**Harford County Office on Aging**
Senior Center Division

FOR SENIOR CENTER MEMBERS– How to register online for Senior Center Classes on a Mobile device (tablet or cell phone)

Note: CivicRec works best with Chrome, Microsoft Edge or Firefox as the web browser. Registering on a mobile device is certainly possible, but please be aware that you will need to scroll up and down to see the full screens to peruse the full catalog and in some steps in the registration process. This document will guide you through with screenshots and instructions.

Step 1. To log in or create your account, go to:

https://secure.rec1.com/MD/office-on-aging-harford-county/catalog

First you will see the green CivicRec screen, then the catalog screen will appear. Click on Account in the dark blue box (highlighted in yellow below).
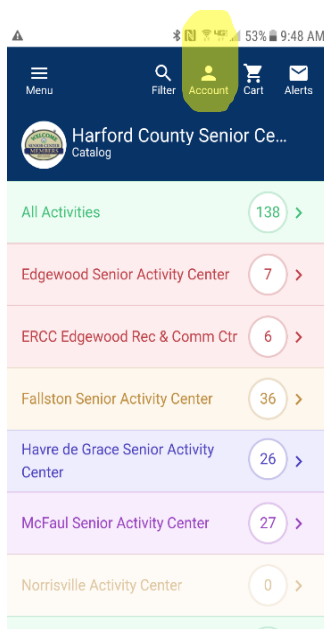
Center locations. Note the number of classes being offered appear in the circle to the right of the location.

**Step 2.** On the RED screen, enter Click on <mark>LOGIN WITH EMAIL</mark>

ON THE Sign IN screen, if you are setting up a new account, click on "Don't have an account? <u>Sign up</u>".
For more detailed instructions, please go to the document on our web page titled **How to Create A CivicRec Account and Renew Your Senior Center Membership Online (Mobile device-tablet or cell phone),** or pick up a printed copy in your senior center.
If you already have an account, enter your email, then click on CONTINUE to enter password.
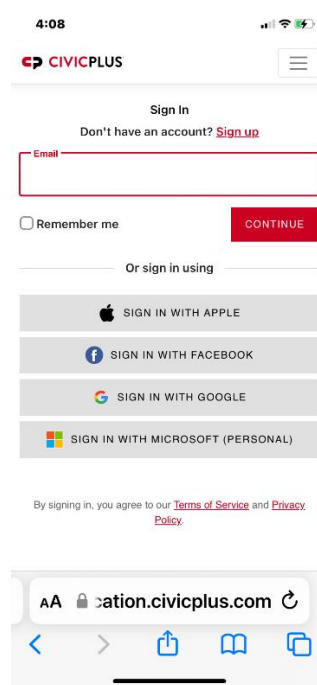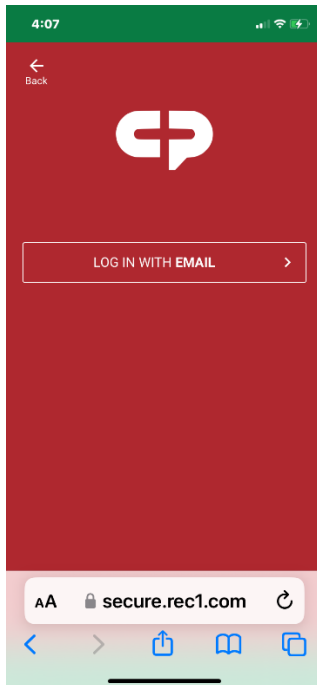
Next you will be taken to the <u>MOBILE</u> view of the **Harford County Senior Center Catalog**.

*NOTE: The mobile version is designed to present the information in the best format for a small mobile screen. However, if you prefer, on the **Menu**, you can change the view to **Desktop Version**, which takes you to the view you would see from a computer. If you prefer to continue in MOBILE view, **skip to Step 3.***
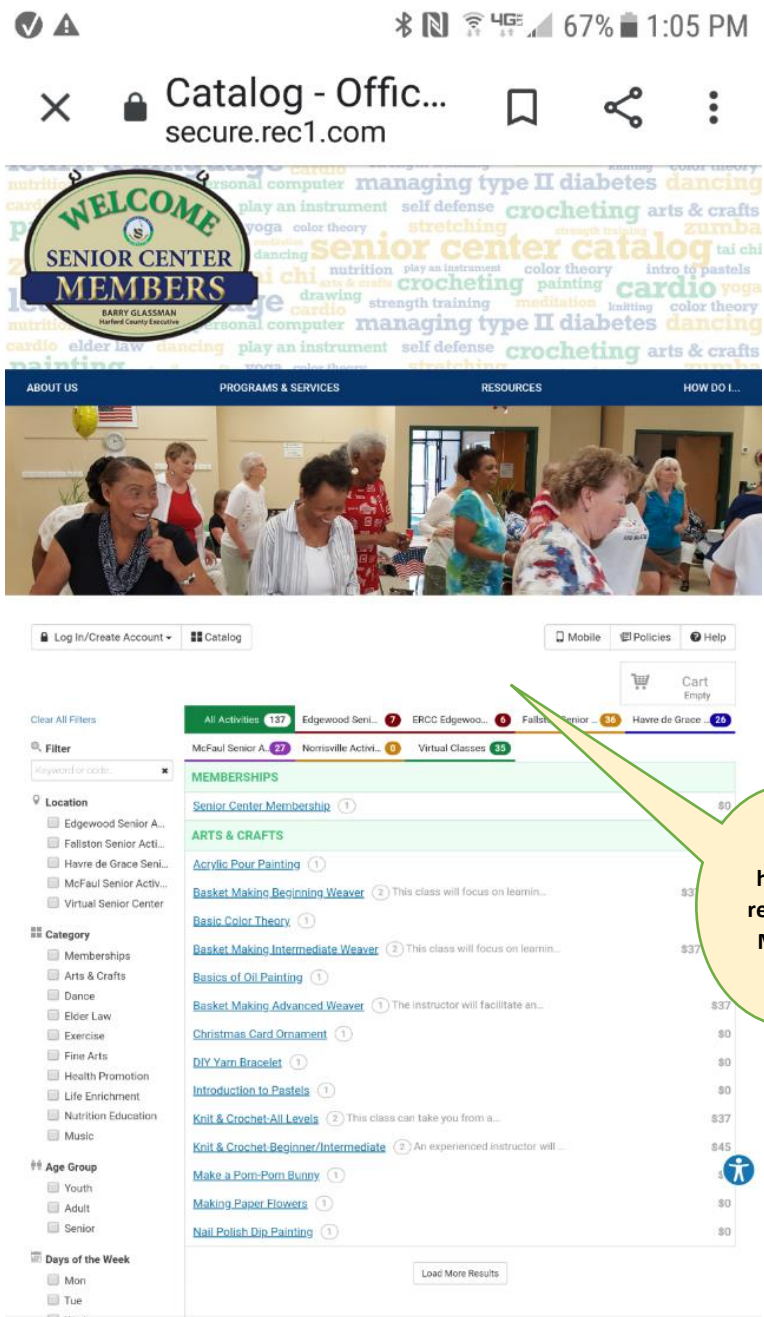
Touch the **Mobile** button on the Catalog Home screen to return to the mobile view.
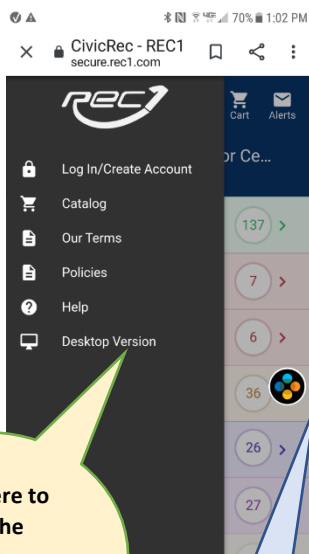
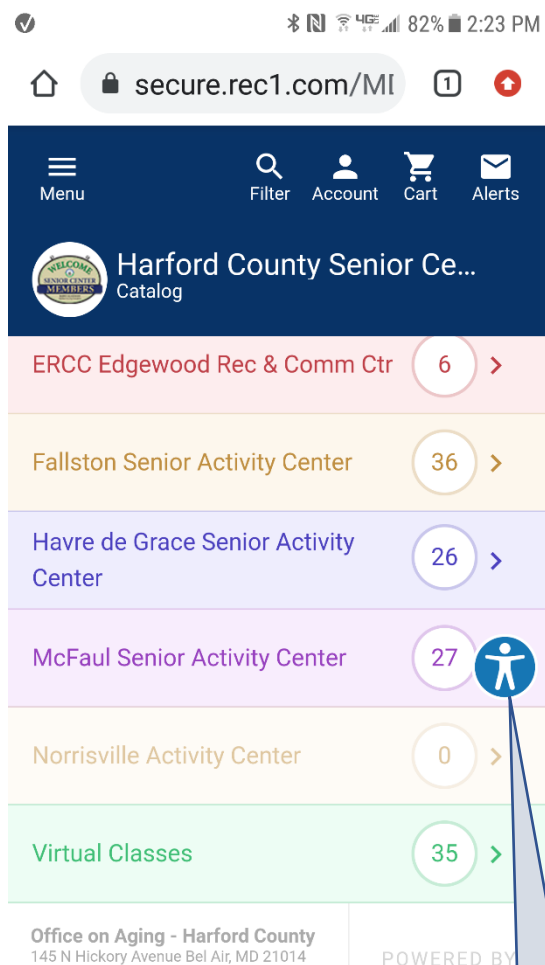**Click here to see the Desktop Version (to the right)**

Click here for accessibility options.

This is how the catalog appears on a PC or laptop. It may be challenging to see the detail of this view on your mobile device.
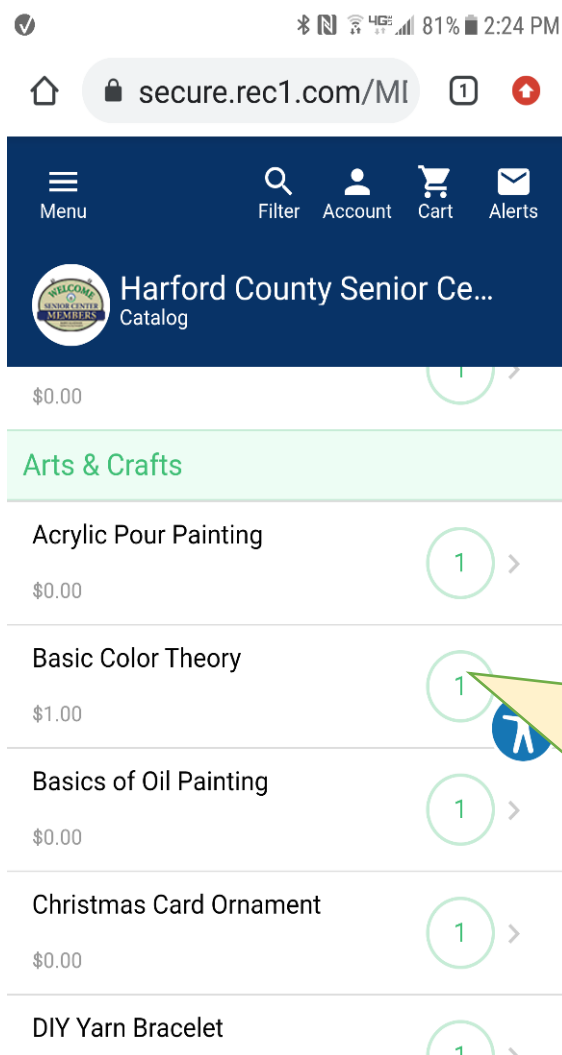
Click here to return to Mobile view

Step 3. Once you are logged in, you will see the catalog page with center locations listed. Select the **location.** In this example, we will go to the **Virtual Senior Center** location, and register for the **Basic Color Theory** video class.

Left screen shows:

🔒 secure.rec1.com/MI

Menu | Filter | Account | Cart | Alerts

Harford County Senior Ce...
Catalog

ERCC Edgewood Rec & Comm Ctr	6	>
Fallston Senior Activity Center	36	>
Havre de Grace Senior Activity Center	26	>
McFaul Senior Activity Center	27	>
Norrisville Activity Center	0	>
Virtual Classes	35	>

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Right screen shows:

🔒 secure.rec1.com/MI

Menu | Filter | Account | Cart | Alerts

Harford County Senior Ce...
Catalog

$0.00

Arts & Crafts

Acrylic Pour Painting — 1 >
$0.00

Basic Color Theory — 1 >
$1.00

Basics of Oil Painting — 1 >
$0.00

Christmas Card Ornament — 1 >
$0.00

DIY Yarn Bracelet — 1 >

Callout (yellow): Classes are listed by category (such as Arts and Crafts) and then alphabetically. The number of times the class is offered appears in the circle to the right of the title.

Callout (blue): Note: Do you need assistance in viewing the screens? Click on this icon to explore your accessibility options.

Select the **Basic Color Theory** class from the catalog listing. You will be shown the account members on your account (it may be just you, or you and other household members) who are eligible to register for this class (below on left). Here we will register James Fake. To see the **class description** and other **class details**, scroll down on this screen (below on left). If you wish to proceed, select **ADD TO CART.**

IMPORTANT NOTE: YOU HAVE 25 MINUTES TO COMPLETE YOUR PAYMENT ONCE A CLASS IS ADDED TO YOUR CART!


Scroll down to get more class details

Step 4. If the class(es) in your **cart** looks correct, select **CHECKOUT.** If not, you can **Delete** the class and start over. **Note:** If you need to go back and make a correction to your **Cart**, click on the back arrow to go back to the previous step.
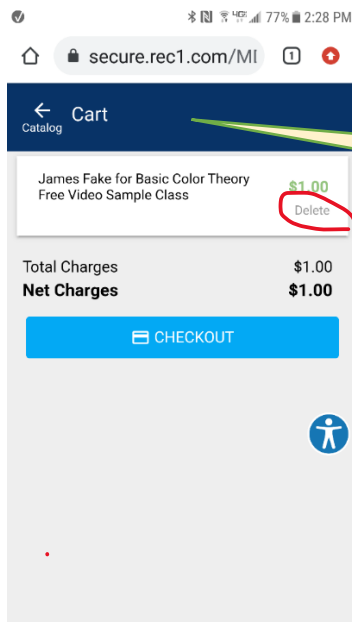
Step 5. If the class you are taking has waivers (for example, the **No Refund Policy Waiver**), you will be asked to view and check the box and sign off that you are agreeing to the waiver(s). Once you have completed your Signature, select **CONFIRM WAIVER AGREEMENT**. **Note:** There are no waiver requirements for the video class in this example, so proceed to **Step 6.**

Step 6. Review the payment amount to confirm it is correct, then select **Continue to Payment.**
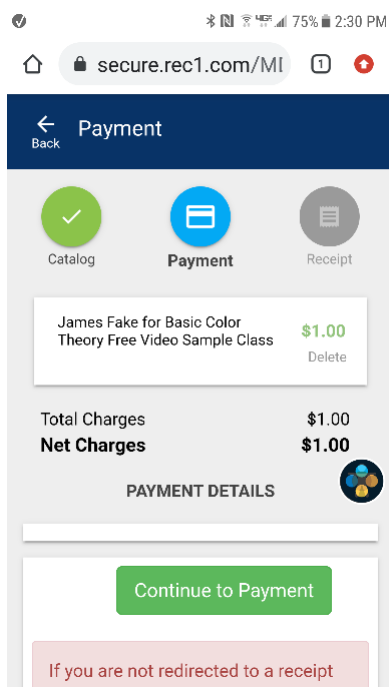
Step 7. You will be directed to the Harford County Senior Center Payments screen. **Enter the credit card information, then click on "Next"**. (Note: Your payment will not be processed until you get to the "Authorize" step.)

Step 8: Please do a final review of your payment information on this screen. You can edit your payment or billing information here or click on the Back arrow to cancel the payment information. Once you select **Authorize**, the payment will be processed.

Step 9. You will be directed back to the green CivicRec screen, then your receipt will appear. This will be sent to you via email and is available to you anytime via the **My Account Dashboard**, which can be accessed from the Senior Center Catalog page.

To return to the Catalog, select the green **Catalog** button on the Receipt screen. **Congratulations—you are now registered for your class!**