# Friendship Club Online Payment Guide

1. Go to www.albanyca.org, hover over the “Recreation” tab at the top left corner and click on “Register for Classes” in the drop-down menu. If paying on a smart phone, click the “Online Registration” button. **Note: Only make a payment if you have already registered for Friendship Club.**

### Desktop Platform

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| BIKE ALBANY                    |
| Bike About Town                |
| ADULT SPORTS                   |
| Run Around Town (RATs)         |
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| CITY SPECIAL EVENT CALENDAR    |
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### Smart Phone Platform

- Jobs
- KALB
- Department Contacts
- News
- Passports
- Service Request
- Calendar
- Permits
- City Council
- Recycling & Garbage
- Get Connected
- Online Registration

### Activity Guide

- Online Registration

2. Click on “Online Registration”.

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**Register for Classes**

**Online Registration Is Free!**

The Albany Recreation & Community Services Department’s online registration allows you to register for classes from your home 24/7 and... it’s FREE! You can browse activities and facilities, view your history, reprint receipts, register for classes and more. (We know the site can be tough to use “sorry” but we can help!)

[Online Registration](#)
3. Enter username and password and sign in. If you have not registered for an activity online before, [click this link](#) to create a web account. If you have trouble, check out our [FAQ](#). You can call the Community Center front desk during our [business hours](#) at (510) 524-9283 for further assistance.

4. Hover over the “Search” tab and click on “Activities” in the drop-down menu.

5. Under the “Type” category, select “Friendship Club Afterschool”. Then, click “Search”. **Note:** Don’t change other fields.
6. Locate the Friendship Club facility and month you would like to make a payment for. Then, click the “Add to Cart” icon on the right-hand side of page. **Note: Ignore fee amount.** You will enter the total amount due in a subsequent page.

7. Click on the family member who is registered for Friendship Club. Then click “Add to Cart”. **Note:** If your child is not listed under “Family Member to Register”, you can add them by clicking “Update Household Members Info” under the “my Account” tab.

8. Click “OK” if you have received an invoice from the Friendship Club and know the payment amount you must input. If not, please call (510) 559-7220 to speak with someone at Friendship Club before continuing further.
9. Enter the “Friendship Club Amount Due” specified on your Friendship Club invoice.  
   Note: You cannot enter decimal points.

10. The “Grand Total Fees Due” should match the amount on your Friendship Club invoice.  
    Click the “Proceed To Checkout” button.

11. Enter the “Credit Card Type” in the drop down menu and the billing information. Press  
    “Continue”.

   ![Do not enter decimal point]
   ![Grand Total Fees Due $272.00]
   ![Continue]
   ![Back To Shopping Cart]
12. On the Payment Page, enter your credit card information and click “Submit Transaction”.

If you have any questions, do not hesitate to contact the Albany Recreation Department at (510) 524-9283 or recinfo@albanyca.org.