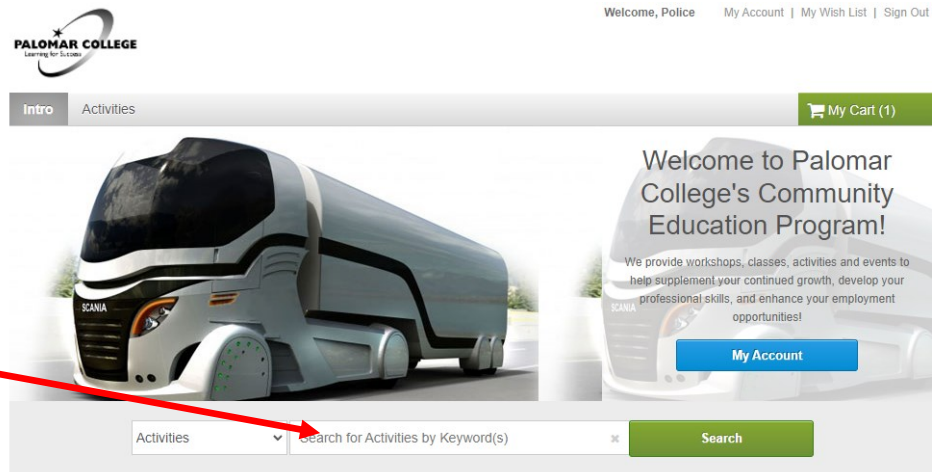


How to register & pay online for the PC 832 Arrest Course:

Payment must be made at time of registering online.

To pay by check or money order, please contact Palomar College Police Academy at policeacademy@palomar.edu or 760-891-7659 for registration assistance.

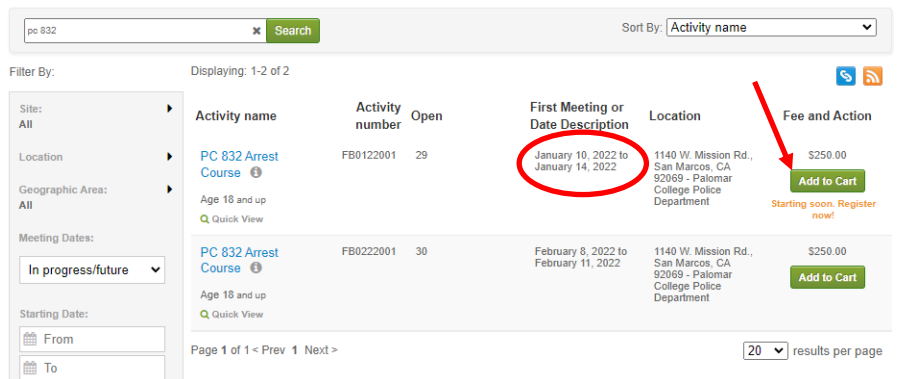
1. Go to <https://apm.activecommunities.com/venture/Home>



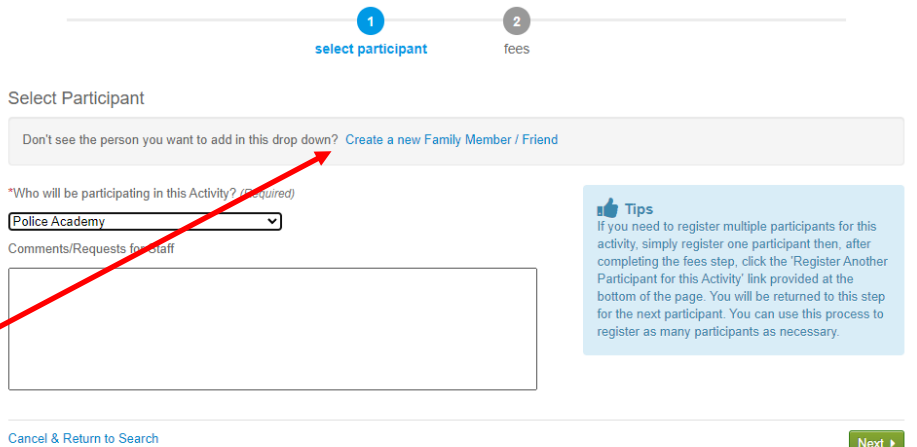
2. Type in "PC 832" in the search bar and click "Search."

3. Find the course with correct dates and select "Add to cart." Create an account* or log in to continue.

*For Training Managers— once an account is created, you may use it in the future to enroll more participants into classes.

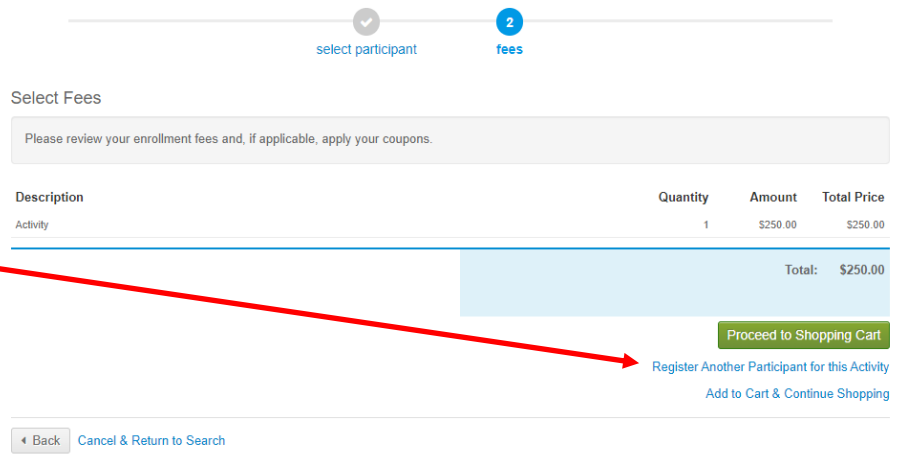


4. Select a participant for the course. If your account is for an agency, add the first participant by clicking "Create a new Family Member/Friend."

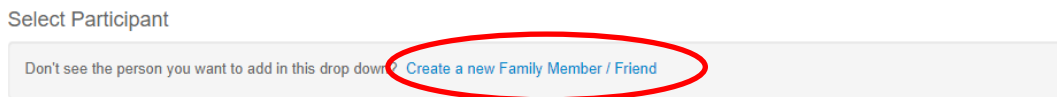


NOTE: Training Managers — Please provide the contact phone number and e-mail for each participant when entering their name so we may send the course details and materials to each person directly (you will receive a copy also).

5. If registering multiple participants for the same course dates, select “Register Another Participant for this activity.” If registering for yourself, skip to Step #8.



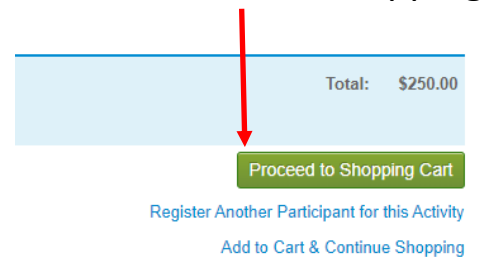
6. Create a new participant by clicking “Create a new Family Member/Friend.” Once all fields are filled in, select “Add Family Member/Friend,” then select “Next.” Repeat this for all additional participants for one course.



7. If registering participants for a different course date, click “Add to Cart & Continue Shopping.” Repeat Steps 3-6 for the new course date.

8. When finished selecting all courses and participants, click “Proceed to Shopping Cart.”

9. Check to make sure all participants are added. Check the box to confirm you have read the waiver, and proceed by clicking “Check Out.”



10. Input your payment information and click, “Pay.”

11. You (or your participants) will now be enrolled in the course(s). An email will be sent to confirm and provide additional course details.

