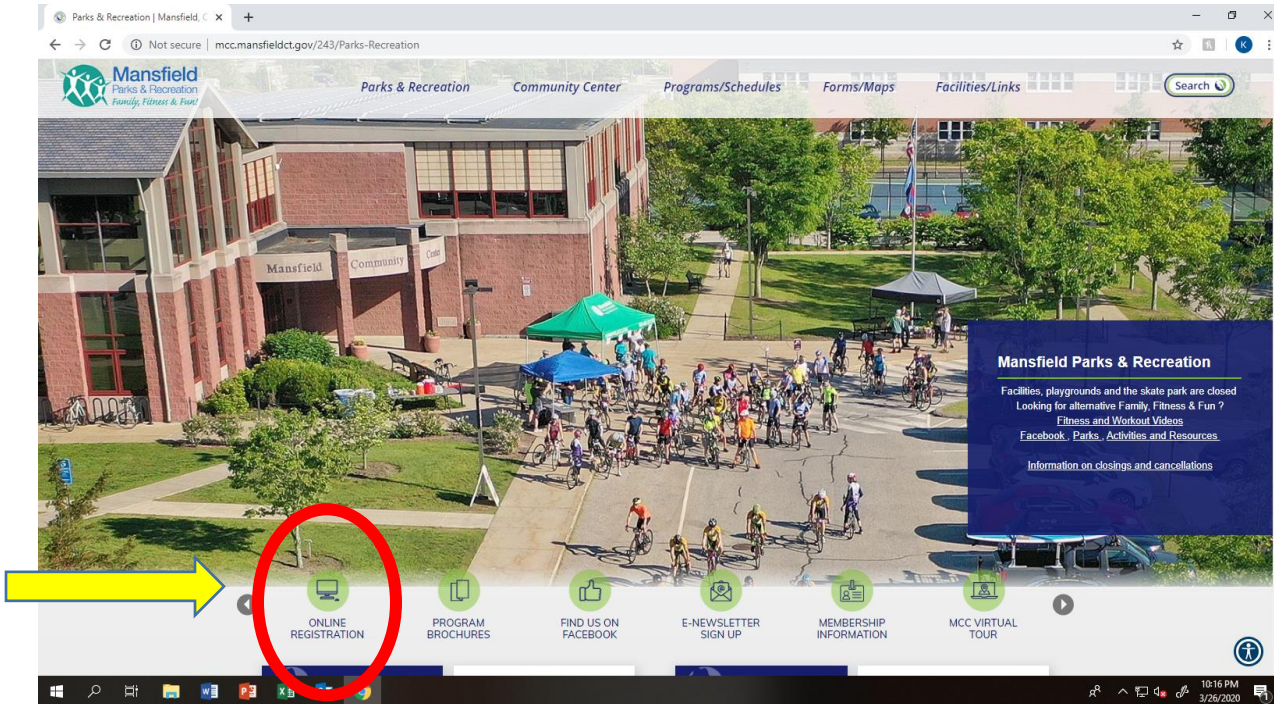


# ONLINE REGISTRATION HOW-TO

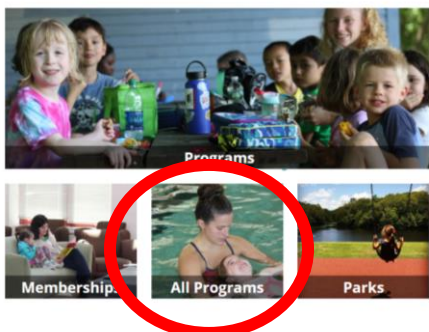
- Go to [www.mansfieldcc.com](http://www.mansfieldcc.com)
- Click the “Online Registration” button – the first circular green button on the page:



- Click “Login” in the upper right hand corner.
  - In order to register for programs you will need to login with an account. For those that have registered for programs or membership in the past through our office, Username is your 10 digit Home Phone (Ex: 8604290000) and Password is Primary Guardian's Last Name with the first letter capitalized (unless you have logged in and manually changed it before). If this doesn't work, please click the “forgotten password” link for assistance.

Username: \_\_\_\_\_ Password: \_\_\_\_\_

- If you know the activity number of the program for which you intend to register, select “All Programs”. If you do not know the activity number, you may browse by category.



- Enter the Activity Number of the program you want to register for and click “Search”. Leave the other selection options on “All types” and “All ages”. The activity number can be found in the brochure (paper or online) under the class description. It will consist of 6 numbers followed by a letter; for this system only enter the first 6 numbers.

Activity Search Criteria

Keyword Search:

Activity Number:

Display Option: Detail

Type: All Types, ADULT PROGRAMS, After-School, Aquatics, Camps, Certification, Community School of the Arts

Age: All Ages, 3 Months, 6 Months, 9 Months, 1, 2, 3

Grade: All Grades, Pre-K (0-3), Pre-K (3-5), Kinder, 1st, 2nd, 3rd

Show Sections With Available Spots

Search Reset

Search Results

Showing 1 To 20 Total Results (200)

- Click on the “+” located to the left of the program you would like to register for.

Search Results

Showing 1 To 3 Total Results (3)

Activity	Description	Dates	Times	Meet Days	Locations	Ages	Price	Info	Grades	Genders	Status
+ 430700-A	Music Lessons (30 mins) ONLINE	03/26/2020 -04/30/2020	12:00 am -12:00 pm	Su, M, Tu, W, Th, F, Sa	To Be Announced		\$128.00/\$128.00	📄		Coed	Available
+ Selection List	Lessons (45 mins) ONLINE	03/26/2020 -04/30/2020	12:00 am -12:00 pm	Su, M, Tu, W, Th, F, Sa	To Be Announced		\$178.00/\$178.00	📄		Coed	Available
+ 430700-c	Music Lessons (60 mins) ONLINE	03/26/2020 -04/30/2020	12:00 am -12:00 pm	Su, M, Tu, W, Th, F, Sa	To Be Announced		\$228.00/\$228.00	📄		Coed	Available

- A pop-up will appear on the screen; click “Add to Cart”.

Activity	Description	Dates	Times	Meet Days	Locations	Ages	Price	Info	Grades	Genders	Status
- 430700-A	Music Lessons (30 mins) ONLINE	03/26/2020 -04/30/2020	12:00 am -12:00 pm	Su, M, Tu, W, Th, F, Sa	To Be Announced		\$128.00/\$128.00	📄		Coed	Available
+ 430700-B	Music Lessons (45 mins) ONLINE	03/26/2020 -04/30/2020	12:00 am -12:00 pm	Su, M, Tu, W, Th, F, Sa	To Be Announced		\$178.00/\$178.00	📄		Coed	Available
+ 430700-c	Music Lessons (60 mins) ONLINE	03/26/2020 -04/30/2020	12:00 am -12:00 pm	Su, M, Tu, W, Th, F, Sa	To Be Announced		\$228.00/\$228.00	📄		Coed	Available

Music Lessons (30 mins) ONLINE (430700-A)

Add to Cart Clear Selection

- Check the box under the name of the family member you would like enroll and click “Continue”.
- Read through the Activity Waiver and click “Yes, I agree”.
- If there are more classes you would like to register for click “Continue Shopping”. If you are all set to checkout click “Proceed to Checkout”.
- Select which type of credit card you would like to pay with and click Continue.
- Enter in your billing information and click Submit Payment.
- An Adobe Acrobat PDF file should pop up with your receipt.
- If you have any questions please call the reception desk at:

**860.429.3015, ext. 0.**

During the COVID-19 closure, please e-mail [parksrec@mansfieldct.org](mailto:parksrec@mansfieldct.org) for assistance. We will get back to you as soon as possible.