

Benson Multipurpose  
***Class Registration Process 2<sup>nd</sup> Qtr. 2019***

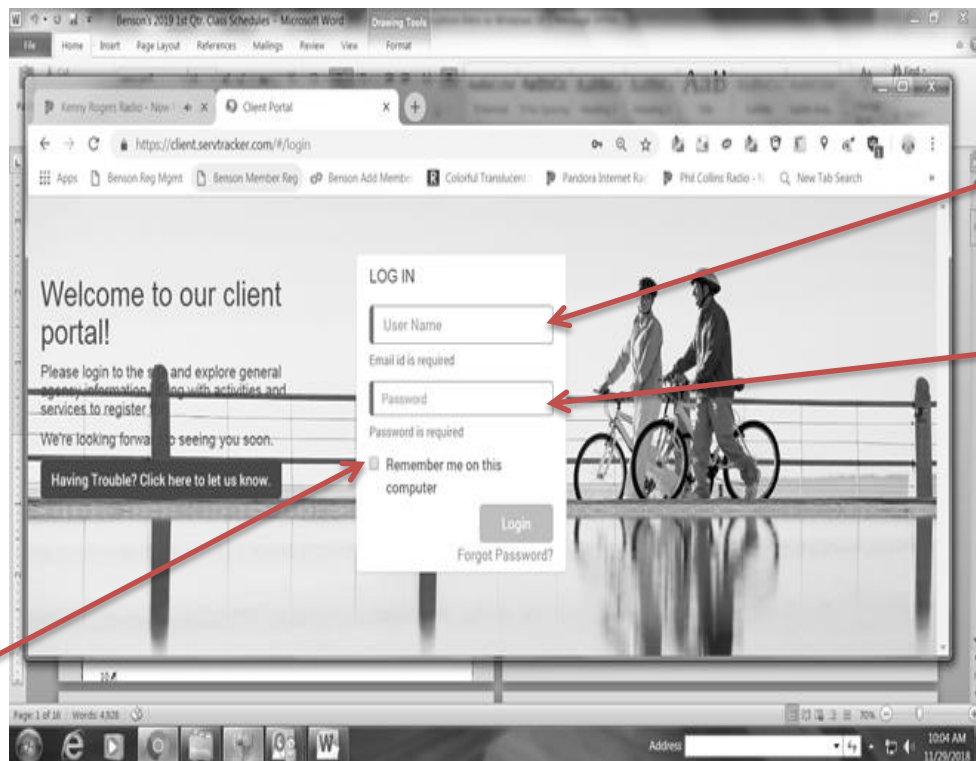
**ONLINE "AT HOME REGISTRATION"**

- Online At Home Registration **Begins: Monday, March 11<sup>th</sup> at 9:00 a.m.** and **Closes Wednesday, March 13<sup>th</sup> at 11:59 p.m.**
- **If you did not utilize "At Home Registration"** and wish to do so this time, you must complete the Pre-Registration Process described below to obtain a username and password.
  - **See a member of the Administrative Staff** during the following time:
    - Tuesday, February 19<sup>th</sup> - Monday, March 11<sup>th</sup>
    - 11:00 a.m. – 1:00 p.m. & 3:00 p.m. – 5:00 p.m.

**Registration Site**

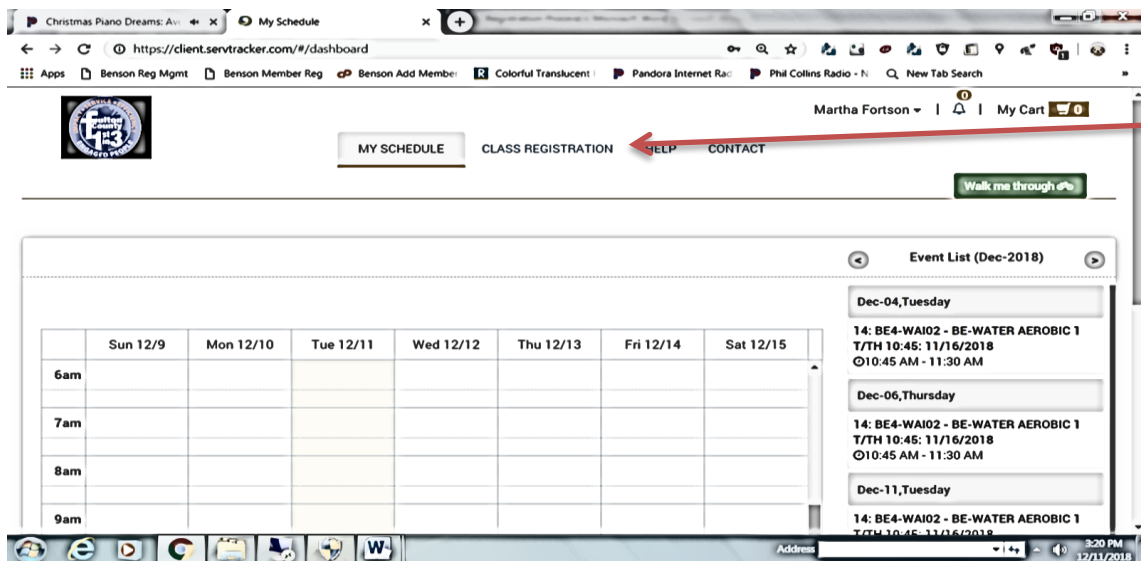
The registration site can be accessed from: **"Verify Me Now"** (use the email you received from ServTracker supplying you with a password) or use **<https://client.servtracker.com/#/login>**

At the screen below input your **email address in the "username slot"** and input the **"eight character" password (you created in our office or on your own) in the "password slot", hit the enter key.**



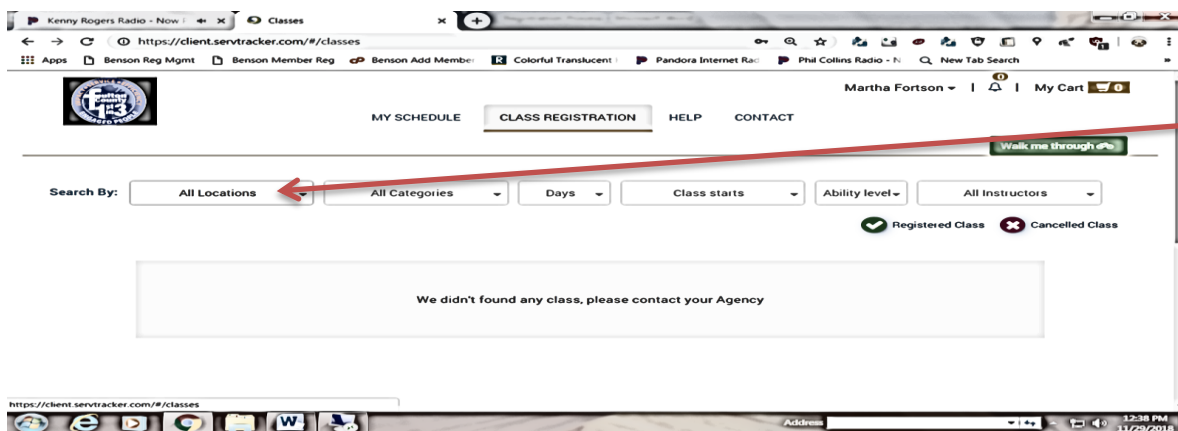
- If you have not already saved your login information to your personal computer, we recommend that you do so at this point.

- Login: the image below should be on your screen – “Select Class Registration”



Select Class Registration

- **Select the site/location of where you will be attending a class** (i.e., **Benson MP**, Mills MP, Darnell MP, Bowden MP):



Choose Class Location "Benson MP"

- Choose how you wish to **view class selections**: Water, Land Fitness, or All Categories.
- **Select the class** - note, the calender indicates eligibility to register; middle section outline class description; **to register click: "Register for class" on the right side**

Now that you have selected a class you may **proceed to payment** (if there are no conflicts, and this is the only class you wish to register for) or for additional classes go back to the Class Registration Tab and register for additional class(es).

- Proceed to payment once all classes have been selected.

**Please Note:** If you register Online At Home you are **"not eligible"** to register at the facility.

**Facility Online Registration: March 18-20, 2019**

**Drop/Add Period: April 1-19, 2019**

**Classes Begin: Monday, April 1, 2019**

*If you have any questions, please the facility at 404/613-4900*