



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

## **FOR SENIOR CENTER MEMBERS – How to Register Online for Senior Center Classes (PC or Laptop version)**

Go to the online Senior Center Catalog:

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

**Step 1:** Click on the red **Log in with Email** button on the top left

Log in using the username and password you created, or create your new online account if you have not done so already (See ***Creating your Online Account and Renewing your Senior Center Membership*** procedure; available in your local center.)

**Step 2: On the catalog page, you can find the class or classes you are looking for several ways! Already familiar with how to find your class(es)? Skip to Step 3.**

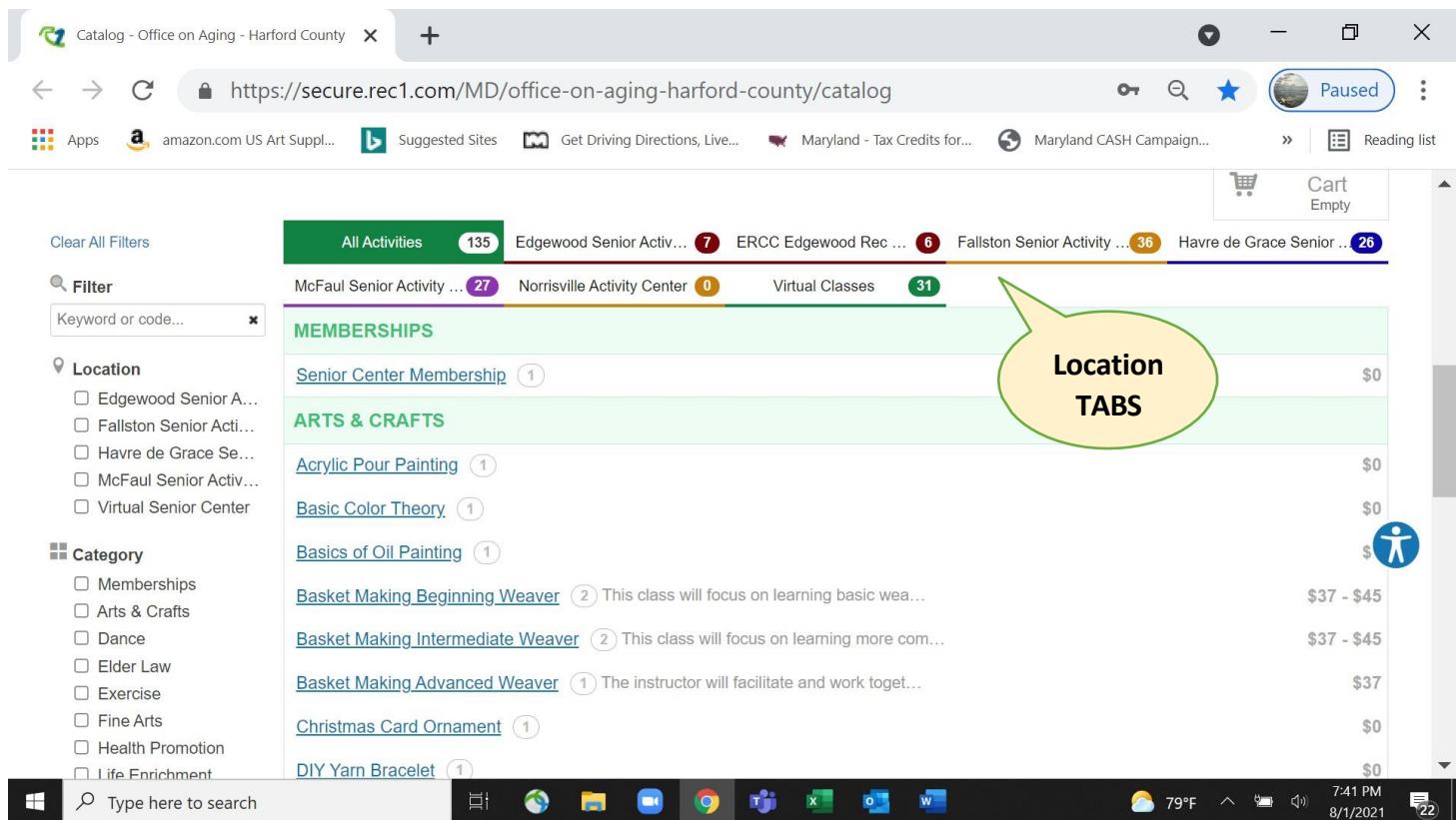
A. Along the top and you will see **TABS** for each location where the Office on Aging offers senior classes:

Edgewood, ERCC (Edgewood Recreation and Community Center), Fallston, Havre de Grace and McFaul. Our online video classes are listed under the Virtual Senior Center tab.

When you find the class you want, check the box next to your name and the name of any family members who wish to register for that class, and click Add to Cart.

If you wish to add more classes to your cart, add additional classes, and then proceed to **Checkout**.

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



Catalog - Office on Aging - Harford County

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

All Activities 135

Edgewood Senior Activ... 7

ERCC Edgewood Rec ... 6

Fallston Senior Activity ... 36

Havre de Grace Senior ... 26

McFaul Senior Activity ... 27

Norrisville Activity Center 0

Virtual Classes 31

**MEMBERSHIPS**

Senior Center Membership 1

**ARTS & CRAFTS**

Acrylic Pour Painting 1

Basic Color Theory 1

Basics of Oil Painting 1

Basket Making Beginning Weaver 2 This class will focus on learning basic wea...

Basket Making Intermediate Weaver 2 This class will focus on learning more com...

Basket Making Advanced Weaver 1 The instructor will facilitate and work toget...

Christmas Card Ornament 1

DIY Yarn Bracelet 1

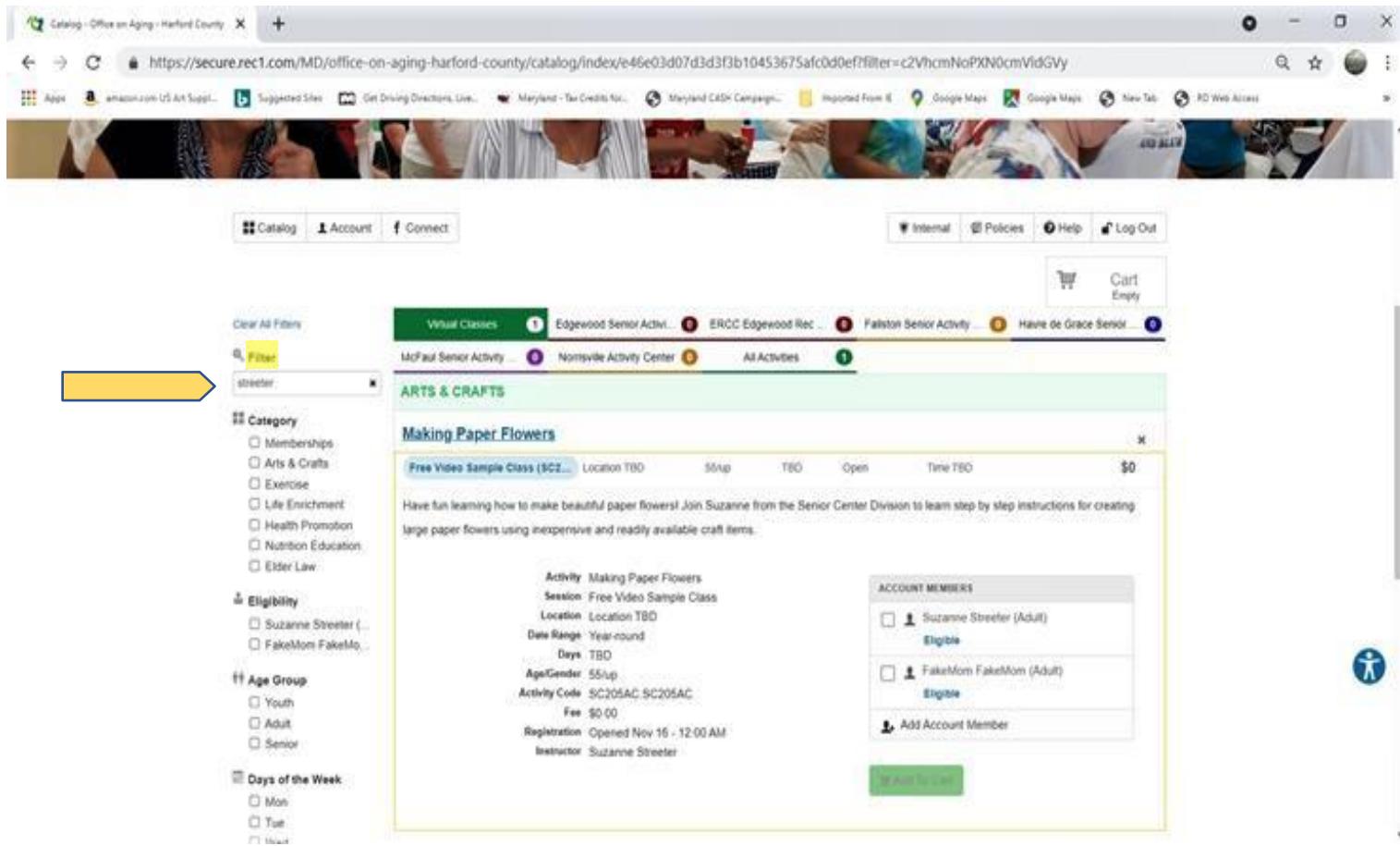
Location TABS

Type here to search

79°F 7:41 PM 8/1/2021 22

B. You can search by **KEYWORD** (for example, type in the instructor's name, or a class title, such as **Yoga**)

*Example: By typing "streeter" as the keyword, it shows a class taught by Suzanne Streeter*



The screenshot shows a web browser window for the Catalog - Office on Aging - Harford County. The URL is https://secure.rec1.com/MD/office-on-aging-harford-county/catalog/index/e46e03d07d3d3f3b10453675afc0d0ef?filter=c2VhcmNoPWN0cmVidGvY. The page displays a grid of activity thumbnails. A yellow arrow points to the search bar on the left, which contains the text "streeter". The search results for "streeter" are shown in a box, with one result highlighted: "Making Paper Flowers". The result details are as follows:

Activity	Making Paper Flowers
Session	Free Video Sample Class
Location	Location TBD
Date Range	Year-round
Days	TBD
Age/Gender	55+up
Activity Code	SC205AC SC205AC
Fee	\$0.00
Registration	Opened Nov 16 - 12:00 AM
Instructor	Suzanne Streeter

On the right, there is a sidebar titled "ACCOUNT MEMBERS" with two entries:

- Suzanne Streeter (Adult)**  
Eligible
- FakeMom FakeMom (Adult)**  
Eligible

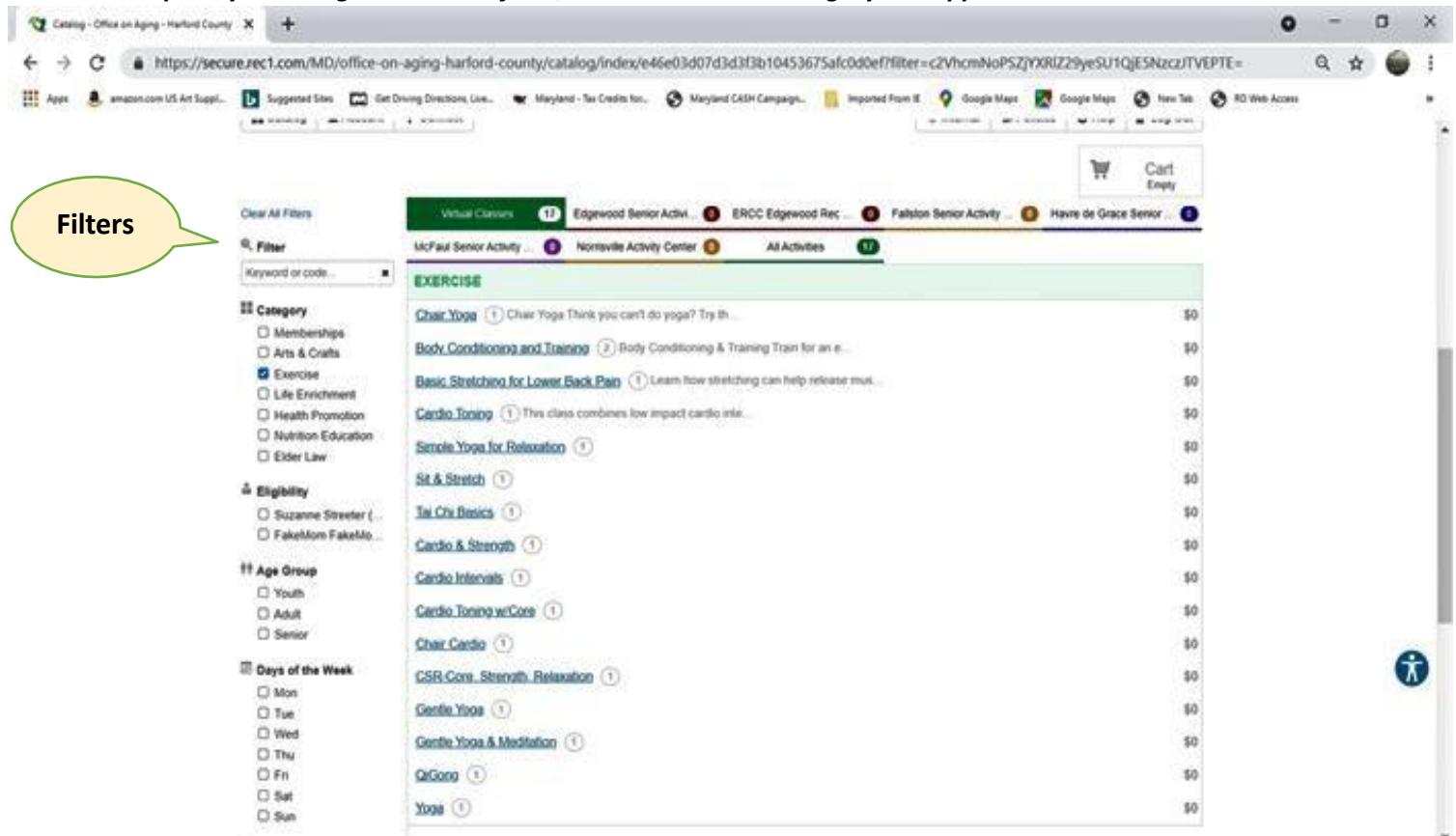
At the bottom right of the sidebar is a "Add Account Member" button.

### C. You can select Filters:

**Category** (Arts & Crafts, Exercise, etc.), **Days of the Week**, **Tags** (Seated, Beginner, Advanced, etc.)

If you're not finding what you want, make sure to Clear your Keyword(s) and Filters and try again

**Example: By checking the Exercise filter, all classes in that category will appear**



The screenshot shows a web browser with the URL <https://secure.rec1.com/MD/office-on-aging-harford-county/catalog/index/e46e03d07d3d3b10453675afc0d0ef?filter=c2VhcmN0PSZjYXRIZ29yeSU1QjESNzcjTVEPTE=>. The page displays a list of activities under the 'EXERCISE' category. A yellow speech bubble highlights the 'Filters' button on the left side of the page. The 'Exercise' filter is checked in the sidebar. The list includes activities like 'Chair Yoga', 'Body Conditioning and Training', 'Basic Stretching for Lower Back Pain', 'Cardio Toning', 'Simple Yoga for Relaxation', 'Sit & Stretch', 'Tai Chi Basics', 'Cardio & Strength', 'Cardio Intervals', 'Cardio Toning w/Core', 'Chair Cardio', 'CSR Core, Strength, Relaxation', 'Gentle Yoga', 'Gentle Yoga & Meditation', 'QiGong', and 'Yoga'. Each activity has a small circle with a number indicating the count of classes offered.

You can select any combination of these methods: **Keyword**, **Category**, **Filters**, **Tags**.

The number in the circle to the right of the activity will tell you how many of those classes are offered; for example, in the screen above, one of each of these classes are offered in the Virtual Classes tab.

**Step 3:** Once you click on the general class listing, all the individual sessions will be listed with the day and time offered. Find the class for the time and day you are seeking, **click on the class and it will show you all the class detail (below)**.

**It will also show your Account members. Click on your name and add to your cart.** It will show if you are eligible (age 55 or older and have an active Senior Center Membership). If you are not eligible by age, it would not allow you to register for the class. **If your Senior Center Membership is not current**, it will prompt you to add it to your cart and complete the membership screens.

If another member of your household is eligible and registering for the same class or classes that you are, **you can process registration for both members at one time by checking both names**. For example, I can enroll myself (Suzanne Streeter) and “FakeMom” in **Cardio Toning**:

General Class Title

Enrolling me and FakeMom

Specific classes with days and times

**Cardio Toning**

This class combines low impact cardio interval and strength/toning training. Improve your strength and endurance while increasing metabolism to burn fat. Students MUST bring their own light weights and a smile! ALL EXERCISES ARE DONE STANDING-NO FLOOR WORK REQUIRED. Participants can work to an intermediate or advanced level.

SESSION	LOCATION	AGE	DAYS	DATES	TIMES	ENROLLMENT	PRICE
Cardio Toning, Monday, 9:00 a.m.-10:00 a.m. (HG60...)	Havre de Grace Senior Activity Center	55/up	Mon	10/04/12/06	9am-10am	0/45	\$25
<b>Free Sample Class (SC105EX)</b>	Virtual Senior Center	55/up	Daily	11/16/12/31	12am-12am	0	\$1

**ACCOUNT MEMBERS**

MEMBER	ELIGIBLE
Suzanne Streeter (Adult)	Eligible
FakeMom Streeter (Adult)	Eligible
James Fake (Adult)	Ineligible
Add Account Member	
Add Non-Account Member	

**Add To Cart**

**Cardio Toning, Monday, 11:00 a.m. - 12:00 p.m. (FA6...** Fallston Senior Activity Center 55/up Mon 10/04/12/06 11am-12pm 0/60 \$25

**Cardio Toning, Tuesday, 8:45 a.m. - 9:45 a.m. (ED404...** Edgewood Recreation & Community ... 55/up Tue 10/05/12/07 8:45am-9:45pm 0/45 \$25

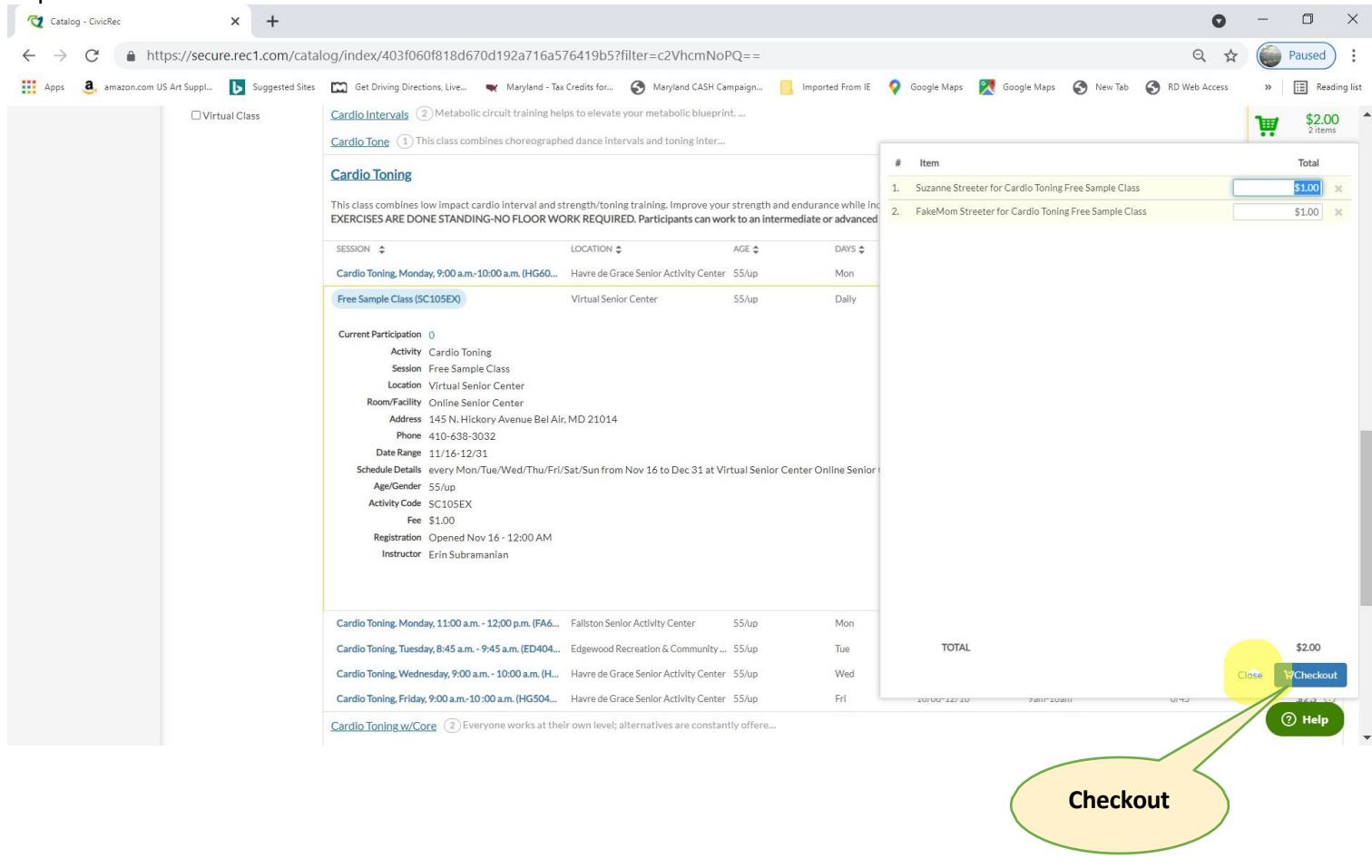
**Cardio Toning, Wednesday, 9:00 a.m. - 10:00 a.m. (H...** Havre de Grace Senior Activity Center 55/up Wed 10/06/12/08 9am-10am 0/65 \$25

**Cardio Toning, Friday, 9:00 a.m.-10:00 a.m. (HG504...** Havre de Grace Senior Activity Center 55/up Fri 10/08/12/10 9am-10am 0/45 \$23

**Cardio Toning w/Core** Everyone works at their own level; alternatives are constantly offere...

Help

**Step 4. The class now appears in “My Cart” for myself and FakeMom.** To add more classes to your cart, click “Close” to return to the catalog. The class(es) you just added will stay in your cart. Select an additional class, check the box for account members who wish to register for the class, and click on “Add to cart”. Repeat as needed.



The screenshot shows a web browser window for 'Catalog - CivicRec' with the URL <https://secure.rec1.com/catalog/index/403f060f818d670d192a716a576419b5?filter=c2VhcmNoPQ==>. The page displays a list of classes under 'Virtual Class'. A yellow box highlights the 'Cardio Toning' class. To the right, a shopping cart summary shows two items: 'Suzanne Streeter for Cardio Toning Free Sample Class' and 'FakeMom Streeter for Cardio Toning Free Sample Class', both at a price of \$1.00, totaling \$2.00. A yellow callout bubble points to the 'Checkout' button in the bottom right corner of the cart summary.

Once all the classes you (and if applicable, your household members) want are **in your cart**, click on **“Checkout”**.

**Step 5.** If there are waivers associated with any of the classes in your cart, they will appear here. Click on “Confirm Waivers” to proceed. You will then be taken to the Payment screen.

Waivers

Online Exercise Waiver

Applies to:

Suzanne Streeter for Simple Yoga for Relaxation Free Video Sample Class

FakeMom Streeter for Simple Yoga for Relaxation Free Video Sample Class

Please consult with your physician before engaging in any exercise program. I am aware that while participating in any physical fitness activity or program at the Harford County Office on Aging's senior activity centers, programs, satellite centers, or in my own home pursuant to any online program offered and produced by the Office on Aging, certain risks and dangers may be present. I attest to and verify that I have full knowledge of the risks involved in physical fitness activities and that I have obtained approval from my physician to participate in such activities. I do hereby release and forever discharge Harford County agents, contractors, employees, and volunteers from any and all actions, causes of actions, liability, claims or demands for or by reason of any damage, loss, or injury which may be sustained by me as a result of my participation in Harford County Office on Aging Senior Activity Centers or any programs produced or offered by the Harford County Office on Aging.

NOTE: Waiver(s) for Suzanne Streeter will be emailed to account holder for agreement if applicable.

NOTE: Waiver(s) for FakeMom Streeter will be emailed to account holder for agreement if applicable.

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**Step 6.** Review the items in your cart to ensure you have selected the right classes. If you wish to delete any classes from the cart before payment, you can click on the “X” to the right of the class listed in the cart. At any time in the transaction before you have submitted payment, if you wish to add classes, click on “Browse Catalog” in the Checkout steps list. Otherwise, click on the Credit/Debit under Add Payment and click on “Complete Transaction”.

Payment

Item

1. Suzanne Streeter for Simple Yoga for Relaxation Free Video Sample Class

2. FakeMom Streeter for Simple Yoga for Relaxation Free Video Sample Class

3. Suzanne Streeter for Cardio Toning Free Sample Class

4. FakeMom Streeter for Cardio Toning Free Sample Class

Total Charges \$2.00

Fall 2021 Senior Center Scholarship (\$1.00)

Net Charges \$1.00

CHECKOUT FOR SUZANNE STREETER

Account Profile

Browse Catalog

Waivers

Payment

Receipt

Complete Transaction

ADD PAYMENT

Credit/Debit

User Credit

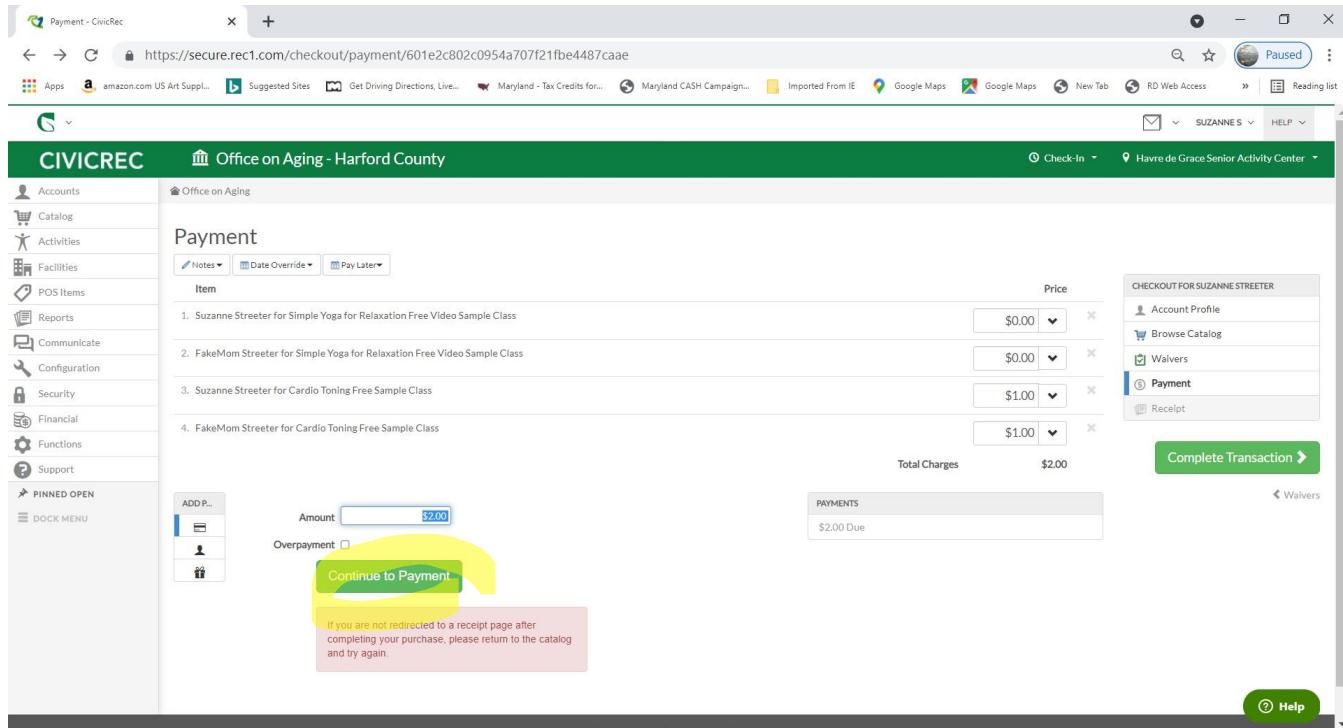
Gift Card

PAYOUTS

\$1.00 Due

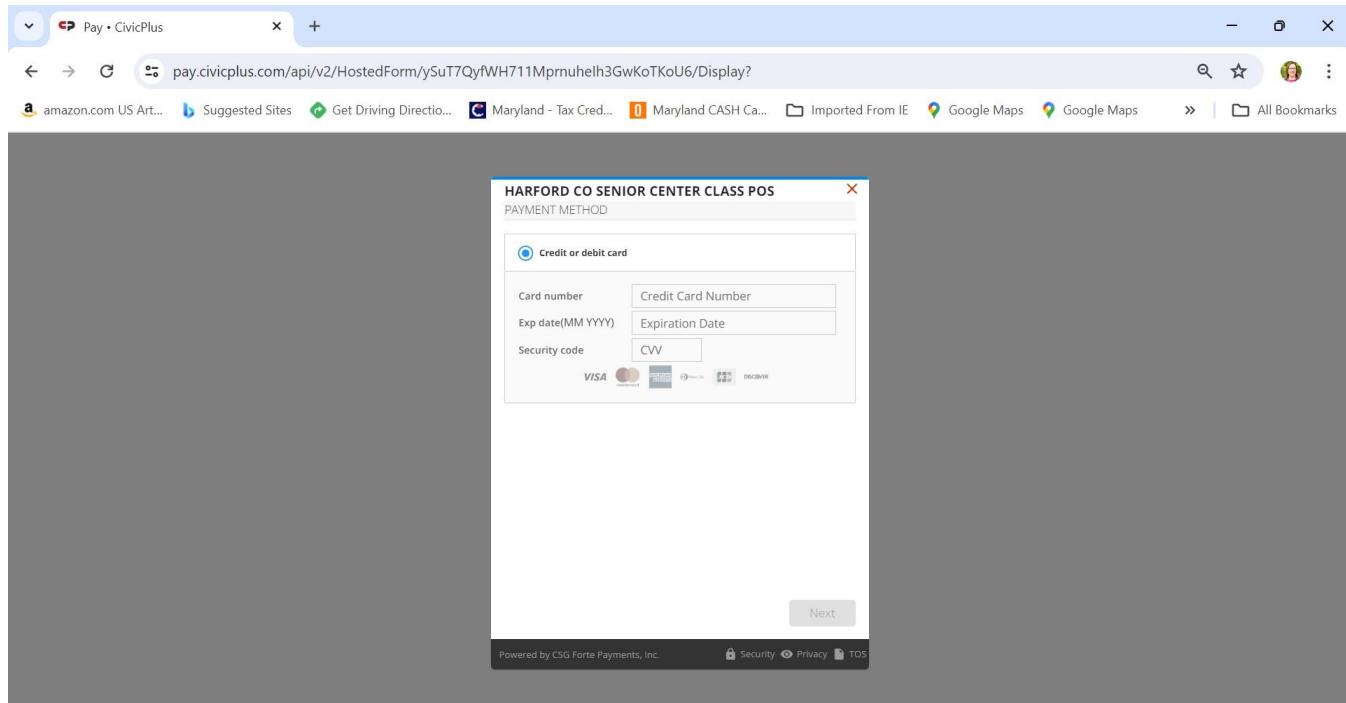
CIVICREC - Recreation Software Solutions  
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**A pink pop-up box will appear. If your classes and the total amount look correct, click on “Continue to Payment”. (Note: Your payment will not be processed until you get to the “Submit” step.)**



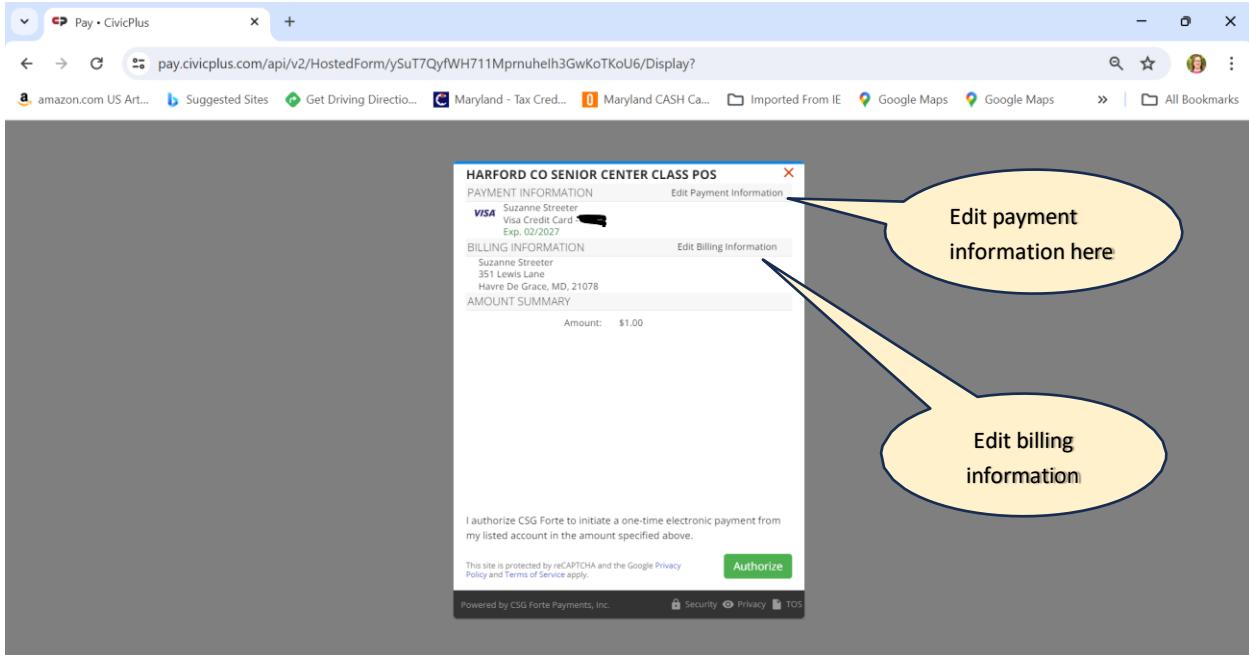
The screenshot shows a web browser window for 'Payment - CivicRec' at the URL <https://secure.rec1.com/checkout/payment/601e2c802c0954a707f21fbe4487caae>. The page is titled 'CIVICREC' and 'Office on Aging - Harford County'. The left sidebar contains links for Accounts, Catalog, Activities, Facilities, POS Items, Reports, Communicate, Configuration, Security, Financial, Functions, and Support. The main content area is titled 'Payment' and shows a list of four items: 'Suzanne Streeter for Simple Yoga for Relaxation Free Video Sample Class' (Price \$0.00), 'FakeMom Streeter for Simple Yoga for Relaxation Free Video Sample Class' (Price \$0.00), 'Suzanne Streeter for Cardio Toning Free Sample Class' (Price \$1.00), and 'FakeMom Streeter for Cardio Toning Free Sample Class' (Price \$1.00). The total charges are \$2.00. On the right, a sidebar titled 'CHECKOUT FOR SUZANNE STREETER' includes links for Account Profile, Browse Catalog, Waivers, Payment (which is selected), and Receipt. A green 'Complete Transaction' button is at the bottom right. A pink pop-up box in the center says '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.)



The screenshot shows a web browser window for 'Pay - CivicPlus' at the URL <pay.civicplus.com/api/v2/HostedForm/ySuT7QyfWH711Mpmuhelh3GwKoU6/Display?>. The page title is 'HARFORD CO SENIOR CENTER CLASS POS' and the sub-section is 'PAYMENT METHOD'. A radio button is selected for 'Credit or debit card'. The form fields include 'Card number' (input field), 'Credit Card Number' (input field), 'Exp date(MM YYYY)' (input field), 'Expiration Date' (input field), 'Security code' (input field), and 'CVV' (input field). Below the form are logos for VISA, MasterCard, American Express, and Discover. At the bottom are 'Next' and 'Powered by CSG Forte Payments, Inc.' buttons.

**Step 8. Review the information for accuracy. If you need to edit, click on Edit Payment Information or Edit Billing Information. If information looks correct, click on “Authorize” to process your payment.**



You will then be taken to your **Transaction Receipt** here. You can email it to yourself or print from this screen. To return to the catalog page, click on Return to POS. Please note that you can always view any transaction by clicking on “Account” from the catalog screen, then selecting Transaction History on the “My Dashboard” page.

**Transaction Receipt**

Account Suzanne Streeter sestreeter@harford 351 Lewis Lane Havre De Grace, MD 21078 4437520208

Receipt

**Registration/Payment Receipt 31281450**

08/05/2021 01:53 PM

**Account Information** Suzanne Streeter **Payment** Credit/Debit \$2.00 **Received By** Suzanne Streeter at Havre de Grace Senior Activity Center

351 Lewis Lane Merchant Code 50410448 Havre De Grace, MD 21078

Office on Aging - Harford County 145 N Hickory Avenue Bel Air, MD 21014 410-538-3032 seniorcenters@harfordcountymd.gov www.harfordcountymd.gov

**Item** Suzanne Streeter for Simple Yoga for Relaxation Free Video Sample Class (SC113EX) **Amount Paid** \$0.00

**SCHEDULE:** every Mon/Tue/Wed/Thur/Fri/Sat/Sun from Nov 16 to Jul 31 at Virtual Senior Center Online Senior Center

FakeMom Streeter for Simple Yoga for Relaxation Free Video Sample Class (SC113EX) \$0.00

**SCHEDULE:** every Mon/Tue/Wed/Thur/Fri/Sat/Sun from Nov 16 to Dec 31 at Virtual Senior Center Online Senior Center

FakeMom Streeter for Cardio Toning Free Sample Class (SC105EX) \$1.00

**SCHEDULE:** every Mon/Tue/Wed/Thur/Fri/Sat/Sun from Nov 16 to Dec 31 at Virtual Senior Center Online Senior Center

**Subtotal** \$2.00 **Total Payment** \$2.00

**Waiver(s)**

Online Exercise Waiver

Please consult with your physician before engaging in any exercise program. I am aware that while participating in any exercise program, activity or program at the Harford County Office on Aging's senior activity centers, programs, satellite centers, or in my own home pursuant to any online program offered and produced by the Office on Aging, certain risks and dangers may be present. I attest to and verify that I have full knowledge of the risks involved in physical fitness activities and that I have obtained approval from my physician to participate in such activities. I do hereby release and forever discharge Harford County agents, contractors, employees, and volunteers from any and all actions, causes of actions, liability, claims or

**CHECKOUT FOR SUZANNE STREETER**

Account Profile

Browse Catalog

Waivers

Payment

Receipt

**Return to POS**

**Congratulations! You are now registered for classes!**