

## Class Registration

You must be a resident to register for any PC Club Class.  
PC Club Membership is not required.

**To register online, follow this procedure:**

**If you have an account:**

*(if not scroll down to the bottom of page)*

- On the Home Page (<http://www.thepcclub.org>), click "Class Registration" *(see menu on left side)*
- Click "Login" *(see top right corner)*
- Enter your "Username" and "Password" then click on "Login" button *(see below left)*

**Note: "Forgot your username and/or password?"** Click on "Click here to reset" *(just above the blue Login button at the bottom left)*

- Click on "Select Session" (pull down arrow) and click current year classes from pull down choices **(most of the year there will just be one choice)** (ignore Subject and Instructor boxes)
- Click on "Search" button *(see bottom left)*
- Scroll through the classes to find the one you want.
- To register, verify that "Available" is displayed *(see under class name)* and click on the class "Register" button

***Note: If the class is full you can still be placed on the wait list. If space becomes available, you will be notified and moved to registered status.***

- **If you want to register for another class, click on "Search for more classes", verify that "Available" is displayed (see under class name), and click on the class "Register" button again**
- **If you want to checkout, click the blue 'Checkout" box**
- **At the checkout screen:  
verify that the course you want is displayed - then - scroll down and check the box (near the bottom of the page) to verify that you have read and agree with the policies and procedures**
- **Click "Continue" to register**

***Note: you do not have to log in to review available classes***

- **On the Home Page (<http://www.thepcclub.org>), click "Class Registration" (see menu on left side}**
- **Click on "Select Session" (pull down arrow) and click current year classes from pull down choices (most of the year there will just be one choice) (ignore Subject and Instructor boxes)**
- **Click on "Search" button (see bottom left)**
- **To register for a class, verify that "Available" is displayed (see under class name) and click on the class "Begin Registration" button**

***Note: If the class is full you can still be placed on the wait list. If space becomes available, you will be notified and moved to registered status.***

- Enter your "Username" and "Password" then click on "Login" button (see below)

***Note: "Forgot your username and/or password?" Click on "Click here to reset" (just above the blue Login button at the bottom left)***

- Click on "Select Session" (pull down arrow) and click current year classes from pull down choices (most of the year there will just be one choice) (ignore Subject and Instructor boxes)

- Click on "Search" button (see bottom left)

- Scroll through the classes to find the one you want.

- To register, verify that "Available" is displayed (see under class name) and click on the class "Register" button

***Note: If the class is full you can still be placed on the wait list. If space becomes available, you will be notified and moved to registered status.***

- If you want to register for another class, click on "Search for more classes", verify that "Available" is displayed (see under class name), and click on the class "Register" button again

- If you want to checkout, click the blue 'Checkout' box

- At the checkout screen:  
verify that the course you want is displayed - then -

scroll down and check the box (near the bottom of the page) to verify that you have read and agree with the policies and procedures

- Click "Continue" to register

**If you *DO NOT* have an account:**

- On the Home Page (<http://www.thepcclub.org>), click "Class Registration" (*see menu on left side*)
- Click "New User? Start Here" (*see top right corner at the right of the blue Login button*)
- Complete the Personal Info Questionnaire; verify your information; and click on the "Submit" button (see bottom of page)

**If you prefer to have the PC Club register you for a class:**

Go to the PC Workshop located on the third floor of the Laguna Woods Community Center. The Greeter at the front desk will ask you to fill out a short form and register you for the requested class, usually while you wait.

**If you have any questions,**  
contact the Education Chair at:  
[educationchair@thepcclub.org](mailto:educationchair@thepcclub.org)