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.
 - Once the connection is established either access Servtracker (your connection point) through the email you received and click on <u>"Verify Me Now</u>" or go to <u>https://client.servtracker.com/#/login</u>
- b. The image below should now be visible:
 - 1. Input your email address in the Username section, and input the "<u>eight</u>" character password (you created in our office or on your own) in the password section, hit the enter key.



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

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

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e. Select the second tab (Class Registration)

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

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

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3. Note: The calender indicates eligiblity to register; middle section outline class descritpion; the right section registration: click:

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

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

e.	Class has been successf	ully added to your cart!			
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g. <u>Congratulations</u>: Once you obtain a confirmation note the registration process is complete.