

Clark County Parks and Recreation

Online Registration Help

Please read the following guide as it should make for an easy on-line registration experience.

1) To Log-in to your internet account:

Existing Internet Account Access:

- Log-in to <https://secure1.co.clark.nv.us/accountoptions.sdi>
- Select EXISTING INTERNET CUSTOMER
- Enter your LOGIN NAME/CUSTOMER I.D. and PASSWORD. **Don't forget that your password is case sensitive.**
- Under Other Services in the Account Options screen, select REGISTER FOR AN ACTIVITY
- If you have forgotten your password, type in your login name/customer I.D. and then click the box next to FORGOT YOUR PASSWORD? and answer the question on your account to gain access.

New Account Requests:

- Log-in to <https://secure1.co.clark.nv.us/accountoptions.sdi>
- Select NEW INTERNET CUSTOMER
Enter your information (not your child's information) then select SUBMIT (fields with * are required). Please keep in mind that your billing name and address (as it appears on your credit card statement) must match your customer account name and address in order to register for an activity.
- In the Account Confirmation screen, select CONTINUE.
- Under Other Services in the Account Options screen, select REGISTER FOR AN ACTIVITY.

2) Find a class There are many ways to do this:

- Once logged-in as an EXISTING INTERNET CUSTOMER, then select REGISTER FOR AN ACTIVITY. This will take you to a list of activities.
- Narrow the search list by changing the LOCATION or CATEGORY
- Use ADVANCED SEARCH to locate a class by a keyword like JAZZ (searches are not case sensitive.)

3) Select a class then verify the class you want by reading the information on the activity detail screen

4) Select ADD TO MY CART

- If two different participants are being registered for the same class, this class needs to be added to your cart twice and then you will be asked to assign the specific participant's name to each class at checkout and before payment information is provided.

- 5) Modify participant information Add/Change participant information in the participant information screen, then select CONTINUE
- 6) Confirm price Verify price information in the confirm prices screen, then select CONTINUE
- 7) Enter payment info
 - Enter credit card information (Master Card or Visa)
 - Select the “I AM 13” check box if you are at least 13 years old. You can not proceed without checking this box.
 - Select CONTINUE **Note:** The Payment information screen is located on a secure site. All information submitted on this screen will be encrypted during transmission. Never provide sensitive information via the internet unless the website address (URL) begins with https_ (the “s” stands for secure) and there is a “lock icon” on the bottom-right of the web page. You can select the “lock icon” to view details about the security of the web site.
- 8) Verify/print your receipt. You should also receive a confirmation email.

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