PCOTC ONLINE REGISTRATION VIA A MOBILE DEVICE

- (1) Confirm there are no messages at the top of our registration page regarding registration site issues: <u>https://www.pcotc.org/registration</u>
- (2) Log into the registration site here: <u>https://pcotc.asapconnected.com/</u> This will take you to your account page. We can see that the sample account below consists of 2 dogs: "volunteer dog test" & "dog 2 test" labeled in blue.
 - "Volunteer dog test" is a volunteer member. "Dog 2 test" is not a member.

	COTC.		
Primary Acc	ount Holder	dit	
- BASIC INFORMA			
			0
	UPDATE	IMAGE	
Name:	Test -volunteer dog ⁻	Test / Change Primary	
E-mail:	test@test.com		
Phone:	789456123	DOG #1	
Student ID:	7730962		
Login Info:	******** 🥜 Change		
Additional N	1embers		
		DOG #2	
Test - dog 2 Tes	t (Student) 🖋 Edit View	Transcript	
	G ADD NEV	V MEMBERS	

(3) Click on the graphic of 3 blue lines in the upper right hand corner – circled in orange in the image above. This will display the drop down screen pictured below. Click "ALL CLASSES."

	50
Test -volunteer dog	
My Account Primary Account Holder Zedit My Billing Info	
My Activities (FORMATION)	6
Documents	e e
Logout	
My Cart: 0	
ALL CLASSES	
CONTACT US	ary

(4) Find your class name from the list of classes (left image below) & click on it:

РСОТС		
PORT CHESTER OBEDERCE TRAINING CLUB	A / Classes / /	
	SampleClass	
	Description	
A to Z Index	l class available	
	LOCATION	White Plains Facility, Lower Level - Whole Room
SampleClass	DATES	4/3 - 4/8
	DAYS	Mo Tu Fr Su
	TIMES	10:30 PM – 11:30 PM
	INSTRUCTOR	TBD
	FEES	\$300.00
	DETAILS	View
COPYRIGHT 1982 - 2020 © ADMINISTRAT COMPANY PRIVACY POLICY		✓ REGISTER NOW
COPYRIGHT 1982 - 2020 © ADMINISTRAT COMPANY PRIVACY POLICY		✓ REGISTER NOW

- (5) Click "register now" in the red box on the image above on the right. Please note that only one fee is listed the fee for a member of the general public. Volunteer member fees are not listed on this page.
- (6) Once you click "register now" you will see the pop up box below. The pop up box will reflect the volunteer member rate if you are a volunteer member.

Description	
Registrants	
Choose who you are enrolling Test, Test - volunteer dog (<i>Customer type fee: 150</i>) Test, Test - dog 2 (<i>Customer type fee: 300</i>) ADD NEW FAMILY MEMBER	
CANCEL	
CONTINUE	
✓ RECISTER NOW	

(7) Select the dog(s) you wish to register for the class, hit continue, and either proceed to your shopping cart or return to the "all classes" page to add another class to your shopping cart.

ENJOY YOUR CLASSES!