



## **DIRECTIONS FOR ONLINE REGISTRATIONS IN A NUTSHELL**

### **HOW TO MAKE AND PAY FOR A RESERVATION (Five days or more in advance of class)**

1. Log on at [sctexas.org](http://sctexas.org) and navigate to the Computer Club
2. Click on 'online calendar' and navigate to the class you wish to take. Click register. (An email is sent by the system saying you have been temporarily confirmed for the class.)
3. Continue through the process being sure to click the link that says "Pay For This Class". (Either click "Print at home" or wait for an email confirmation of payment to get your ticket. Bring the ticket to class.)
4. If you paid: within 5 days you will receive an email of confirmation that you are a member of the class
5. If you did not pay: within 5 days your reservation will be cancelled for you

### **HOW TO CANCEL A RESERVATION (Five days or more in advance of class)**

1. Log on at [sctexas.org](http://sctexas.org) and navigate to the HOME page
2. Click on 'MY RESERVATIONS' then 'View Details'
3. Click "CANCEL RESERVATION" and then "Click Here to Continue' You will receive an email of confirmation. Keep this email
4. This cancels your reservation in class only. It does not refund your money

### **HOW TO PRINT A TICKET THAT IS LOST**

1. Log on at [sctexas.org](http://sctexas.org) and navigate to the HOME page
2. Click on 'BUY TICKETS/MEMBERSHIP' on the right side of the page
3. Click 'MY ACCOUNT' then 'ORDER HISTORY' then VIEW
4. Under 'Order Status: Print at Home' click PRINT

### **HOW TO RECEIVE A REFUND**

1. Bring a copy of your cancellation email and your printed ticket to the Computer Lab
2. Fill out a copy of the refund paperwork (lab monitor will provide) . Leave it and your cancellation email and printed ticket with the monitor.
3. Your credit card will be refunded the amount of the class.