



Beginning February 17 (Tuesday)

Review Activity Guide & Select Your Classes

Citywide Activity Guide available at community centers, libraries and online (www.sanjoseca.gov/prns). Please note any class prerequisites such as age (as of the first day of class or activity), parental participation, additional fees, supplies or equipment you must provide.

February 17, 2009

Create an Online Account

RETURNING CUSTOMERS – If an email address was provided, an email should have been received with online account password.

NEW CUSTOMERS – Create an online account

1. Go to www.sanjoseca.gov/prns
2. Select the “Create an Online Account” link
3. Select “Request an Account”
4. An automatic confirmation will be sent once the account has been successfully created

March 7th (Saturday)
10:00 a.m.

RESIDENT CLASS AND SPORT LEAGUE REGISTRATION

*Non-Resident registration will begin March 9th, 9:00 a.m.

March 14th (Saturday)
10:00 a.m.

RESIDENT DAY CAMP AND SWIM LESSON REGISTRATION

*Non-Resident registration will begin March 16th, 9:00 a.m.

3 WAYS TO REGISTER

All online, walk-in, mailed, faxed or dropped-off registration will be treated in the same manner.

1. Online as listed above
2. Walk-in at your local community center
3. Mail-in or fax-in registration form

Online Registration begins at 10:00 a.m.

Provides instant registration and confirmation from your computer

- Go to www.sanjoseca.gov/prns to register
- Log on or create a new account to register
- Payment must be made with a credit card (VISA, MasterCard or Discover)

Walk-In Registration

Provides instant registration at your local community center

- Go to your local community center between 10:00 a.m. to 2:00 p.m. to register
- Walk-in registration will also be processed during regular business hours
- Payment can be made by check, cash or credit card (VISA, MasterCard or Discover)



Mail-in or Fax-in Registration

Processing begins at the same time as online and walk-in registration

- Complete registration form. Incomplete forms may delay registration.
- Mail, fax or drop off your registration anytime after February 17
- Resident registration forms will be randomly processed
- Payment can be made by check or credit card (VISA, MasterCard or Discover). NO CASH.



Non-Resident Fees: A “Resident” shall mean any person who resides or owns real property within the city limits of San José. Non-Residents of San José must pay an additional surcharge as listed next to the class.

Returned Check: The City of San José will charge a processing fee for all checks returned by the maker’s bank. The check return fee will be the current established City fee. As of July 2007, the fee is \$28.

Refund Policy: Refund requests need to be made in writing, by phone, or in person at the facility where the class is held. Refunds will be given for each class cancellation received by the City at least 14 calendar days prior to the start of the program or class. No refunds will be made for cancellations received by the City less than 14 calendar days prior to the start of the program or class. There will be a \$10 processing fee for each cancellation request. It may not be possible to refund the class materials charged by the instructor.

For more information

Customer Help Line: 408.793.5565

Email: SJregistration@sanjoseca.gov

Please do not hesitate to contact your local community center.