





# Step-by-Step: How to Register for a Class at the Soloway JCC

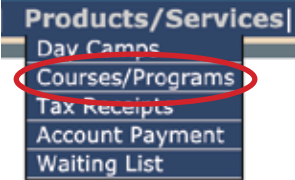
- 1 Go to [www.jccottawa.com](http://www.jccottawa.com) and click on the purple **Login/Register** button on the upper right side of the screen.



- 2 Click on the blue **Login** button in the middle of the page. (If you do not have an account, click the blue **Create Account** at the bottom left and follow the instructions to create your JCC account.) You must have an account to register.

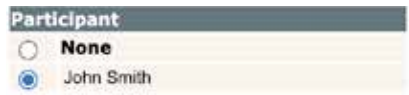

- 3 Click on the **Login** button from the 4 buttons in the dark blue bar across the page, (above the "General Information" line).

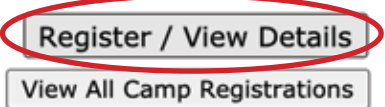

- 4 Enter your email and password. Click the **Submit** button.


- 5 Pull down the **Products/Services** button from the 4 buttons in the dark blue bar across the page, above the "General Information" line. Select **Courses/Programs** from that pull-down menu.


- 6 Here you will see a listing of all the programs. Click on the program you are interested in signing up for. Some programs may not appear on this initial list. For example: All yoga and meditation classes can be found under Gentle Yoga, Ballet Barre and Zumba are under Specialty Fitness.


- 7 This table gives you the names and times of the courses; the dates you are selecting; and how many spots are still open. If you have more than one person on your account, select the **Participant** that you want to register at the top left side of this page.


- 8 Select the Course you want to register in. Then click on the **Register/View Details** button at the bottom right side of the page.



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This next page gives you the information you need to prepare for the class and confirms the (building) location. Enter your e-mail address and whether you have allergies. Then click on the **Add to Order** button at the bottom right side of the page. (or cancel to stop the process)



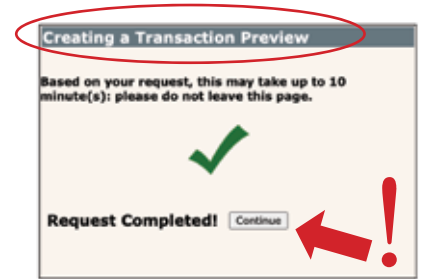
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Your registration information is detailed on this next page. If it is accurate, and you only want to register for one course, Click on the **Checkout** button from among the 4 options to the right.



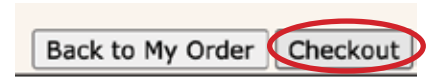
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You are now looking at a window which processes the information, which may take a few seconds. You should then receive a green tick in the middle of the box which also says "request completed!" However **IT IS NOT**. You **MUST** keep going in order to complete your registration. Click the **Continue** button.



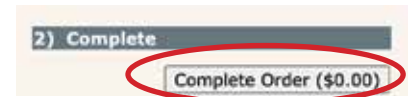
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This next page repeats your registration information and indicates that there is no cost for the selection made. Click the **Checkout** button in the lower right corner.



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Even though there may be no cost, select the button **Complete Order** in the middle.



14

This window also takes a moment to process the information submitted. Once again, you will see a green tick and the comment "request completed!", but you're not quite finished. Click the **Continue** button.



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The last window tells you: "Your order has been completed. A copy of your invoice has been emailed to you." And you are given an **Invoice Number**. Now you have finished the registration process!



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Check for the email confirming your registration. If you do not see it, check your Junk Mail box, it might have gone there, or there was a problem with the process and you may not be registered. The email is your validation.

