6 REGISTER FOR DROP IN PROGRAMS

The “Drills & Events” tab will allow you to register for daily/drop-in classes, i.e. Adult Drills.

To complete your registration:

- Begin by selecting the “By Date” tab and the day you would like to review from the calendar provided. You can narrow your search using the filters provided at the top of the page, i.e. keyword or All Events menu.
- **All Events**: use this menu to narrow down the class list, i.e. select Adult Drills to view only adult drills.
- Once you have selected the day and completed the optional filters, select “Search classes”.

- Classes scheduled for the week will now display. Identify the class you would like to register for and select “Sign Up” to register for the day. Click on the class name to view all days the class is offered.

- **Status descriptions:**
  - **Sign Up** – You may register online, pre-payment is required
  - **Call** – Please call the front desk to register for these classes
  - **Closed** – Online registration has closed, you may call the front desk to see if there are any spots available
  - **Full** – This class is full, you may call the front desk to join a wait list if you are interested
After selecting “Sign Up”, you will be asked to select the user who will be registering for the class (multiple users can be selected).

After selecting the user name, click “Add to Cart” to proceed with your registration.

The program has now been added to your “cart” and payment can be taken (when applicable). Multiple class registrations can be completed prior to completing registration through your cart.

Select “View Cart” in the top right corner complete your registration.
In your cart, confirm the class reservation(s) and select the green “Continue to check out” button.
Follow the prompts to enter payment (when applicable) and complete registration.
Once you have completed the cart checkout, the user will be registered for the class and their spot secured on the roster!

**SHOPPING CART**

Please review the shopping items you picked out before proceeding the payment.
- To remove an item, press the icon on the line you would like to remove.
- When you are ready to pay, press the “CONTINUE, to Check Out” button on the right.

<table>
<thead>
<tr>
<th>SHOPPING ITEMS</th>
<th>Member</th>
<th>Remove</th>
<th>Price</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cycle 4S - 5:30pm (09/07/2017)</td>
<td>Test Member</td>
<td>$0.00</td>
<td>1</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

Sub Total | $0.00
Total    | $0.00

**Adult Drill Registration Policies:**
- 1 week prior – 7:00 am – Phone sign-up opens for Registered Players
- 1 week prior – 8:00 am – Online sign-up opens for Registered Players
- 2 days prior – Online sign-up opens for guests

**Adult Drill Cancellation Policies *NEW***:
- 1 week to 48 hours: No Charge
- 48 hours to 24 hours: $5.00 cancellation fee
- Less than 24 hours: Full cost of drill will be billed to your account