WELCOME

Sun City Computer Club
Online Registration System

AGENDA

- Introduction
- Aids for use
- Process/Procedures
- Q & A

WHY?

- Responsiveness to Members
- Outdated In-House Systems

WHO?

- Computer Club Members
- CA Staff
  - IT Department
  - Member Services - Ticketing

WHAT?

- ## Combination
  - ### Event Registration in MembersFirst
  - ### SABO System - Ticketing

GENERAL INFO

MEMBERS FIRST REGISTRATION SYSTEM

Member logs in to Computer Club website and registers for class. The registration is termed 'unconfirmed.' An email is automatically generated welcoming the member.

Hopefully, the registrant continues through the process by clicking the PAY FOR THIS CLASS link

PAY FOR THIS CLASS

SABO PAYMENT SYSTEM

If payment is verified, an email will be sent to registrant confirming payment. Status in the class is now 'confirmed.'

If payment is not verified, registrant will be dropped from the class. An email confirming non-payment will be sent.

Process/Procedure

1. Any Computer Club member wishing to take an online class must login register and pay through the Computer Club microsite.

Process/Procedure

2. Sign up for any online class ends five days prior to the beginning date of a class.

Process/Procedure

3. After paying, be sure to *print out your ticket* to bring to class.

Process/Procedure

4. When register -

- A email is automatically generated welcoming you
- You are now an **'unconfirmed'** registrant
- You are presented with a link to continue and pay

Process/Procedure

5. Every MWF the SABO system sends out a list of those who have paid.

- Computer Club personnel must manually tally the SABO system with the Registration System (MF)

Process/Procedure

6. If your name is on the SABO list

- You will be marked as as **'confirmed'** by CC volunteer
- You will receive an email stating that you are **'confirmed'**
- There is nothing more you need to do.

Process/Procedure

7. If your name is NOT on the SABO list

- You will be dropped from the class.

- You will receive an email stating that you have been dropped as a class participant.

Additional Notes

8. Do not bring someone else's ticket to class

- At class time, your ticket will be compared against the class rolls

Additional Notes

9. Cancellations/Refunds

- If a class is cancelled, you will receive a refund via credit to the card used to pay for the class.

Additional Notes

10. Cancellations/Refunds

- If you cancel a class reservation and wish a refund -

  - You must cancel online more than 5 days prior to class start

Give Us Feedback

11. Feedback

- Email **registrar@sctxcompclub.org** to provide feedback or to ask questions

QUESTIONS

12. Thank you for coming -