Step 1: Visit www.albanyca.org/onlinereg and click the ‘online registration link’

Step 2: Sign-in or create an account. Use the ‘forgot my password’ link if you need a new password. If you need a new username, email recinfo@albanyca.org
Step 3: Click ‘Facility Calendar’ in the teal bar.

Step 4: Use the drop down menu to select facility and month. Then click on desired day.
Step 5: Select desired time slot. Click 'Book Times'

Step 6: Click ‘Add to Cart’
Step 7: Select ‘Submit’

Step 8: Click ‘Continue Shopping’ to add more dates. Repeat Steps 3 - 7
**Step 9:** Select ‘Proceed to Checkout’

**Step 10:** Click ‘Add to Cart’ Select payment type (Visa/MC/AMEX) and click ‘Continue’
Step 7: Input CC information