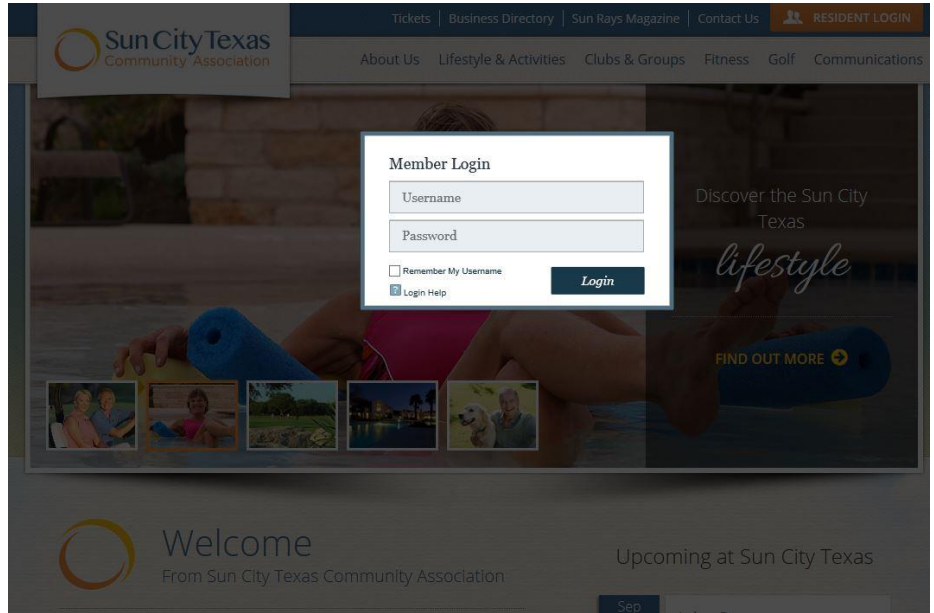


# Registering for a Computer Class – Helpful Tips

The Computer Club is introducing an online system for signing up and paying for computer classes. We hope that these directions will be helpful in navigating through the new registration and payment process.

**Please note: All classes must now be paid for via credit card. Payment cannot be made with check or cash.**

Start at the **Sun City home page** so you can **log in** with your Sun City ID and password.



Once you are logged in, click **CLUBS AND NEIGHBORHOODS**



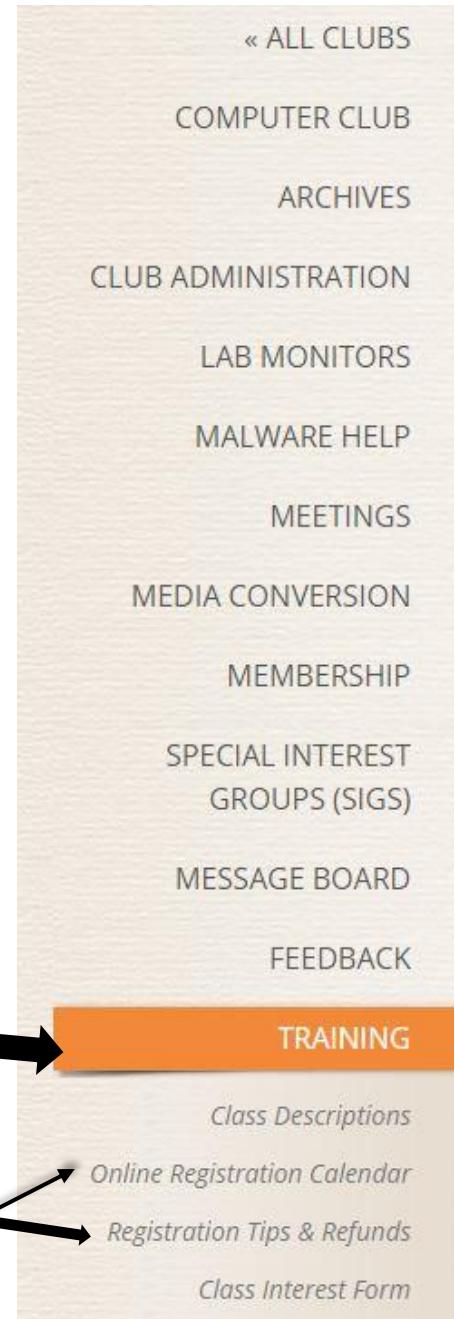
Next, click **CHARTERED CLUBS**



The Chartered Clubs are listed alphabetically. Find and then click on **COMPUTER CLUB**.



You are taken to the **Computer Club home page**.



Find and then click on **TRAINING!**

Click on **REGISTRATION TIPS & REFUNDS** - please read the information on this page before registration. This page contains important information related to signing up for a class online, refunds and attendance ticket requirements.

Ready to register? Click on **ONLINE REGISTRATION CALENDAR**

You will see the current month's calendar displayed on the right side of the screen.

Use the *arrow keys* to find the month that has the class you are interested in registering for.

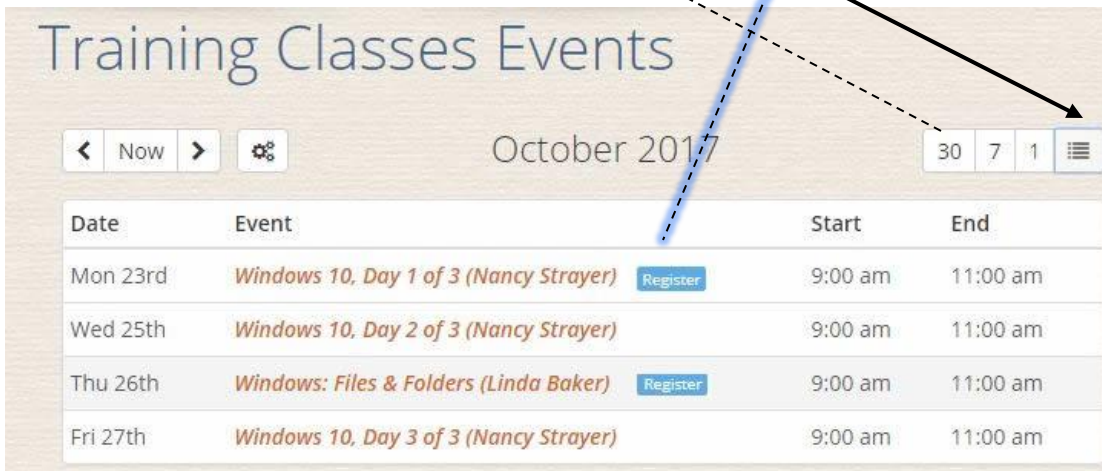
Notice that some classes are spread over several days. The first day of the class will have the word REGISTER attached to it. Subsequent class days will display in the calendar, but will not have REGISTER attached to them. ***Make sure all class days' work for your schedule!***



There are 2 ways you can locate all the days that a class meets on:

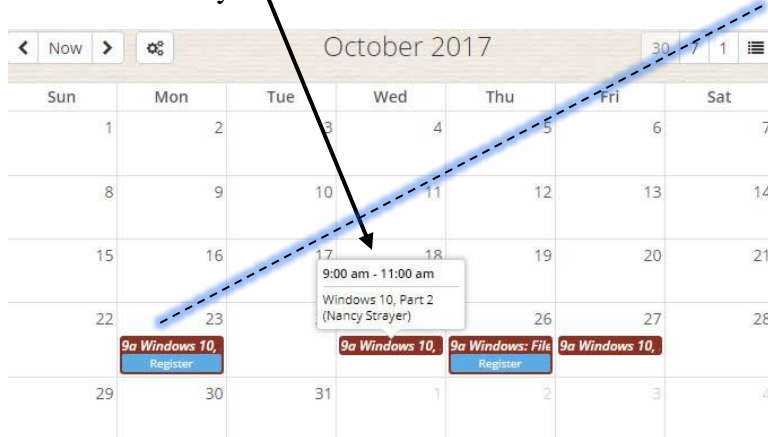
- Clicking ***linear view*** offers more detailed information for each class. In this example, the first day of a Windows 10 class is Monday, Oct. 23<sup>rd</sup>. You can also REGISTER from this screen. Notice how the first day includes “Day 1” as part of its name. On the 25<sup>th</sup> is the same class with the same instructor meeting at the same time, but it is labeled “Day 2”. On the 27<sup>th</sup> is the same class with the same instructor meeting at the same time, but it is labeled “Day 3”. This indicates that this is a 3-day class that starts on the 23<sup>rd</sup>, but also meets on the 25<sup>th</sup> and 27<sup>th</sup>.

To return to the ***calendar view***, click the first number that appears to the right of the month (30 in this example).



- You can also hover (move your mouse on top of the item without clicking on it) your mouse on top of a class for more details.

Find the class you are interested in and then click REGISTER.



Clicking on the class gives you more detailed information about the class is displayed. Read to make sure this is the class you are interested in.

**Note: Classes must be paid for with a credit card! Classes cannot be paid for in the CA Office or with cash/check in the Computer Lab! Registration and payment can only be made online and with a credit card!**

The Description page is also your REGISTER page:

- If you are **not ready to pay with a credit card for this class**, close this page *without clicking REGISTER*.
- If you are **ready to pay for this class with a credit card**, click REGISTER.

The image shows a detailed view of a class page. On the left is a sidebar with navigation links: « ALL CLUBS, COMPUTER CLUB, ARCHIVES, CLUB ADMINISTRATION, LAB MONITORS (highlighted), MALWARE HELP, MEETINGS, MEDIA CONVERSION, MEMBERSHIP, SPECIAL INTEREST GROUPS (SIGS), TRAINING (highlighted), ADVANCED EXCEL SURVEY, MESSAGE BOARD, and FEEDBACK. The main content area is titled 'Windows 10, Day 1 of 3 (Nancy Strayer)'. It lists event details: Event Date: Monday, October 23, 2017; Event Time: 9:00 am CST; Event End Time: 11:00 am CST; Event Category / Group: Windows / Training Classes. Below this, it states 'Three, Two hour classes, this is Day 1 of a 3 day class', 'Fee: \$15.00', and 'Instructor: Nancy Strayer'. The 'Course Prerequisites' section lists 'Understanding of Windows basics'. The 'Course Description' provides an overview of Windows 10 features. The 'Course Objectives' section lists several learning goals. At the bottom, a blue 'Register' button is prominently displayed with a large black arrow pointing to it. At the very bottom, there are links for 'Outlook 2003', 'Outlook 2007/2010/2013', 'Apple Calendar', and 'Google Calendar'.

The next page starts out by again displaying the class description information, but also shows the number of students currently enrolled in the class.

Click **SAVE REGISTRATION** at the bottom of the page in order to continue the registration process.

Event Date: Monday, September 25, 2017  
Event Time: 9:00 am CST  
Event End Time: 11:00 am CST  
Event Category / Group: Windows / Training Classes

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Two, 2-hour classes, *this is Day 1 of a 2 day class*

Fee: \$0.00

Instructor: Linda Baker

Course Description:  
Practice using the new online registration system for computer classes.

Course Objectives:  
By the end of this course, you will be able to:

- use the online registration to register for a practice computer class
- pay for a free practice computer class
- verify that you received emails for temporary registration and confirmed registration
- cancel computer class registration

---

**FREE Practice Class, Day 1 of 2 (NOT REAL CLASS)**  
Registration  
Monday, September 25, 2017

Cancellations: Available up to 5 days before the day of the event.

Type	Name	Info
Booking Resident	Linda Baker	

You have reached the maximum headcount of 1 allowed per registration.

**Total Headcount** (Please include yourself and your guests in the selected number.)

Party Size:

**Save Registration**

---

**Headcount Summary** (Totals include this unsaved registration.)

<b>My Party Size</b> Max: 1	<b>Total Attendees</b> Max: 40	<b>Total Registrations</b> Max: 40
1	1	1

Class registration is not confirmed until a class has been paid for. On the next page, click **PAY FOR THIS CLASS** to pay for this class.

If you do not click **PAY FOR THIS CLASS**, you will not be enrolled in the class.

DO NOT “*click here to continue*” UNLESS you wish to *cancel registration* for this class.

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Click to **PAY FOR THIS CLASS**.

Your registration is not confirmed until you pay for the class.

You will receive a payment confirmation email with your class ticket attached to it. **Print and bring this ticket to class - it is required for class attendance.**

**DO NOT USE THE “*Click Here to Continue*”** unless you wish to **CANCEL** your registration.

An email has been sent to the event administrator

[Click Here to Continue](#)

*Tip! left mouse clicks takes you to ticket purchase screen - you are no longer in the Computer Club website and no longer have access to the Computer Club website.*

*Tip! right mouse click allows you to keep the Computer Club page open + open ticket purchase screen in a new tab.*

You are taken to the **Ticket Purchase/Payment** screen. *Make sure that you see your name in the upper right corner of the Ticket Purchase/Payment screen:*

SELECT | **OPTIONS** | ORDER OVERVIEW | SECURE PAYMENT

2018 Computer Club Mac- Maintenance, Basics (Jan Franklin) March 26, 28 3-5 pm EVENT INFO

Sun City Texas Community Association  
2 Texas Drive  
Georgetown, TX

Look for your name in the upper right-hand corner of the payment screen

Enter # of tickets:   
(limit 1 per order)

Select Preferred Date/Time:  
Monday, 03/26/18 - 03:00 PM

**BEST AVAILABLE**

Like 205 people like this. Be the first of your friends.

If your name is NOT there, you will not be able to pay and you will be purged from the class. In an effort to correctly and completely track the errors, you should notify the REGISTRAR at [registrar@sctxcompclub.org](mailto:registrar@sctxcompclub.org) if you cannot proceed and complete your payment. No one else will be able to help you.

**NOTIFY THE REGISTRAR** at [registrar@sctxcompclub.org](mailto:registrar@sctxcompclub.org) if you have problems.

Enter 1 for the number of tickets you wish to purchase. NOTE: You cannot purchase more than 1 ticket. Each computer club member must enroll in a class separately.

Click **BEST AVAILABLE**:

SELECT | **OPTIONS** | ORDER OVERVIEW | SECURE PAYMENT

2017 Computer Test Ticket #4 This is a Test Ticket ONLY August 14,16,18 EVENT INFO

Sun City Texas Community Association  
2 Texas Drive  
Georgetown, TX - United States

Enter # of tickets:   
(limit 1 per order)

Select Preferred Date/Time:  
Monday, 08/14/17 - 09:00 AM

**BEST AVAILABLE**

Like 128 people like this.

On the next page, click **CONTINUE**:

**2017 Computer Test Ticket #4 This is a Test Ticket ONLY August 14,16,18** EVENT INFO

Sun City Texas Community Association  
2 Texas Drive  
Georgetown, TX - United States



Price Range: \$0.00

Select a price level, then enter the number of tickets for the appropriate ticket type (if applicable).

When complete click "Continue" to find the best seats, including General Admission tickets.

= Tickets **available** that match your criteria

= Tickets **not** currently available, or do **not** match criteria

PERFORMANCES: (select from the list to change to a different performance)

PRICE LEVELS:

Monday, 08/14/17 - 09:00 AM	Member
APPLY DISCOUNTS: 0	
Computer Club Event	1 \$0.00



On the next page, click the circle for **PRINT AT HOME TICKETS** and **ADD TO CART**:

*Note: If you click CANCEL, you will also need to CANCEL your registration at the Computer Club website.*

» You Selected: Monday, 08/14/17 - 09:00 AM

» Click "Add to Cart" to proceed with your purchase.  
- Click "Venue Info" to find more information about this venue.

# OF TICKETS:	TICKET INFORMATION:	PRICE PER TICKET:	Subtotal:	MORE INFORMATION:
1	Computer Club Event - General Admission	Price Level A \$0.00	\$0.00	

CHOOSE DELIVERY METHOD:

Print at Home Tickets



**NOTE: these tickets are reserved for 15 minutes.**

Once you proceed to the shopping cart, you will see the amount of time you have remaining for your reservation. The time shown will be from the time you enter the shopping cart and will continue to count down, even though it will not visibly count down on the page. To see an update of the time remaining in your reservation, click the "Refresh" button on your browser.



On the next page, fill in the necessary information as well as verify that the rest of your information is accurate.

Click **FINALIZE ORDER**.

*Note: If you click CANCEL, you will also need to CANCEL your registration at the Computer Club website.*

SELECT | OPTIONS | ORDER OVERVIEW | **SECURE PAYMENT**

HELP

ORDER SUMMARY						
# OF TICKETS	TICKET INFORMATION		TIME LEFT	DISCOUNT	TICKET PRICE	FEE SUB-TOTAL
1	2017 Computer Test Ticket #4 This is a Test Ticket ONLY August 14,16,18 Sun City Texas Community Association Georgetown, TX - United States Monday, 08/14/17 - 09:00 AM	Delete	11:21	Computer Club Event	\$0.00	\$0.00 \$0.00
						Transaction Fee: \$0.00
						DELIVERY CHARGE: \$0.00
						<b>TOTAL: \$0.00</b>
						BALANCE DUE: \$0.00

PURCHASE ADDITIONAL TICKETS:

TO THIS EVENT TO ANOTHER EVENT

NOTE: Your order is not complete. You must click the "Finalize Order" button to finish the transaction.

SECURE PAYMENT OPTIONS

 All transaction information is protected by 128 Bit SSL security. [Click here for more information.](#)

CONTACT INFORMATION

Salutation: --	*Billing Address: 200 Sun City Ave
*First Name: Linda	Address 2:
*Last Name: Baker	Address 3:
Suffix: Jr., Sr., II	*City: Georgetown
Company:	*State: Texas
*Phone: (At least one required)	*Zip: 78633
Home Phone: (214) 388-2827	*Country: United States
Work Phone: (201) 555-0123 ext. 7345	
Mobile Phone: (214) 388-2827	
*E-Mail: lindabaker@suncity.com	
*Confirm E-Mail: lindabaker@suncity.com	

ABOUT SSL  
CERTIFICATE S

Check this box if you are interested in receiving e-mail notification of future events and promotions.

\*Required Field

PURCHASE

CANCEL FINALIZE ORDER 

On the next page, you have the option to **PRINT TICKETS NOW**. The ticket downloads in a PDF format for printing.

If you have a correct email on file with the CA Office, you will receive an email that confirms your ticket purchase. Your class ticket will also be attached to this email. You can also print your ticket from this email.

Please **DO NOT DELETE** this confirmation email since it contains your ticket! Hold onto your ticket until your class is over. You are required to print out this ticket prior to attending class. Your instructor will be collecting these tickets.

Click ***DONE***.

DELIVERY INFORMATION	
You have chosen Print at Home as your delivery method. To print your tickets now, click the "Print Tickets Now" icon below. Your tickets have also been sent to the e-mail address below. You can reprint your tickets at any time by signing into your account.	
BILLING INFORMATION	
BILL TO	SHIP TO
Linda Baker 306 Pipe Creek Lane Georgetown, TX 78633 US E-Mail: lindabaker.dallas@gmail.com (confirmed)	
Confirmation #: 21536036	<a href="#">PRINT TICKETS NOW</a>
Date: Sep 13, 2017	
Delivery Method: Print at Home	
Print this page for your records. (Use landscape mode)	
PURCHASE INFORMATION:	
1 Ticket	\$0.00
Transaction Fee	\$0.00
Delivery Charge	\$0.00
Donation	\$0.00
<b>Total:</b>	<b>\$0.00</b>
<hr/>	
<b>Balance Due:</b>	<b>\$0.00</b>
<a href="#">DONE</a>	

**IMPORTANT: NO REFUNDS / NO EXCHANGES**  
Please double-check your order (including event, date and time of event, quantity of tickets, ticket prices and Patron Service Fees).

**Make sure to have your ticket available to show your instructor when you arrive for class. Your ticket is not transferable to another individual.**

#### **Quick Tip! Getting Your Class *Print at Home* Ticket**

- You will receive a payment confirmation email. Your class ticket is attached to this email.
- If you didn't print your ticket out while paying for the class and you no longer have access to the payment confirmation email:
  - Log into the Sun City website
  - Click the gold BUY TICKETS / MEMBERSHIPS that appears on the right side of the page
  - On the next page, In the upper right corner, click MY ACCOUNT
  - On the next page, click ORDER HISTORY
  - On the next page, for the ticket you wish to print, click VIEW
  - On the next page, under Order Status: Print at Home > click PRINT