LCDC RESOURCE - HOW TO REGISTER FOR A CLASS

Step 1: Search for a Class

☐ Hover over **Catalog and Schedule** on the top of your home page
  - o a drop down menu will appear
  - o choose **Search for Class availability**

☐ Once on this page you can now input all criteria needed to find the course you are looking for
  - o NOTE: You do <u>not</u> have to complete all the criteria boxes but you will need to input information into at **least one** criterion box
  - o Click the **Search** tab at the bottom of the page

☐ The system will return a search that matches your criteria
  - o If you need more information about any course that comes up on the search you can hover over the name and the complete description will appear
  - o Also don't forget to slide the bar along the bottom of your list to display all the information to the right of the course name

Step 2: Register for the Class

☐ Once you find the course you would like to take you can register for the course by clicking on the **Green** flag in the last column to the right, **OR** by clicking on **Register for class** at the bottom of the page
  - o If you do not meet the prerequisite, age or license requirements, the button will appear disabled and a message will appear to the student informing them of the reason that they are unable to register
  - o In cases where a student has not completed a prerequisite course prior to registering for a specific class, but **has registered** for the prerequisite class and that class is scheduled to complete before the start date of the second class, the system will allow the user to complete the registration

☐ Once the registration process has initiated, the system will guide you through the registration process
  - o The system will ask you to input your supervisor name and email address if it is not in the system. You should also check to ensure it is up to date. If you need to add or update click on Edit profile and type the correct information.

☐ For all local classes, the payment process will be handled by the local Y outside of the system. The system will generate a registration completion invoice that notes the fees owed to the local Y.

☐ For regional classes, payments will be accepted via credit card or other, as indicated on the regional event/class information screen.

☐ If you have been provided with a Discount Code you will be asked to input it at this time

☐ Once you have completed the registration process, the class will appear on your home page in the **upcoming classes** area

☐ A registration email confirmation will also be sent to you, and for YMCA staff, to the student's supervisor