

# Registration Information

There are 4 ways to Register!

**RESIDENT registration begins on Monday, May 2, 2016**

**NON-RESIDENT registration begins on Monday, May 16, 2016**

NOTE: A "resident" is anyone living in the South San Francisco city limits (zip code 94080 but must be a HOME address). A "non-resident" is a South San Francisco P.O. box address or anyone living outside of the South San Francisco city limits.

## 1. Online and Touch-Tone Registration

- Visit <https://econnect.ssf.net>
- Have your Client ID and Family Number ready.
- Pay with MasterCard, Visa or Discover.
- Receipt will be e-mailed to you immediately when registering online.
- Touch-Tone Registration- (650) 829-3960.

## 2. Walk-In

- For Aquatics Registration please visit **Orange Pool at 1 West Orange Avenue** during these times:  
Monday –Friday 8:00am-5:00pm  
If the registration is dropped in the clear Registration Box it will be held for *Random Processing\**.
- For all other Class Registration please visit the **Recreation Office at 33 Arroyo Drive (Municipal Service Building)** Monday – Friday 8:00am-5:00pm. If the registration is dropped in the clear Registration Box it will be held for *Random Processing\**.

## 3. Fax-In (Held for Random Processing\*)

- Complete a Registration Form.
- Pay with MasterCard, Visa or Discover.
- Fax **Class Registration** to (650) 877-5378 or (650) 877-8678.
- Fax **Aquatics Registration** to (650) 875-6976.
- Receipts will be emailed if an email address is on file or if not mailed to the address on file within 10 working days.

## 4. Mail-In (Held for Random Processing\*)

- Complete a Registration Form.
- Pay with MasterCard, Visa or Discover.
- Mail to:  
Recreation Administration Office  
33 Arroyo Drive  
South San Francisco, CA 94080
- Receipts will be emailed if an email address is on file or if not mailed to the address on file within 10 working days.

*\*\*Please do not send cash.*

*\*Random Processing* means that every piece of registration in that days mail, fax, or hand delivery and placed in the Clear Registration Drop Box has an equal chance of being selected for registration processing.

# Important Registration Information

- Pre-Registration is required for all classes.
- For Registration Information call (650) 829-3800.
- Correctly completed registrations will have priority.
- Registration with incorrect or incomplete information or fees will not be processed.
- Register early! Many classes fill before their start dates so enroll early!
- Make checks payable to: South San Francisco Parks & Recreation
- Class may be cancelled if there is low enrollment so please enroll early.
- All registrations are taken on a first come first serve basis, please also see *\*Random Processing* on the previous page for more information.
- We will not call you to confirm registrations.

## General Information

<b>Creating an account</b> .....	Call the Recreation Administration Office at (650) 829-3800 to create an account.
<b>Waitlists</b> .....	If the class you requested is filled; you will automatically be placed on a waitlist, free of charge. If a space in the class becomes available, we will call you. Payment is due within 24 hours.
<b>Make-up Classes</b> .....	There are no make-ups for classes you do not attend. If the instructor or the Recreation Department cancels a class meeting, a make-up class will be offered if the session permits or a credit will be applied to your account.
<b>Declined Credit Card</b> .....	If your credit card is declined, the Recreation Department staff will contact you to request payment. If your payment is not received within 24 hours, your registration will be cancelled.
<b>Returned Check</b> .....	There is a \$18.00 service charge on all returned checks.
<b>Resident Status</b> .....	Any person who lives within the South San Francisco Unified School District is considered a resident for our classes and programs. Please note on registration form. A business address within the City of South San Francisco will not be considered as residency status. Proof of residency may be requested at any time.
<b>Youth Scholarship Fund</b> .....	The Parks and Recreation Department is now accepting donations for our Youth Scholarship Fund. This Fund will help assist SSF community members ages 17 and younger in enrolling in our programs and classes. As the fund receives donations, we will create criteria for application for scholarships based on family financial need. Please call (650) 829-3800 for further information.
<b>Disabilities</b> .....	If you have any disability that requires special accommodations in order to participate, please let us know when you register.