



# Register

for activities, classes and  
excursions rapidly

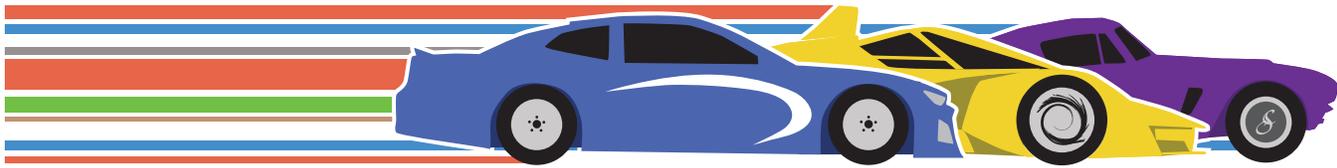
with

# RACER

Powered by CivicRec

A new, upgraded City of Cerritos  
online registration system

Be sure to activate your RACER account  
**by Tuesday, July 31, 2018** to register for Cerritos  
Recreation Division or Cerritos Library activities  
offered in August 2018 or later. Activate your  
RACER account **by Friday, August 31, 2018** to  
register for Cerritos Senior Center programs  
offered in fall 2018 or later.



## RACER to offer improved City registration services

The City of Cerritos is pleased to announce that a new, upgraded online registration system for recreation, library and senior center activities, classes, excursions and services will soon be available. The new system, RACER Powered by CivicRec, is a robust product that offers many exciting new features. RACER (Register for Activities, Classes and Excursions Rapidly) will also be used by City staff to manage all facility reservations.

### RACER Features

RACER provides excellent processing speed and capacity, so you will not experience a delay in the online registration process. The RACER web page has a responsive design and can be accessed through cell phones, tablets and computers. The course catalog is easy to search and can be filtered by the program type, location, age group or day of the week. Once registration for activities is completed, the information can be shared with your Google Calendar or Microsoft Outlook account. The registration receipt is also enhanced with line item descriptions for each charge.

**CLASS/eConnect will soon be discontinued and replaced with the RACER online system. All patrons, including those in the CLASS/eConnect system, will need to set up a new account with RACER before registering for activities or classes.**

### RACER Schedule

The current Class/eConnect system will expire soon, and the following schedule will apply for RACER registration:

	Recreation	Cerritos Library	Cerritos Senior Center
All activities and classes starting in:	August 2018	August 2018	Fall 2018
Activate RACER account by:	Tues., July 31, 2018	Tues., July 31, 2018	Fri., Aug. 31, 2018

# Required steps to register for a new RACER account



**Have an existing e-mail address**



**Start setup**  
by going online or visiting a participating City facility



**Visit a City facility**  
to show proof of ID and/or residency and to complete account setup

To use the new system, you will need to first register for RACER accounts for yourself and your family members. Below are the requirements to setup your new RACER account.



## Have an existing e-mail address

An e-mail address is required to open a RACER account. If you do not have an e-mail address, please visit the Cerritos Library. A staff member will assist you in creating a free e-mail address. Patrons age 50 and older can receive help with setting up a free e-mail account by visiting the Cerritos Senior Center.



## Start setup

by going online or visiting a participating City facility

You have the option of going online to start the account registration process. You can enter names, addresses, birth dates, special medical information and an emergency contact phone number for your family members on the web page that will be linked from the City's website, **cerritos.us**, starting on May 1, 2018. RACER also offers a social media sign-on feature, giving you the option to log in with your Facebook or Google username and password.

If you sign on with social media, **Facebook and Google policies will apply to the account.** For example, Facebook's Data Policy states in part, "We receive information about you and your activities on and off Facebook from third-party partners, such as information from a partner when we jointly offer services or from an advertiser about your experiences or interactions with them."

You may also start your RACER account setup by visiting one of the participating City facilities, listed on the following page.

**Your account is not complete and activated until you visit a City facility and present required documents to staff for verification.**



## Visit a participating City facility

to show proof of ID and residency and to complete account setup

To complete the registration process, **you must visit one of the participating City facilities** (see next page) and show proof of identification and residency. City staff will verify your information and activate your account.

# Participating City facilities for RACER registration

RACER account registration will be offered in May 2018 at the following locations and times:



## Cerritos City Hall Recreation Services Counter

Account Setup Hours:  
Mon.–Fri., 8 a.m.–5 p.m.



## Cerritos Library

Account Setup Hours:  
Mon. & Tues.,  
10 a.m.–9 p.m.  
Sat. 9 a.m.–5 p.m.



## Cerritos Senior Center

Account Setup Hours:  
Mon. & Wed.,  
7:30 a.m.–8:30 p.m.



## Heritage Park

Account Setup Hours:  
Tues. & Thurs.  
10 a.m.–9 p.m.

Registration will continue on a drop-in basis after May 2018.

## Proof of ID and residency for adults and children

RACER account activation requires that you present documentation to establish your city of residence and age. Residency documentation helps ensure Cerritos residents receive priority registration. Please bring the required documentation to City Hall, Cerritos Library, Cerritos Senior Center or Heritage Park to complete the account activation process.

### Adults (ages 18 and over)

All registering adults must provide **one** of the following with current address:

- California Driver's License
- California Identification Card
- Government-issued I.D.

All registering Cerritos resident adults must additionally provide **one** of the following, postmarked within the last 60 days:

- Utility bill
- Rent receipt
- Tax bill/Social Security statement
- Escrow papers
- Credit card statement
- Bank statement
- Car registration

Note: Both items presented for adult residency verification **must show your name and the same address**. The City cannot accept a P.O. Box or mailing address.

### Children (under 18 years of age)

Adults must provide **one** of the following for **each** of their registering children:

- |   |   |   |
|---|---|---|
| Birth certificate (original or copy)  | Adoption record   | Current year tax form                               |
| Statement from the local registrar or County Recorder listing the date of birth | Hospital or physician's certificate listing the date of birth | Insurance paperwork                                 |
| Baptism certificate (duly attested)   | Affidavit from the parent, guardian or custodian of the minor | School I.D. or school emergency card with birthdate |
| Passport  |   |   |

The City appreciates your cooperation in registering for RACER.

**For more information** about RACER, call the Recreation Services Division at (562) 916-1254.