

*Junior Lake Lifeguard Program*

**How to Create a Family Account on Active Net**

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# STEP BY STEP TUTORIAL: How to Create a Family Account on Active Net

All families must COMPLETE the STEPS below:



## WHAT IS ACTIVE NET ?

Active Net will be our new ONLINE system to sign-up for the Junior Lake Lifeguard Program, along with all other Los Angeles County Parks activities. Online Payments will now be available.

**NO MATTER IF YOU PAY ONLINE OR IN PERSON,  
ALL FAMILIES MUST CREATE AN ACCOUNT**

## STEP 1

## CREATE A PARENT ACCOUNT

### KEY POINTS:

- **Remember** - Fill out the Form as the **Parent / Guardian**, NOT the Child.

### DIRECTIONS:

1. Open the Active Net website from:

**Junior Lake Lifeguard** webpage: [parks.lacounty.gov/JUNIORLIFEGUARDS](https://parks.lacounty.gov/JUNIORLIFEGUARDS)

or

**LA County Parks & Recreation** website: [parks.lacounty.gov](https://parks.lacounty.gov)

(In the Top Right Corner) Click → **REGISTER & RESERVE**

2. CLICK >> "Create an Account"

3. Fill out: **NAME & ADDRESS** section

4. Fill out: **CONTACT INFORMATION** section

**IMPORTANT:**

- Fill out **Text Alert Phone Number**

- Fill out **Text Alert Carrier**

- Select **YES** to receive **Text Messages** (It will be used for UPDATES during the session)

5. Fill out: **PERSONAL INFORMATION** section

**IMPORTANT:**

- Make sure to select the "**HEAD OF HOUSEHOLD**" box for (YOU) the **Parent / Guardian** (This will enable you to make **PAYMENT**)

6. Fill out: **EMERGENCY CONTACT** section

**\*Should be a different contact** from the HEAD OF HOUSEHOLD (parent or guardian)

7. Fill out: **ACCOUNT INFORMATION** section

**IMPORTANT:**

**\*You will NOT be able to make a KIDS PROFILE until you VERIFY YOUR EMAIL & Log back on\***

- At this time, (optional) you may **add your spouse / significant other** on the account by selecting "**Create and Add a Family Member**"

or

- Select "**Create your Account**" to move on.

**FINALLY:**

You'll receive a Thank you message and you will need to **CLICK THE**

VALIDATION LINK that has been sent to your email, along with your login name.

(After you validate your email, you will be able to log in normally)

## STEP 2 CREATE KIDS PROFILE

**KEY POINTS:**

- Create a **KID** profile for each participant on **ActiveNET** to sign them up for a TRYOUT to enter the program

**DIRECTIONS:**

**ADD YOUR KIDS TO YOUR ACCOUNT:**

1. Once logged on, CLICK >> "My Account"
2. Look for the title: "Account Settings"
3. Under Account Settings CLICK >> "Change Information about Family"
4. CLICK >> "Add new Family Member"
5. Fill out YOUR CHILD'S INFORMATION:
  - **NAME** section
  - **ADDRESS** section
  - **MAILING ADDRESS (optional)**
6. Fill out: **CONTACT INFORMATION** section

**IMPORTANT:**

**\* EMAIL \***

- **PLEASE** use your SAME PARENT / GUARDIAN EMAIL for all your children.

- (The same as your Login Email) --> This will assist you when signing up for a **TRYOUT (next)**.

7. Fill out the rest of the **\* REQUIRED FIELDS** for:

- **PERSONAL INFORMATION** section
- **QUESTION** section

8. **Select one:**

- At this time, you may **Add Another Child** on the account by selecting "**Submit & Add Family Member**"

or

- Select "**Submit**" to move on. --> **You're Children should be listed on your profile now**

## STEP 3

## SIGN-UP FOR TRYOUT

**NEXT:** Once you have signed your FAMILY up on ActiveNET, you will need to sign-up each child for a **Swim Tryout**, at one of the **two Tryout Locations:**

*(Joint (2) Lake Tryout)*

**CASTAIC LAKE JR GUARD TRYOUT** or

**BONELLI PARK/ SFD JR GUARD TRYOUT**

Pool Location: Castaic Aquatic Center  
31350 Castaic Rd. Castaic, CA 91384

Pool Location: Norman Johnson Aquatic Center  
405 S Santa Anita Ave, Arcadia, CA, 91006

### **KEY POINTS:**

- **NOTE:** (You need to be aware of what will be added to your account.)
- **THERE IS NO FEE FOR THE TRYOUT**

### **DIRECTIONS:**

1. Once logged on to your Active Net account home page, **CLICK >> "Activities"**

2. In the SEARCH BAR type: “JR GUARD TRYOUT”
3. You may then select a TRYOUT TITLE with your preferred **Lake Location / Date / Time**.  
(Time slots are set 15 mins apart w/ 8 openings within each time slot - first come first serve.)

**Castaic Lake**  
April 23, April 24, April 30  
(8:30 am – 3:30 pm)

**Bonelli Park - Santa Fe Dam**  
April 9, April 10, April 16, April 24  
(8:30 am – 3:30 pm)

**Examples:**

- **CASTAIC LAKE JR GUARD TRYOUT ( April 25 ) 10:00 AM**
- **OR**
- **BONELLI PARK/ SFD JR GUARD TRYOUT ( April 25 ) 10:15 AM**

**NOTE :** Santa Fe Dam & Bonelli are two separate program locations, but they will be having a combined (2) Lake Tryout @ the same pool location. - Meaning they will be testing participants signing up for the **Santa Fe Dam** Program and **Bonelli Park** Program.

4. After selecting a time slot, make sure to:  
- **REVIEW** the selected **Activity Description Information**
5. Click >> **ADD TO CART**  
Or via mobile phone click >> **REGISTER**
6. Select the **CHILD NAME** who will be **participating in the activity**.
7. Click >> **NEXT**
8. Your Fee Total will state \$0.00  
- Click **PROCEED TO SHOPPING CART**
9. **Your shopping cart** should now **contain** the **TRYOUT TITLE** you selected, under the selected child’s name.  
- Read the Waiver >> **INITIAL YOUR NAME** and **CHECK THE BOX** you Read & Agree

10. Click >> **FINISH**
  
11. You will receive a printable **CONFIRMATION RECEIPT**
  
12. You can now go back to MY ACCOUNT and check your “**HISTORICAL TRANSACTIONS LIST**” the TRYOUT you selected should be added to your Account.
  
13. **REPEAT THESE STEPS UNTIL EACH CHILD IN YOUR FAMILY IS SIGNED UP FOR A TRYOUT.**