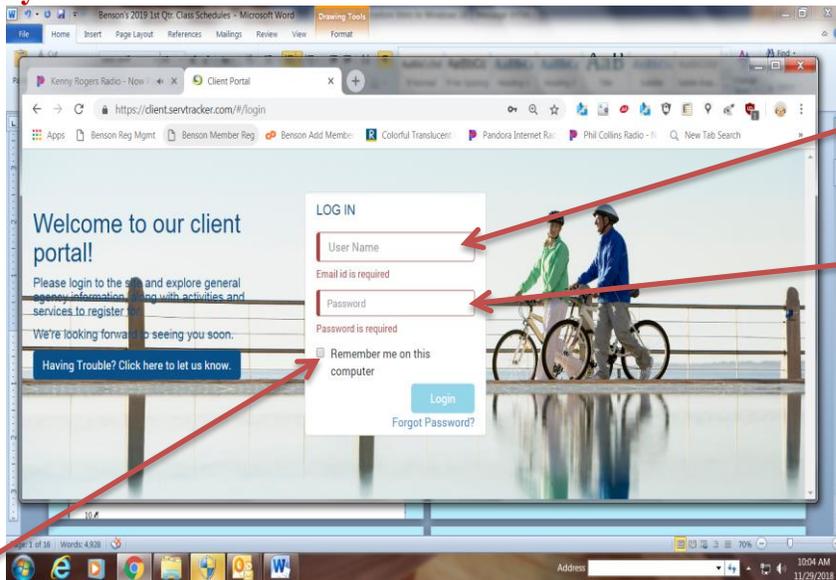


## Benson Registration Process

**Note:** The Benson Senior Multipurpose Center (Bldg. B) will be closed to the public on Monday, September 23-27, 2019 due to Facility Improvement

### At Home Online & In Facility Registration (9/16-18)

- a. To participate in the **Registration Process**:
  1. You must have established a link at the Benson Center for the registration process.
  2. Once the connection is established either access Servtracker (your connection point) through the email you received and click on **"Verify Me Now"** or go to **<https://client.servtracker.com/#/login>**
- b. The image below should now be visible:
  1. Input your **email address in the Username section**, and input the **"eight" character password** (you created in our office or on your own) **in the password section, hit the enter key.**



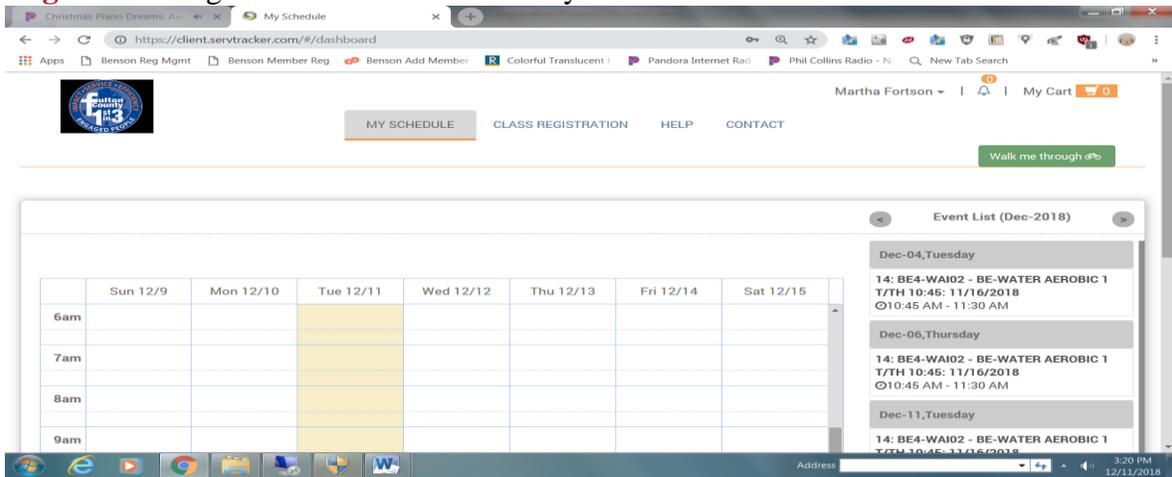
Input Email  
Address

Input  
Password

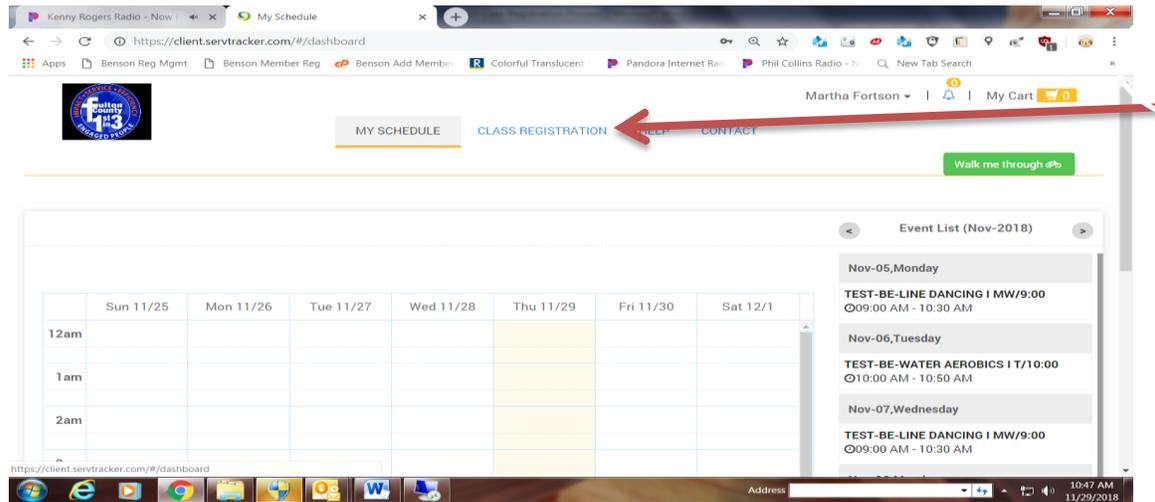
- c. If you have not already saved your login information to your personal computer, we recommend that you do so at this point.

## Benson Registration Process

d. **Login.** The image below should now be on your screen:

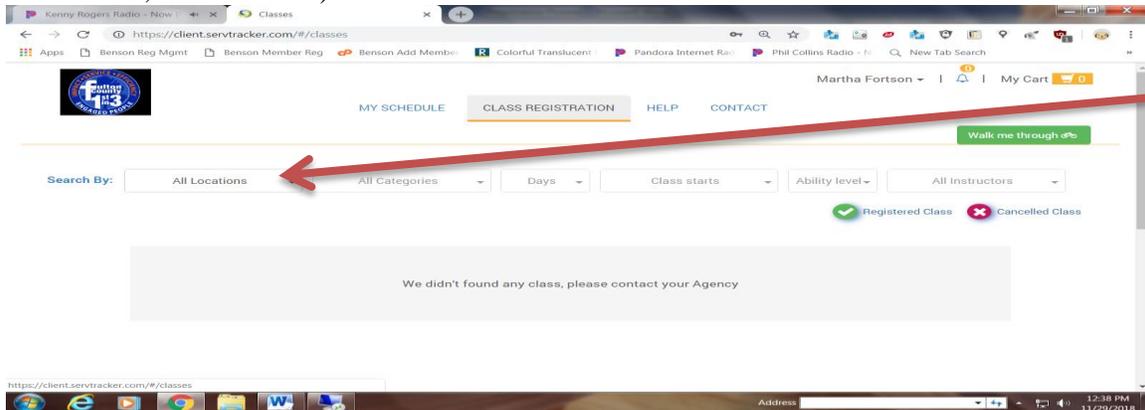


e. **Select the second tab (Class Registration)**



Select Class Registration

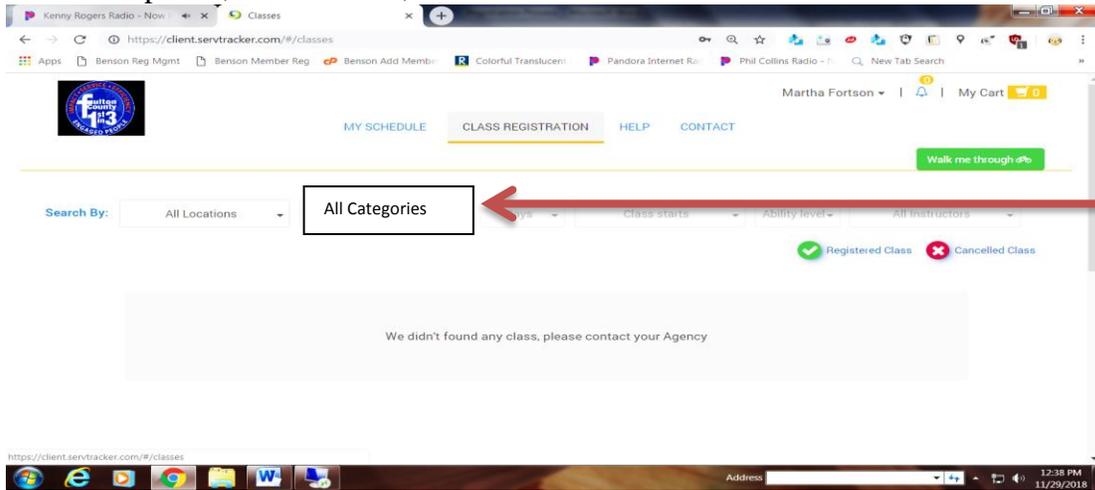
f. **Select the Site Location of where you will be attending a class (i.e., Benson MP, Mills MP, Darnell MP, Bowden MP):**



Choose Class Location: Benson MP

# Benson Registration Process

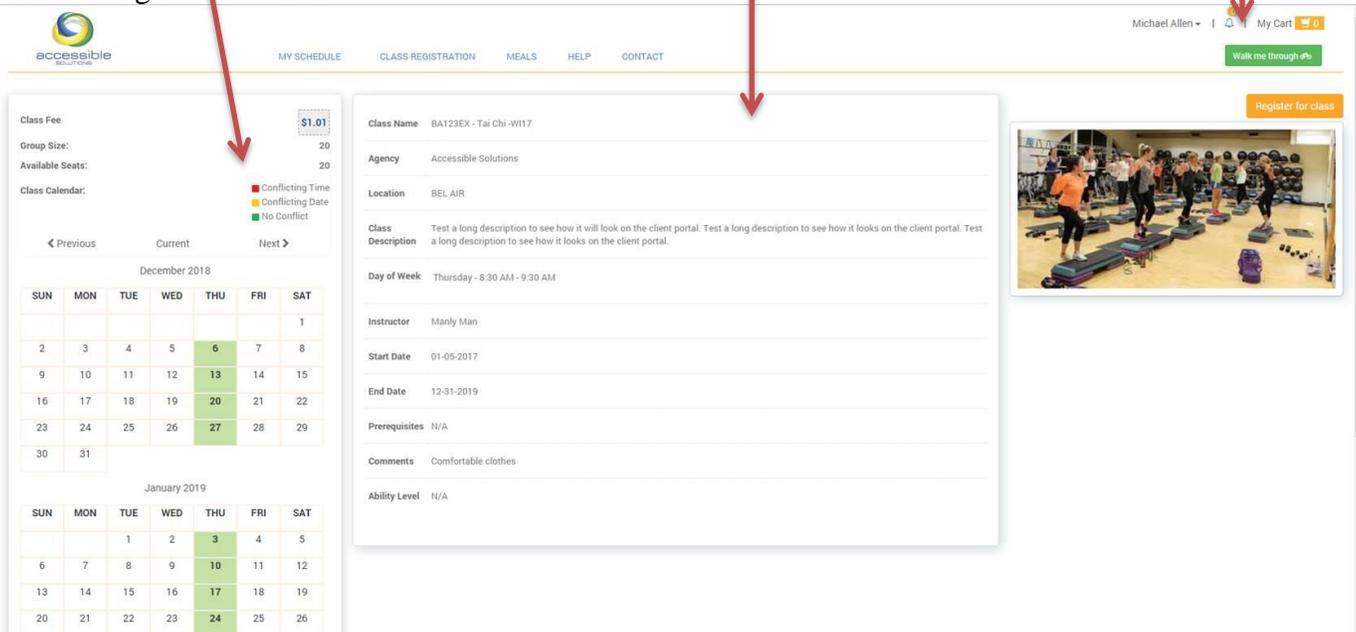
1. **Select how you wish to view the class:** All Class in one place, or view individually: computers, Land Fitness, Water Fitness etc.



2. **Select the class:** click on the "class name"



3. **Note:** The **calender** indicates eligibility to register; **middle section** outline class description; **the right section** registration: **click:**

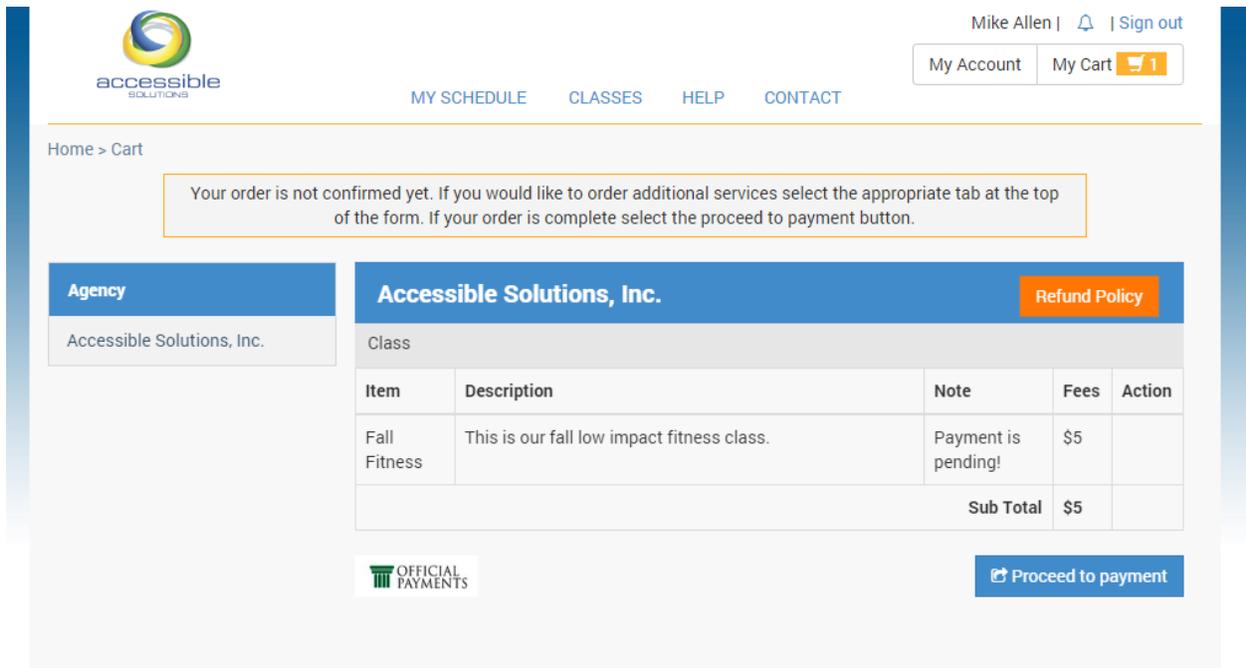
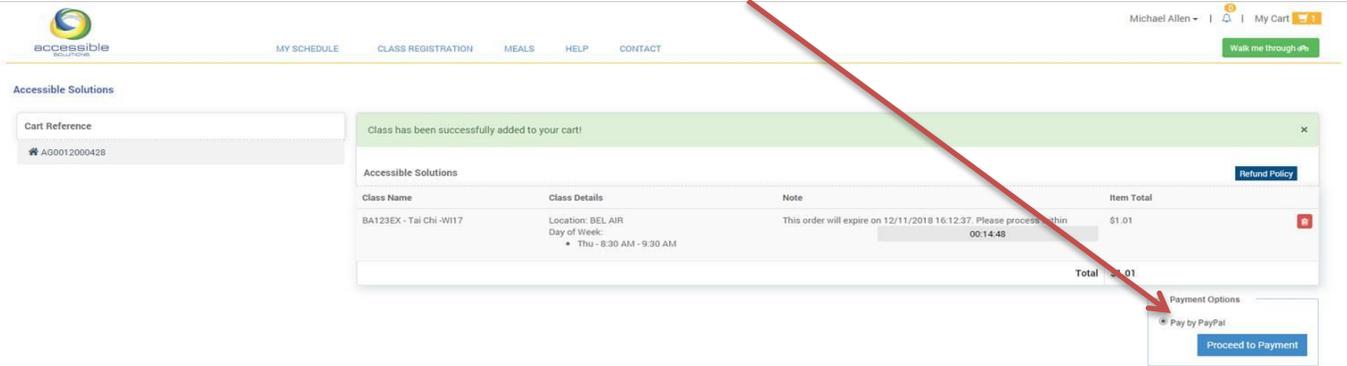


4. Now that you've **selected a class you may proceed to payment**, **if** there are no conflicts, and if, this is the only class you wish to register for. If additional classes are needed **go back to the Class Registration**

## Benson Registration Process

**Tab** and register for additional class(es), note the cart should contain as many classes as you have actually registered for until you **“proceed to payment”** and get a **“confirmation note.”**

5. **Proceed to payment once all classes have been selected**



g. **Congratulations: Once you obtain a confirmation note the registration process is complete.**