

ONLINE REGISTRATION

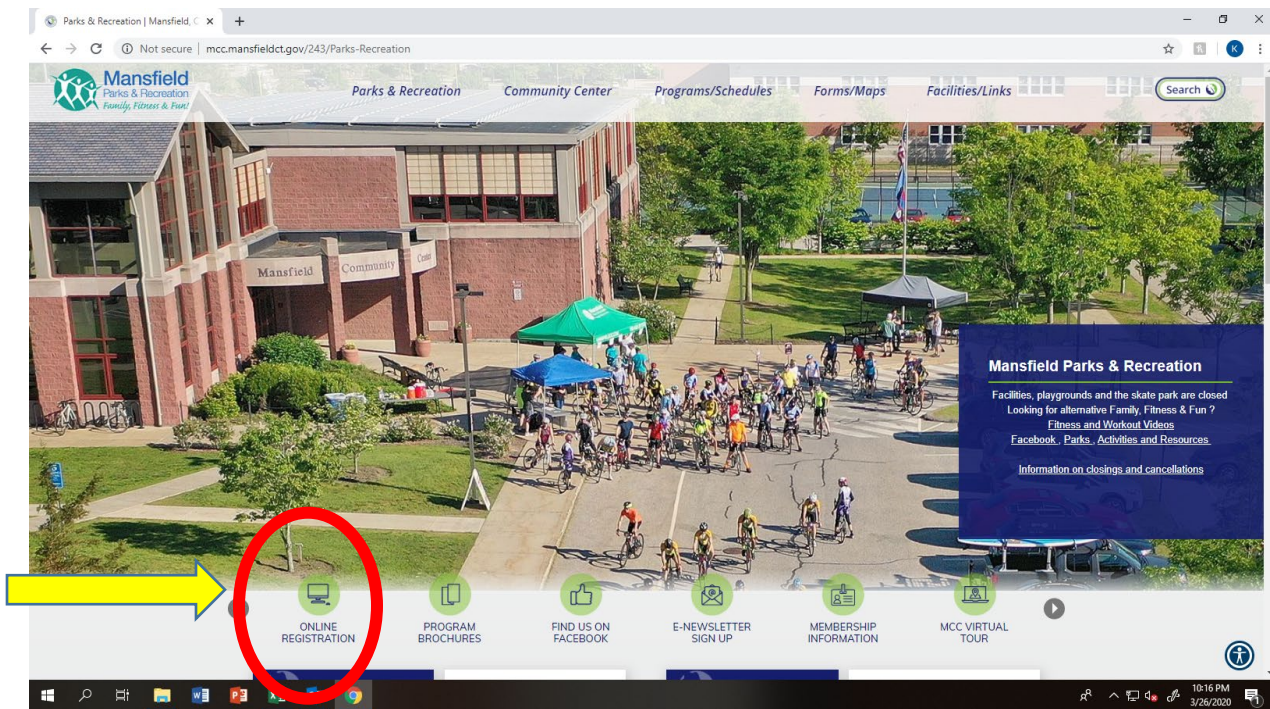
HOW-TO

NOTE: In order to register for programs you will need to login with an online account. **If you have participated in Parks and Recreation programs or Mansfield Community Center membership**, but have not used the online system before, please call 860-429-3015 ext. 0 to confirm your email address and have a password reset link sent. Please do not try to create a new account online.

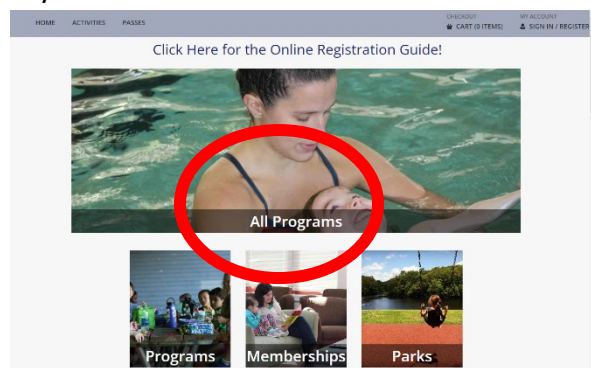
For questions and password reset assistance, please call the reception desk at:

860.429.3015, ext. 0.

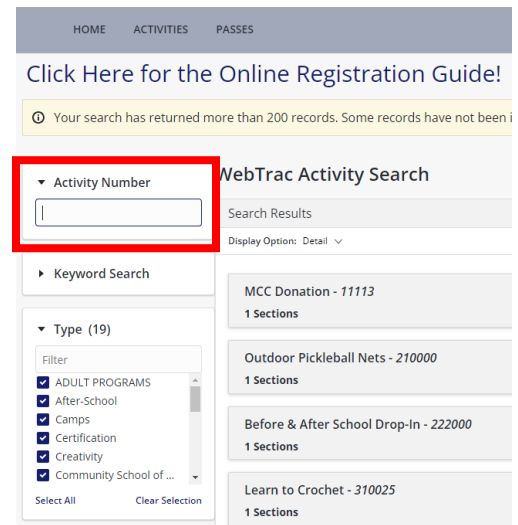
- Go to www.mansfieldcc.com
- Click the “Online Registration” button – the first circular green button on the page:



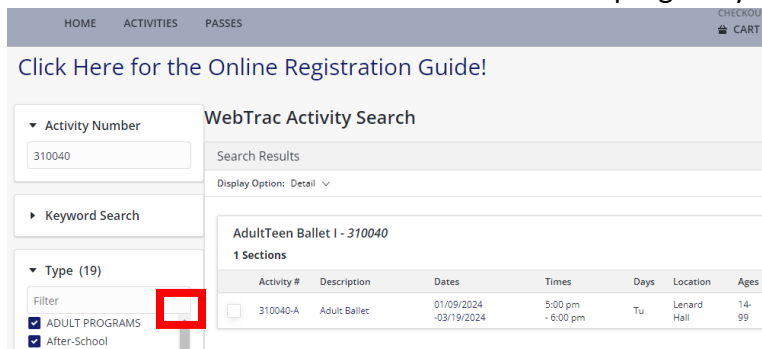
- Click “Login” in the upper right hand corner and log in to your account.
- Select “All Programs”.
 - The best way to find an activity is to **search the activity number** directly (next page).
 - You may also search by “Type”. Type selections match the page headings from the current brochure.



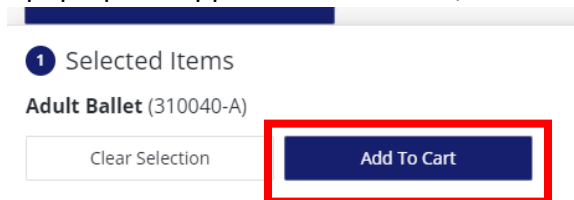
- Enter the Activity Number of the program you want to register for and click “Search”.
 - The activity number can be found in the brochure (paper or online) under the class description. It will consist of 6 numbers followed by a letter; for this system only enter the first 6 numbers.
 - If you use the “Type” selection, please note: Prior season programs often are listed first. Scroll the bottom of the screen to navigate to future pages.



- Click on the small box located to the left of the program you would like to register for.



- A pop-up will appear on the screen; click “Add to Cart”.



- Check the box under the name of the family member you would like enroll and click “Continue”.
- Read through the Activity Waiver and click “Yes, I agree”.
- If there are more classes you would like to register for click “Continue Shopping”. If you are all set to checkout click “Proceed to Checkout”.
- Select which type of credit card you would like to pay with and click Continue.
- Enter in your billing information and confirm your email address for receipt.
- Click Submit Payment. Do this even for free programs.
- A receipt with any detail attachments will be sent to the email address confirmed above.