

## STEP-BY-STEP ONLINE CLASS REGISTRATION INSTRUCTIONS

Visit City's website: <http://www.suffolkva.us/>

Go to second 'Department' tab in upper middle of the page – Scroll down to click Parks & Recreation

From Parks & Recreation page, on the left side, go to third tab 'Online Registrations'

Once on the Online Registration page, users will need to set up a Household Account here:

Household ID:   
Password:   
Sign In Reset  
Forgot your password? [Click Here](#)  
Need an Account? [Click Here](#)

Search icon highlighted with a red box.

Program categories: Pre-School, Youth, Office on Youth, Family, Toddler Programs, Youth & Teen Programs, Youth Community Involvement, Programs for All, Adult, Mature Adults, Special Events, Facilities, Basic to Advanced, Active Programs, City Wide Activities, Permits or Reservations.

The quickest way for a user to find classes and events at the Suffolk Art Gallery classes starts by clicking search here:

Next, scroll down to Suffolk Art Gallery in the location field here:

Type: All Types, Adult, Adult Tennis  
Age: All Ages, 3 months, 6 months  
Location: Sleepy Hole Park, Suffolk Art Gallery, Turlington Park

Show Search Criteria

Search Reset

Then click the 'Search' button here:

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To learn details about a specific class offering, click the 'Info' button on the far right of that class listing. Located here:

The screenshot shows the Suffolk Virginia website header with the logo and tagline "It's a good time to be in Suffolk". Navigation links include Home, Search, Contact Us, and FAQs. A user is logged in as "Welcome, Guest". Utility links for "Login", "Wishlist (0)", and "Shopping Cart (0)" are visible. Below the header is a search filter section with dropdown menus for "Type:" (All Types, Adult, Adult Tennis), "Age:" (All Ages, 3 months, 6 months), and "Location:" (All Locations, Bennett's Creek Park, BTW Rec Center). There are "Show Search Criteria", "Search", and "Reset" buttons.

To start registering for a class, simply add it to your shopping cart on the far left of the class listing, here:

The screenshot displays "Activity Search Results" showing 1 to 18 results out of a total of 18. The first section is "180112 - CARVING CLASS" with one listing: "180112-01 Santa Carving" on 11/15/14-11/15/14, 9:00A-5:00P on Sa at Suffolk Art Gallery, \$60 fee, for ages 15 years and up. The second section is "180312 - JEWELRY CLASS" with four listings: "180312-01 PMC Silver Locket" (11/08/14-11/08/14, 10:00A-4:00P, Sa, \$65), "180312-02 PMC Silver Gifts" (12/06/14-12/06/14, 10:00A-4:30P, Sa, \$65), "180312-04 2-Day Silver/Enamel" (09/20/14-09/21/14, Varies, \$65), and "180312-06 Wire/Metal Jewelry" (11/16/14-11/16/14, 1:00P-4:00P, Su, \$55). Each listing includes an "Add to Cart" icon on the left, an "Available" status, and an "Info" icon on the right.

Next, a green bar will appear along the bottom of your screen. Click 'Enroll Now' here:

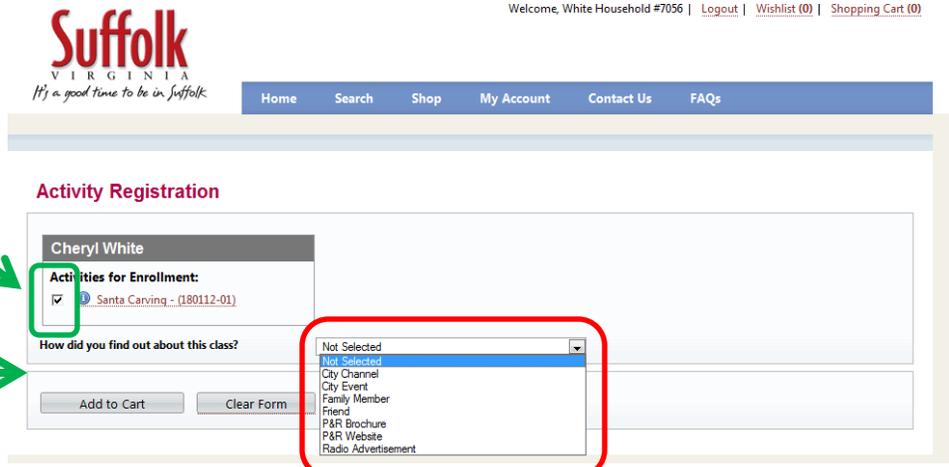
This screenshot shows the same search results page as above, but with a green bar at the bottom. The bar contains an "Enroll Now" button next to the "Santa Carving (180112-01)" listing. The rest of the page content, including the search filters and class listings, is visible above the bar.

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Next, click the small box located to the left of the class you would like to register in here:

Then click 'Add to Cart' here:

You can also indicate where you heard about our classes from the drop-down menu here:



Review all the items in your shopping cart and when ready 'Proceed to Checkout' here:

To checkout indicate amount and payment type from drop-down menu here:

Next, complete 'Billing Information' here:

Finally click 'Continue' to get confirmation page.

