Helpful Hints for Registering Online for a Lauri Ann West Community Center Class or Camp

Lauri Ann West Community Center has recently transitioned to a new online registration format. We hope that this system will provide better ease of usage and customer service as we expand our programs and move into the new facility. Please use these helpful hints when navigating the new system, especially during your initial attempts. Feel free to call us at 412-828-8566 x11 if you feel unsure at any point during this process and we will work to make your experience as seamless as possible.

Finding the Program You Want

1. When you first enter the registration system, you must either search for your preferred program by keyword in the search box, or browse all programs using the "Browse" button.
2. When you have found the correct program, you can either:
    a. Click on the underlined title of the program to view the details and then click the green "register for program" button in the top right corner, OR
    b. Click on the box to the left of the title of the program for which you wish to register and then click the grey "register" button in the top right corner.

Logging Into the System

1. Once you have selected your program for registration, you will need to log into the system and will be presented with three choices:
    a. **If you have used this new online registration system in the past and have a login account,** you may enter your login and password into the box on the far left and proceed to Registration.
    b. **If you have used our previous online registration system (we changed systems in MONTH), but not this new system,** you may look to see if your online account exists and click "find account" in the center box.
        i. You will be asked to enter your last name, birthdate and zip code.
        ii. If you receive a message that indicates the system cannot find your account, please call 412-828-8566 x11 to have your online account accessed. **Please do not create a new account.**
        iii. If you do not receive a message indicating the system cannot find your account, you can proceed to Registration.
    c. **If you have never registered online with Lauri Ann West (or Boyd) Community Center in the past,** please create a new account by clicking "sign up" in the third box.
        i. Enter all of your information and at the end of the form, please click "add another adult" to add any other adults in your household. **To add any children in your household, you will need to click "add another child". You will need to do this for each person in your household, but these steps will only need to be completed once.**
        ii. You will be brought to a screen where you can ensure all of your family members are correct. From here, you may edit, remove, or add another family member. If you have incorrectly input an adult household member as a child (or vice versa), you will need to delete that person and "add another adult/child" so that they are entered correctly.

iii. Create a password for your account so that all information will be saved for your next online visit. Proceed to Registration.

Registration

1. Select which family member will be attending the class/camp by clicking the grey "Select" box to the right of their name (the class/camp name will be at the bottom of the screen).
2. You will be asked to accept the liability release.
3. Once the liability release is accepted, you will be brought to the check-out. **You may either check out by clicking on the grey box in the bottom right corner, or you can continue adding programs by clicking "continue browsing the program list" in the grey box in the upper right corner.** (You will be able to go back to the check-out area at any time by clicking "view them" in the grey box at the top of the screen.)
4. Follow the prompts through the check-out, enter your payment information and confirm. You will receive a confirmation email from Lauri Ann West Community Center once your online registration has been completed.