

Online Registration “How To”

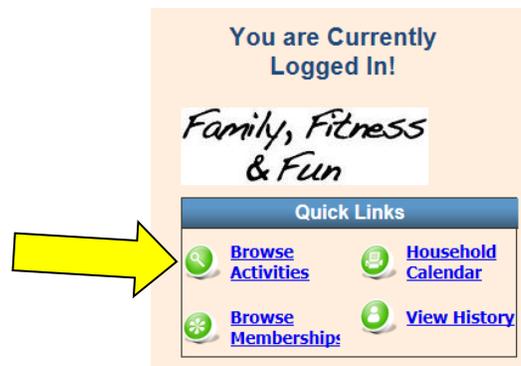
- Go to www.mansfieldcc.com
- On the top of the homepage there is a link for Online Registration. Click here.



- In order to register for programs you will need to login with an account. For those that have registered in the past through our office, Username is your 10 digit Home Phone (Ex: 8604290000) and Password is Primary Guardian's Last Name with the first letter capitalized (unless you have logged in and manually changed it before). If this doesn't work, please click the “forgotten password” link for assistance.

Username: _____ Password: _____

- Once logged in click on “Browse Activities”.



- Enter the Activity Number of the program you want to register for and click “Search”. Leave the other selection options on “All types” and “All ages”. The activity number can be found in the brochure (paper or online) under the class description. It will consist of 6 numbers followed by a letter; for this system only enter the first 6 numbers.

Type: After-School Aquatics

Activity Number Search:

Age: 3 months 6 months

Show Search Criteria

- Click on the cart located to the left of the program you would like to register for.

Showing: 1 to 199 Total Results: 200

11111 - Playground Donation

Activity	Description	Availability	Dates	Times	Days	Fees
11111-A	Playground Donation	Available	05/02/12- 05/01/20	12:00A- 12:00A		\$25
11111-B	Playground Donation	Available	05/02/12- 05/02/20	12:00A- 12:00A		\$50
11111-C	Playground Donation	Available	05/02/12- 05/02/20	12:00A- 12:00A		\$100

- A pop-up will appear on the screen; click “Enroll Now”.

The screenshot shows a pop-up window titled "11111 - Playground Donation" overlaid on the table from the previous image. The pop-up contains the same table and a green bar at the bottom with two "Enroll Now" buttons. A yellow arrow points to the left "Enroll Now" button.

- Check the box under the name of the family member you would like enroll and click “Add to Cart”.

The screenshot shows a user profile for "Kimberly Blair" with the heading "Activities for Enrollment:". Below it is a list item: [Playground Donation - \(11111-A\)](#). A yellow arrow points to the checkbox.

- Read through the Activity Waiver and click “Yes, I agree”.
- If there are more classes you would like to register for click “Continue Shopping”. If you are all set to checkout click “Proceed to Checkout”.
- Select which type of credit card you would like to pay with and click Continue.
- Enter in your billing information and click Submit Payment.
- An Adobe Acrobat PDF file should pop up with your receipt.
- If you have any questions please call the reception desk at:

860.429.3015, ext. 0.