

## How to Register and Pay for Tennis Lessons

1. Visit: <https://www.sedonaaz.gov/your-government/departments/parks-recreation/sports-classes-camps/tennis-private-lessons>
2. Click on “Pay for your lesson here.” to be directed to our purchasing website.
3. Click on “Purchase” button, located on the right side of screen:

**Purchase**

4. Create an account by completing the “Sign Up” section (left side of page) or if existing user, log in.

**NOTE:** If you are registering a minor, the parent/guardian should establish an account first, then add the child(ren) to the account.

**Sign Up**

First Name:\*

Last Name:\*

Email:\*

Confirm Email:\*

Password:\*

Confirm Password:\*

**Sign Up** **Cancel**

**Sports** ▾ **Tennis** ▾ *Individual Lesson Payment*

**IMPORTANT!**

Please make sure you are submitting the payment under the name of the person taking the lesson.

**Parents/Guardians, please do not submit the payment under your name if you are paying for a minor's lesson.** as we need the waiver attached to the individual taking the lesson.

If you have questions about this, please contact us at (928) 282-7098.

Our office hours are Monday through Thursday from 7 am to 6 pm; closed major holidays.

**STEP 1: Registrant Information**

**Log In**

Email:

Password:  **Sign In**

**Tips:**

1. Before you finish the registration, please sign in above or sign up at left panel.
2. We recommend to use parent info to sign up an account, **After sign up, you can still add your children or other family member to this account** to finish registration or reservation or purchase.
3. And if you forget your password, please click [HERE](#) to reset your password.

5. After logging in/setting up account, you will add/select the registrant (person taking lesson) from the drop-down list (“Select”):

Make sure the individual taking the lesson is selected to ensure payment is applied correctly.

**STEP 1: Registrant Information**

**Choose Registrant from this Family to finish the registration:**

Select Existing:

OR Add New: **Add Adult to this Family as Registrant**

**Add Child to this Family as Registrant**

6. After Registrant is selected, you will scroll to bottom of page to select fee. This will be provided to you by Instructor Jeff Cooper. Then click “Continue”:

### **Fees Information**

Fee Type:\*  **Required.**

**Continue >**

7. Next, complete listing medical conditions and question: I am submitting this payment under the name of the student taking this lesson. This should be yes, if instructions followed correctly.
8. Click “Submit”
9. Review waiver and click “Accept” if agreed.
10. Click “Credit Card” and complete payment.
11. Final Step – keep copy of payment to provide proof of payment to instructor at time of lesson.