**CITY OF MISSION VIEJO**

# PerfectMind
## How To: *Register for a Class*

For information on registering for classes, visit Register for Classes.

For information on our classes and programs, view our Activity Guides.

For questions or further assistance, contact: fitness@cityofmissionviejo.org | 949-859-4348

## *QUICK INSTRUCTIONS*

### LOGIN AND REGISTER

1. Visit the Login Page.
2. You will be directed to a webpage with the following login options:
   a. Login to Your Account using your email and password.
   b. Login with Facebook.
   c. Create an Account. *(If you are not a member or have not registered for a class before.)*
   d. Forgot your password? *(Selecting this option will walk you through resetting your password.)*

   **NOTE:**
   *If you are a member of the Recreation or Tennis Centers then you already have an account and your username is your email address.
   *If you don't have a password set up, select FORGOT PASSWORD to receive a temporary password via email, then reset after logging in.

3. Enter your login information to proceed with registration.
4. On the SCHEDULE tab, you can search for your class by narrowing down the Days of the Week, Date Range, type of class, or by searching for the Course # or description.
5. Find your desired class, and select VIEW DETAILS.
6. Select the REGISTER button on the top, right corner.
   a. Note: If the class is full, the button will say WAITLIST. If you enroll in the waitlist, the following steps remain the same.
7. Complete the waiver by selecting I AREE and entering your full name in the text box. Finish by selecting REGISTER.
   a. Note: If you are wait listing, the button will say WAITLIST, not register.
8. You will be directed to a THANK YOU page confirming that you either registered or waitlisted for the class.

## *DETAILED INSTRUCTIONS*

### LOGIN AND REGISTER

To login and register, visit the Login Page.

You will be directed to a webpage with the following login options:

      a.   Login to Your Account using your email and password.
      b.   Login with Facebook.
      c.   Create an Account. *(If you are not a member or have not registered for a class before.)*
      d.   Forgot your password? *(Selecting this option will walk you through resetting your password.)*

      **NOTE:**
      *If you are a member of the Recreation or Tennis Centers then you already have an account and your username is your email address.
      *If you don't have a password set up, select FORGOT PASSWORD to receive a temporary password via email, then reset after logging in.

Enter your login information to proceed with registration.

After you've successfully logged in, make sure you are on your SCHEDULE page.
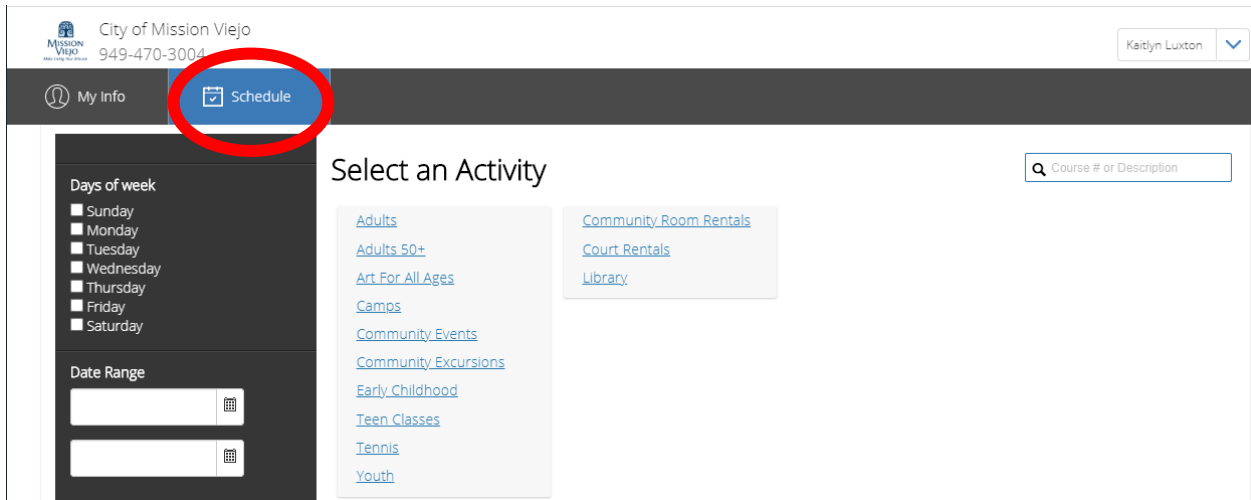


On the Schedule page, you can sort the class selection by Days of the Week, Date Range, or by selecting the type of activity. You can also use the search bar in the top, right corner to search for a Course #, class name or description, as shown below.
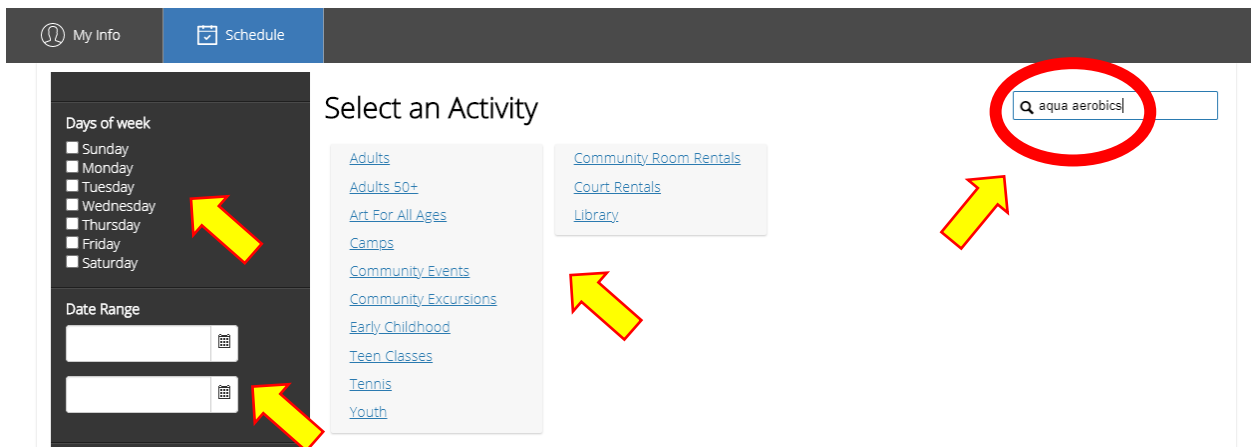
In this example, we searched for "Aqua Aerobics". The results of this search are shown below.
Find the class you want and select VIEW DETAILS on the right side.



This will take you to the course description and information. In the top right, you will see a button that either says REGISTER if the class is available or WAITLIST if the class is full. In this example, the class is full and the only option available is to waitlist. Registering follows the same process, but you will see a REGISTER button instead of a WAITLIST button.

If a class is full, you can waitlist, which puts you on a list of potential participants. If someone in the class cancels, the individuals registered for the waitlist may be added to the class and notified.

To register for the waitlist, select the top, right button that says WAITLIST.
If you are registering for a class that has spaces available, you would see a button that says REGISTER.

You will then be asked to select the member of your family you want on the waitlist, then click NEXT. *Note: Any notices about the class or class requirements will show in the red pop up as seen below.*



The next step is to complete the waiver. Waivers MUST be completed in order to participate in the class. Read the waiver, select I AGREE and enter your full name in the fillable box at the bottom before clicking the WAITLIST button in the bottom, right corner.

After selecting WAITLIST, you will see a THANK YOU screen that confirms you've successfully enrolled into the waitlist. From here, you can select BACK HOME to view or register for other classes.

| My Info | Schedule |
|---------|----------|

**Thank you!**

Thank you for enrolling into the waitlist.

**‹ Back Home**