

CITY OF MISSION VIEJO

PerfectMind

How To: *Register for a Class*

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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:

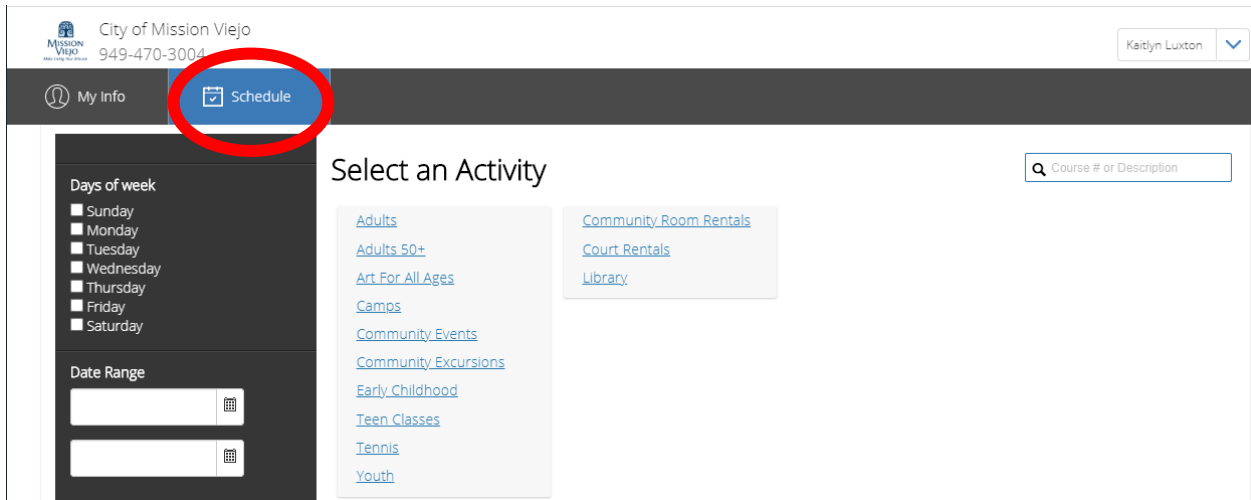
*If you are a member of the Recreation or Tennis Centers then you already have an account and your username is your email address.

*If you don't have a password set up, select FORGOT PASSWORD to receive a temporary password via email, then reset after logging in.

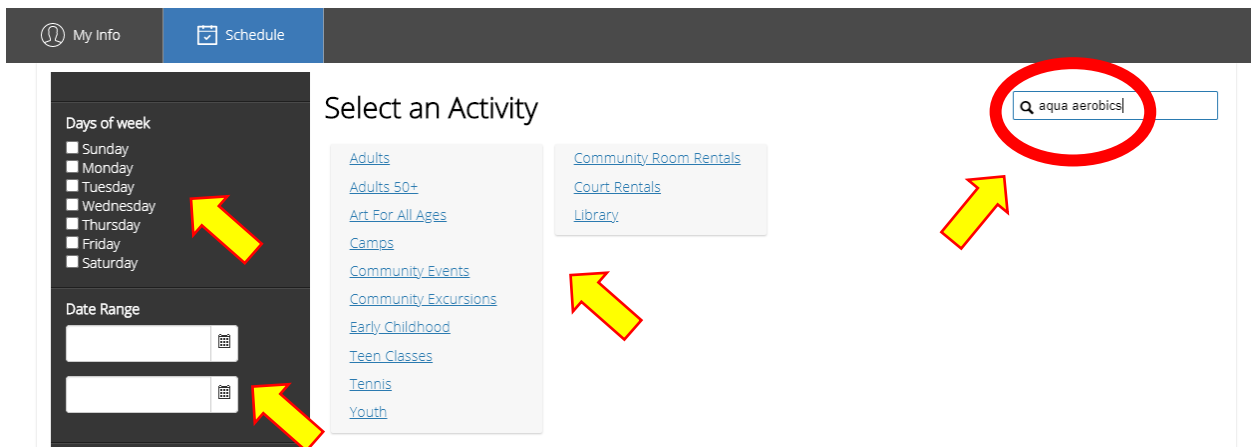
Enter your login information to proceed with registration.

A screenshot of a web login page. At the top left, it says "Login to Your Account". To the right is a blue button with a white Facebook 'f' icon and the text "Log in with Facebook". Below these are two input fields: the first contains "example@example.com" and the second contains ".....". A large blue button with the word "Login" in white is centered below the fields. Underneath the button is a blue link that says "Forgot your password?". At the bottom of the form area, there is another blue link that says "Not a Member Yet? Create an Account".

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.

The screenshot shows a search results page for "aqua aerobics". On the left is a sidebar with filters for "Filter Events" (All Locations, All Categories, All Calendars, All Services) and "Weekday" (Tue, Thu). The main content area is titled "Search Results" and contains a search bar with "aqua aerobics". Below the search bar is a table of results:

Category	Calendar Na...	Service Name	Event Title	Event Date	Event Time	
Activities	Adults	Fitness Classes	Tuesday Aqua Aerobics - August	8/18/20 - 8/25/20	09:00 AM - 10:00 AM	View Deta...
Activities	Adults	Fitness Classes	Thursday Aqua Aerobics - August	8/20/20 - 8/27/20	09:00 AM - 10:00 AM	View Deta...

At the bottom of the table, there is a pagination control showing "1" of 20 items per page, and "1 - 2 of 2 items". The "View Deta..." button for the second result is circled in red.

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.

The screenshot shows the course details page for "Thursday Aqua Aerobics - August". At the top right, there is a "WAITLIST" button circled in red. Below the title, the course details are listed: "8/20/20 - 8/27/20", "9:00am - 10:00am", and "FULL - Waitlist Available". A note says "Registration ends on 8/27/20 at 10:00 AM".

The page is divided into two columns. The left column contains:

- Fees:** PSO Reserved Table & Wine (Free)
- Course Dates:** 2 sessions, Every Thu
- Session Schedule:**

8/20/20	09:00 AM - 10:00 AM	Sierra Lane 5
8/27/20	09:00 AM - 10:00 AM	Sierra Lane 5

The right column contains:

- About this course:** A photo of an outdoor swimming pool.
- Description:** Aqua Aerobics classes will be offered at Sierra Recreation Center with social distancing policies and procedures in place. These classes will begin in August for current members only and will have a limited capacity to ensure social distancing.
- Location:** Sierra Recreation Center (with a "Show Map" link)
- Course ID:** 00054410
- Restrictions:**
 - Gender: Co-ed
 - Age Restriction: 14 to 99

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.

My info | Schedule

Thursday Aqua Aerobics - August

8/20/20 - 8/27/20
9:00am - 10:00am
FULL - Waitlist Available

Restrictions
Gender: Co-ed
Age: 14 to 99
Registration ends on 8/27/20 at 10:00 AM

1 Attendees | 2 Questionnaire

Who would you like to waitlist?

- Hannah Amerman
- Kaitlyn Luxton (You)
- Miles Fields (Husband)

Add Family Member

Members can only register for either Tuesday or Thursday at this time.

Pop-Up Notice

Next

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.

Thursday Aqua Aerobics - August

8/20/20 - 8/27/20
9:00am - 10:00am
FULL - Waitlist Available

Restrictions
Gender: Co-ed
Age: 14 to 99
Registration ends on 8/27/20 at 10:00 AM

1 Attendees | 2 Questionnaire

Waiver Events/Classes

City of Mission Viejo Waiver

Kaitlyn Luxton
City of Mission Viejo Waiver

Waiver Hold Harmless - I (Participant) fully understand that my participation and my Household Members participation in this event/class exposes us to the risk of personal injury, death, communicable diseases, illnesses, viruses, or property damage. I hereby acknowledge that my child(ren) and I are voluntarily participating in this event/class and agree to assume any such risks. I hereby release, discharge and agree not to sue the City of Mission Viejo for any injury, death or damage to or loss of personal property arising out of, or in connection with, our participation in the event/class from whatever cause, including the active or passive negligence of the City of Mission Viejo and its officers, agents, employees, and volunteers or any other participants in the event/class. The parties to this agreement understand that this document is not intended to release any party from any act or omission of "gross negligence," as that term is used in applicable case law and/or statutory provision. In consideration for being permitted to participate in the event/class, I hereby agree, for myself and my child(ren), my heirs, administrators, executors and assigns, that we shall indemnify and hold harmless the City of Mission Viejo and its officers, officials, employees, agents, and volunteers from any and all claims, demands, actions or suits arising out of or in connection with our participation in the event/class.

The City of Mission Viejo reserves the right to cancel events, programs, reservations, or other services to ensure the safety of the community and patrons at any time up to and including the day of the scheduled event, reservation, program or other service. Reasons for such cancellation include but are not limited to any unforeseen circumstances such as maintenance, emergencies, closures due to state or county order, and public health emergencies including diseases, epidemics, pandemics or the like.

*
 I Agree

Photo Release - I hereby irrevocably consent to the City, its employees, officials, agents, and representatives, for valuable consideration received, to use, authorize and assign unlimited permission to use, publish and republish for any purpose whatsoever, by the City, or anyone authorized by the City, of any and all photographs which you have taken of me and/or my child, negative or positive, without further compensation to me. All negatives and positives, together with the prints shall constitute the property of the City of Mission Viejo. *

I Agree

Release - I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT ON MY OWN FREE WILL. *

I Agree

Please enter your full name *

Kaitlyn Luxton-Fields

Waitlist

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.

