

## PCOTC ONLINE REGISTRATION VIA A DESKTOP COMPUTER

\*Our registration software vendor does not recommend using Internet Explorer to register for classes. If you are experiencing problems with this browser, switching to a different browser may correct the problem.\*

- (1) Confirm there are no messages at the top of our registration page regarding registration site issues: <https://www.pcotc.org/registration>
- (2) Log into the registration site here: <https://pcotc.asapconnected.com/> 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.

(http://www) HOME (/) ALL CLASSES (/) COURSEINDEX) TEST -VOLUNTEER DOG MY CART: 0 (/SHOPCART)

My Account Search for classes

Account Info  
Billing Info  
My Activities  
Documents  
Home (/)

Primary Account Holder [Edit //EditAccount/?](#)  
[strCustomersIds=7730962.&formType=ACCOUNT&fromWhere=MyAccount](#)

BASIC INFORMATION

Name: Test -volunteer dog Test [Change](#)  
Primary

E-mail: test@test.com

Phone: 789456123

Student ID: 7730962

Login Info: \*\*\*\*\* [Change](#)

UPDATE IMAGE

Dog #1

Additional Members

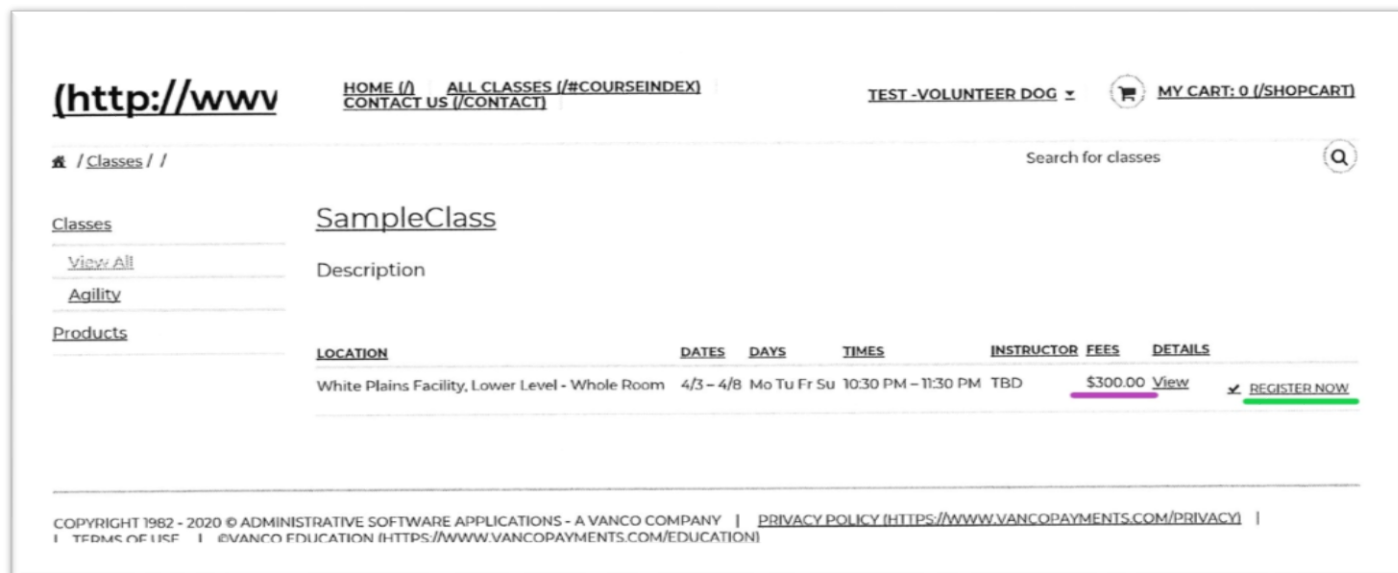
DETAILS

Test - dog 2 Test (Student) [Edit //EditAccount/?](#)  
[strCustomersIds=7730995.&formType=CFORM&fromWhere=MyAccount](#) [View Transcript](#)

Dog #2

ADD NEW MEMBERS

- (3) Click on “All Classes” – circled in purple in the image above. This will take you to the page below.



- (4) Click “register now” – underlined in green above. Please note that only one fee is listed (underlined in purple above) – the fee for a member of the general public. Volunteer member fees are not listed on the main class page.
- (5) 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.

The 'Registrants' pop-up box has a title bar with a close button (X). The main content area is titled 'Registrants' and includes a section 'Choose who you are enrolling'. This section contains two checkboxes: ☐ Test, Test -volunteer dog (Customer type fee: 150) and ☐ Test, Test - dog 2 (Customer type fee: 300). Below these checkboxes is a button labeled 'ADD NEW FAMILY MEMBER'. At the bottom of the box, there are two buttons: 'CANCEL' and 'CONTINUE'.

- (6) 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!