

Class Registration Instructions

Classes are open to Village residents and their guests. Each attendee must have their own account to register for class(es); only one person per account.

PC Club Membership is not required; however, your support is appreciated. You may stop by the PC Club Workshop to join.

NOTE: you do not have to log-in to your account to just VIEW available classes..

TO REVIEW AVAILABLE CLASSES:

On the Home Page (<http://www.thepcclub.org>)
click "Class Registration" (*in menu on left side*).

Click on "Select Session" (*drop down arrow*) and click current year classes.

Click "Search" (*ignore Subject & Instructor*).

NOTE:

- You must register for every class you wish to attend, even if it is repeated monthly.
- You must have an Account to Register. *If you don't have an account, scroll down for instructions to Create an Account.*
- If you Forgot Your Username and/or Password, *scroll down for instructions to reset it.*

TO REGISTER FOR CLASS(ES):

On the Home Page (<http://www.thepcclub.org>),
click "Class Registration" (*menu on left side*)

Click "Login" (*top right corner*)

Enter your "Username" and "Password" then click "Login" button.

Click on "Select Session" (*drop down arrow*) and click current year classes from choices. Ignore "Subject" and "Instructor" boxes.

Click "Search" button

Scroll through the classes to find the one(s) you want to register for. You may register for more than one class at a time.

Click on "Register" button for class(es) you want to attend. "Available" must be under the class name.

NOTE: If the class is full (instead of "Available" it says "Wait List") you can still select the class and be placed on the Wait List. If a seat becomes available, you will be notified and moved to registered status.

IF YOU HAVE REGISTERED FOR ALL THE CLASSES YOU WANT TO ATTEND:

Click the blue "Checkout" box OR if you want to register for more classes, click "Search for more classes", then select "Checkout" when you are done registering.

At the next checkout screen, verify that the class(es) you want is listed.

Scroll down and click inside the box (near the bottom of the page) verifying that you have "Read and Agree with the policies and procedures".

Click "Continue" to register.

If you do not complete ALL steps through "continue" you will NOT be registered for any class(es) and need to start over.

IF YOU FORGOT YOUR USERNAME and/or PASSWORD:

First, log into your email service (Gmail, Yahoo, etc.) that is on your PC Club account because you will receive a link and code to reset your password. If you do not know the email address on your account, ask the Greeter at the PC Club Workshop desk.

Above the blue LOG-IN box on the log-in screen, click on “Click here to reset”

Enter the email address that is on your PC Club account & click “Submit”.

Go to your email service, open the email that was sent from “Laguna Woods PC Club” (Subject: Online Account Info).

Follow the instructions in that email. (If the email is not in your Inbox, check the Spam folder.)

Retype the given Username in the appropriate box. **Write it down.**

Follow instructions to enter a new password. **Write it down.**

Click “Select Session” drop down arrow; select current session.

Click “Search”

Follow instructions above to Register for class(es)

OR

Click on your blue Username at top and select “My Account” & scroll down to:

- Update your profile information. Click SAVE if you make changes.
- Select “Account Registrations” to verify your upcoming & previous class registrations
- Select “Membership” to verify its status
- Select “Invoices” or “Payments” to verify your payment was processed if you registered & paid for one of our events (annual dinner, picnic, etc.)
- Add/change credit card on your account

If you are done in your account, click on your blue Username at top of screen, then click “LOGOUT”.

CREATING AN ACCOUNT:

Please do not create more than one account nor have more than one person on each account. If you have more than one account, your class registration history will not be available in one account should you wish to verify what classes you have taken, or check your current membership status, etc. If you are not sure if you already have an account, ask the Greeter at the PC Club Workshop to check & tell you what email address is on your account.

TO CREATE AN ACCOUNT:

On the Home Page (<http://www.thepcclub.org>), click "Class Registration" (*in menu on left side*)

In top blue banner on top right:

Next to: New User? click blue "Start Here"

Complete the Personal Info Profile, enter your Username & Password (WRITE THEM DOWN for future reference for class registrations; write down the email address you used; verify the information you entered, then click "Submit" (at bottom) to save your information & create your account.

IF YOU DO NOT USE A COMPUTER, VISIT THE PC CLUB WORKSHOP GREETER AND COMPLETE A FORM FOR THE CLASS(es) YOU'D LIKE TO ATTEND.

The PC Workshop is located on the third floor of the Laguna Woods Community Center (a/k/a Administration Building, 24351 El Toro Road).

If you have any questions, email the Education Chair at:

EducationChair@thepcclub.org

Thank you for your support of the PC Club!!