connection with and particularly on account of all personal injury, disability, property damage, loss of damages of any kind sustained or that may hereafter be sustained arising out of the matters described herein.

This Release and Hold Harmless Agreement shall constitute a full and complete release of any and all claims.

_____	_____	_____
Participant's Name	Participant's Signature (REQUIRED) (if under 18, parent of guardian)	Date