

***REVISED 5/21/19**

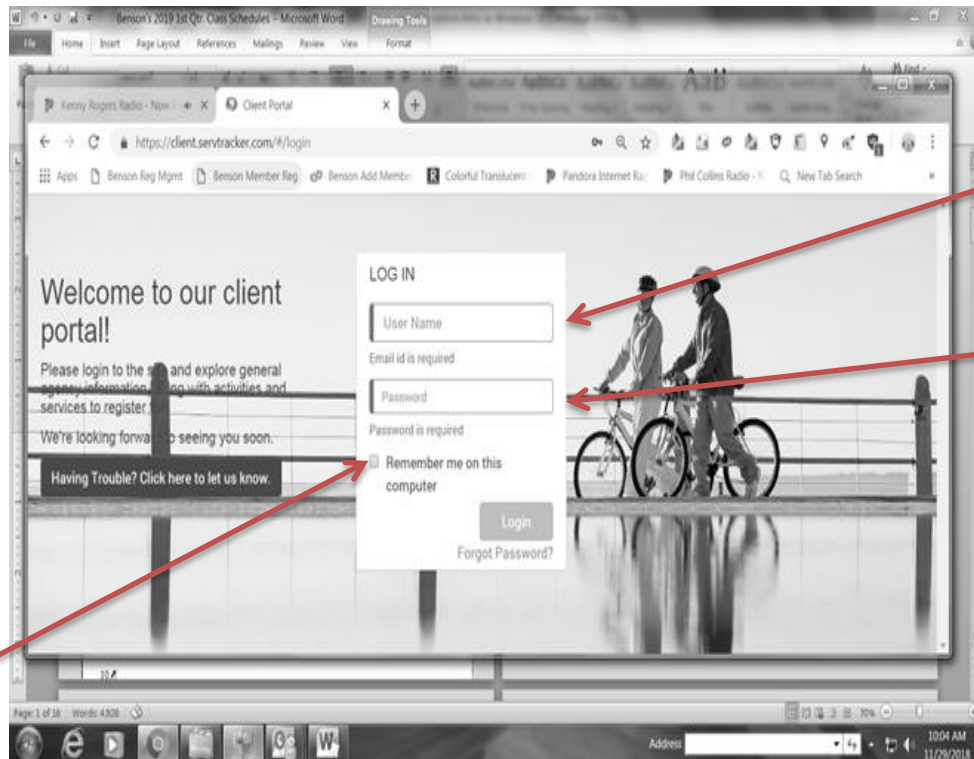
Class Registration Process

ONLINE AT HOME & FACILITY REGISTRATION

Please use “Google Chrome”

- Online At Home Registration opens: **Monday, June 17th at 9:00 a.m.** and closes **Wednesday, June 19th at 11:59 p.m.**
- In “Facility” Registration begins at **Monday, June 17th *9:00 a.m. – *12:30 p.m. & 1:30 p.m. –3:30 p.m.**
- **Please note:** a “Username and Password” is necessary to register for classes – if you received one in the past it is still usable, if not please see the receptionist in building B to schedule time with a staff associate to obtain them beginning: **Friday, May 17th – June 19th, from 9:00 a.m. – 12:30 p.m. & 1:30p.m. – 3:30 p.m.**
- **Registration Site**
The registration site can be accessed from the email you received from ServTracker (go through “**Verify Me Now**”) or type the following link in your browser: <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.**

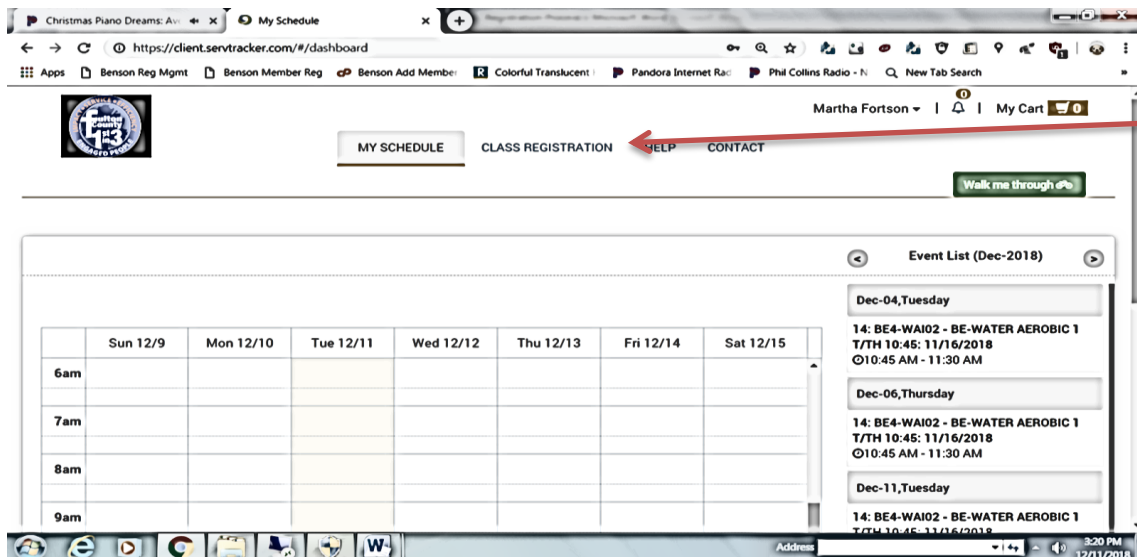


**Input
Email
Address**

**Input
Password**

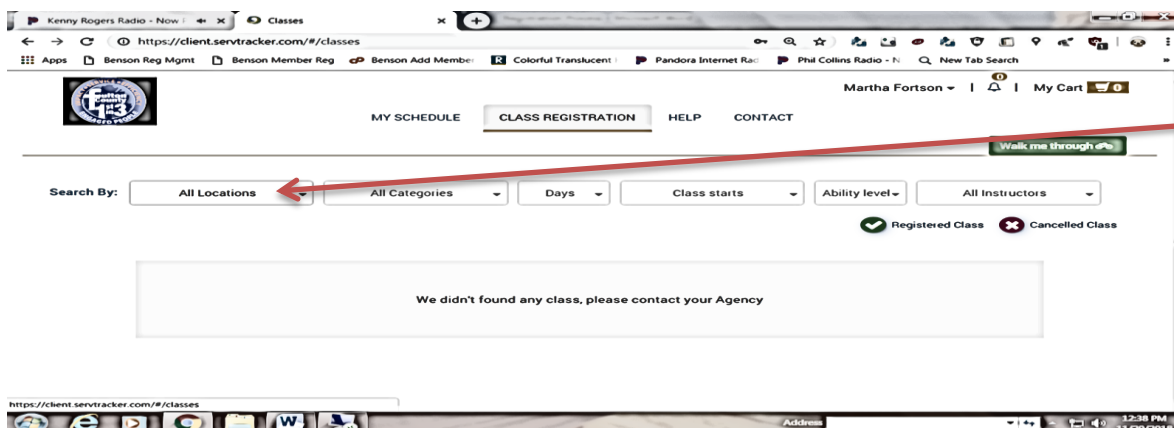
- If you have not already saved your login information to your personal computer, we recommend that you do so at this point.

- 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 calendar 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.

Facility Online Registration: June 17-19
Drop/Add Period: July 1-19
Classes Begin: July 1st

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