

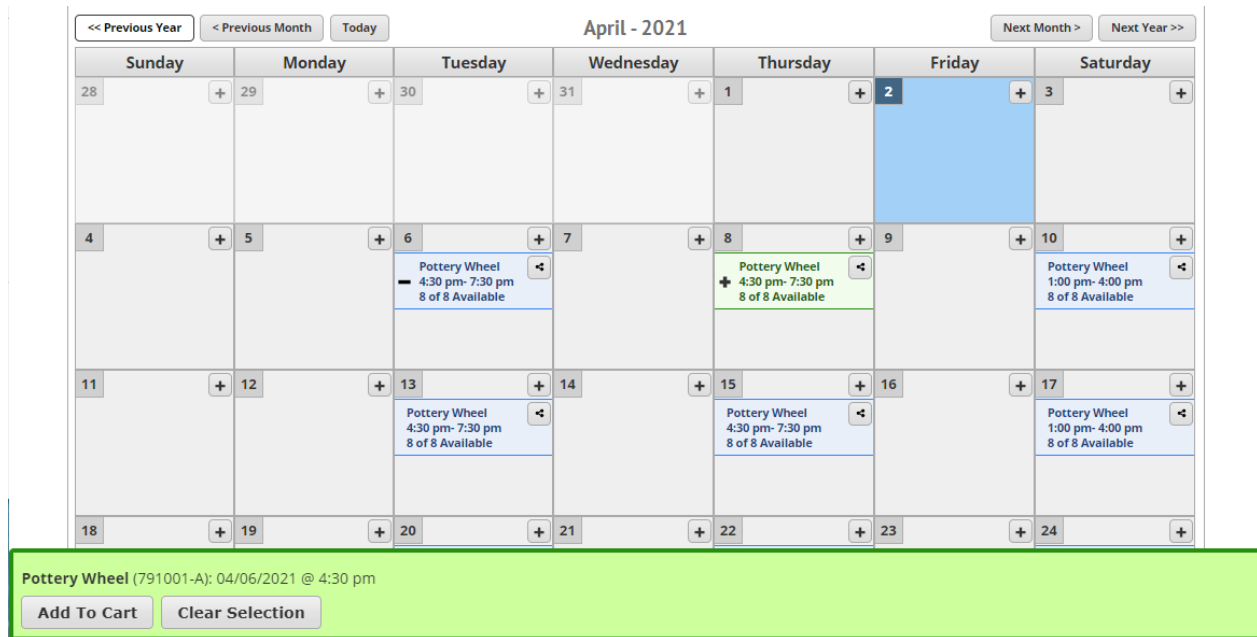
Arlington County Parks and Recreation

How to Register for an Open Studio Timeslot

1. Using your internet browser, go to <https://registration.arlingtonva.us>
2. Enter your **User ID** and **Password** and click the **Login** button to login.



3. Select the “Activities” menu and select your desired activity under “Studio Reservations”. A calendar will appear.



4. For each timeslot you wish to reserve, click the plus sign (+) with the green box in the calendar. The box will turn blue, and the timeslot you have selected will appear in a bright green box at the bottom of your screen.

5. When you have finished selecting timeslots, click the “Add to Cart” button in the bright green box at the bottom of your screen.
6. Select the member(s) of your household who will be registered for this timeslot, then click “Continue”.
7. Depending on the type of studio reservation you are making, you will need to select one or more fees. Please select the appropriate fee(s) and click “Continue”.
 - a. If reserving pottery studio time, you will need to select the studio fee AND a fee related to the purchase of clay.
8. You will be taken to a shopping cart with your selected timeslots in the cart.

Shopping Cart

Shopping Cart

Showing 1 To 1 Total Results (1)

	Description	Name	Total Fees		
X	Timeslot test (790001-00) On 11/23/20 (Enrolled)	Emily	\$ 5.00		
Grand Total Fees Due			\$ 5.00		
Total Old Balances Not in Shopping Cart			\$ 0.00		

Proceed To Checkout
Pay Old Balances
Empty Cart
Return to Home Page

Click the “X” next to a timeslot to remove it from your cart.

OR

Click “Continue Shopping” to register for more timeslots.

OR

Click “Proceed to Checkout” to pay your fees. *You MUST checkout, even if you owe nothing.