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

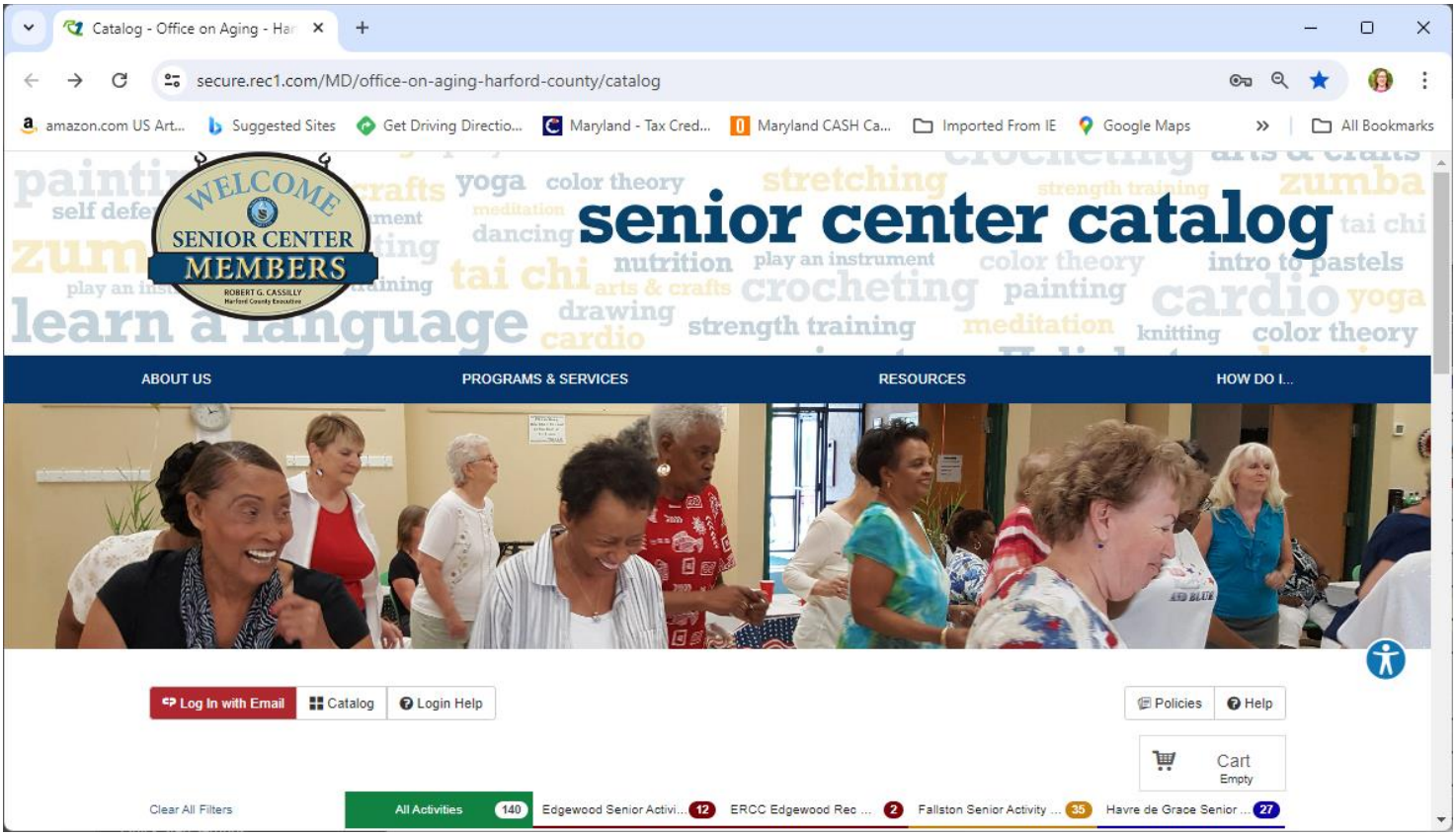
## FOR SENIOR CENTER MEMBERS – How to Register Online for Senior Center Classes (PC or Laptop version)

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.***

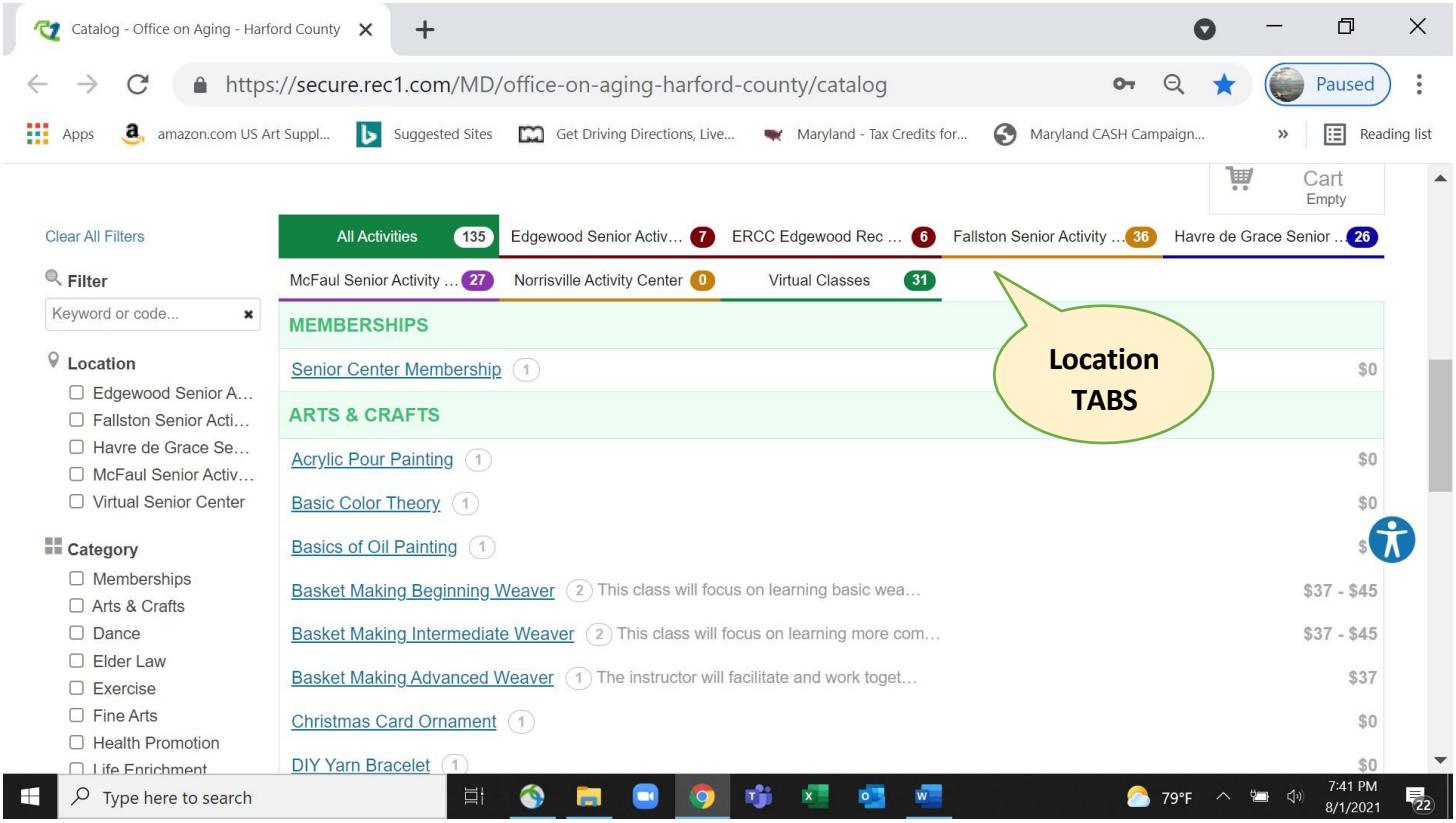
A. Along the top and you will see **TABS** for each location where the Office on Aging offers senior classes:

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.

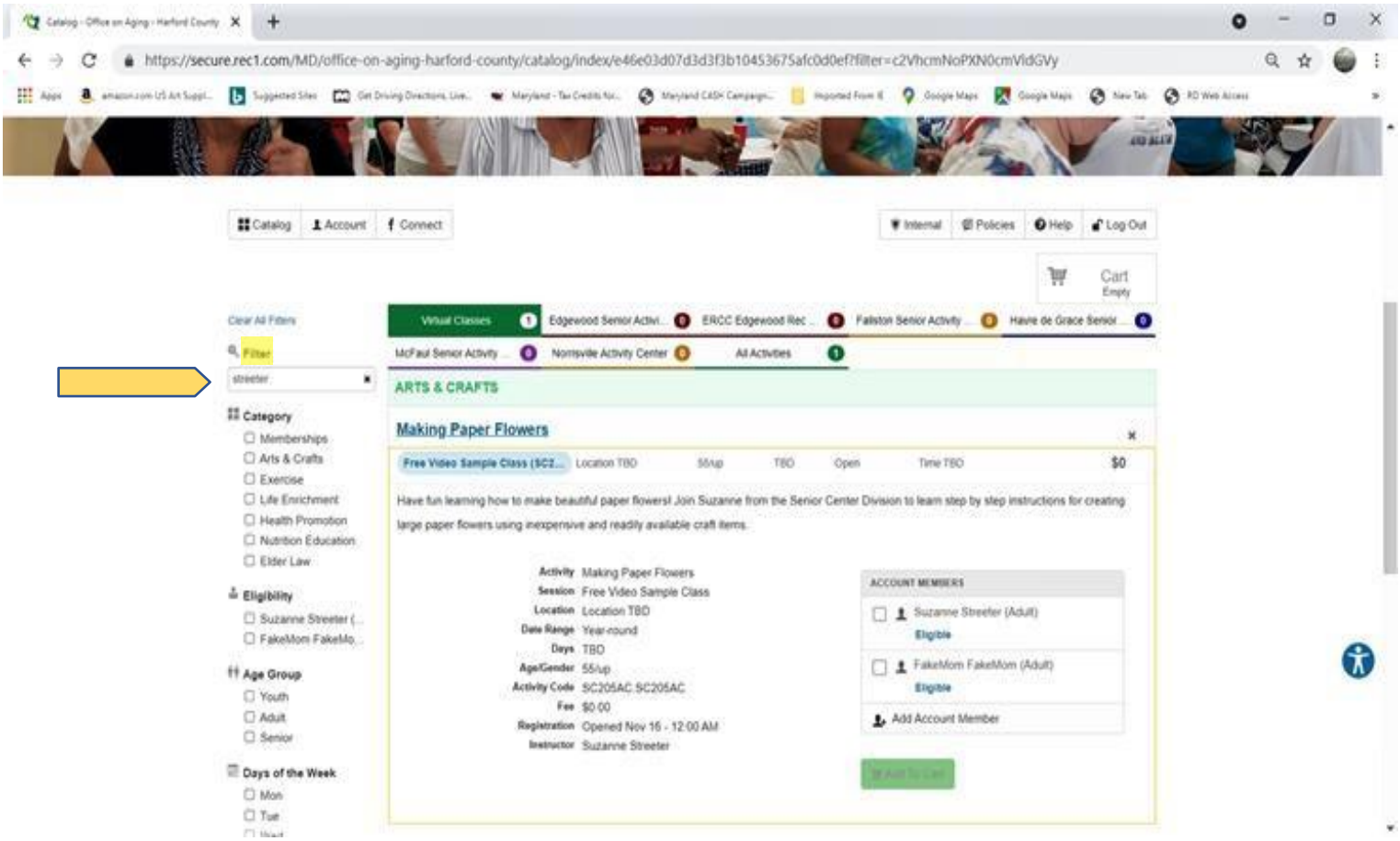
If you wish to add more classes to your cart, add additional classes, and then proceed to **Checkout.**

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



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***

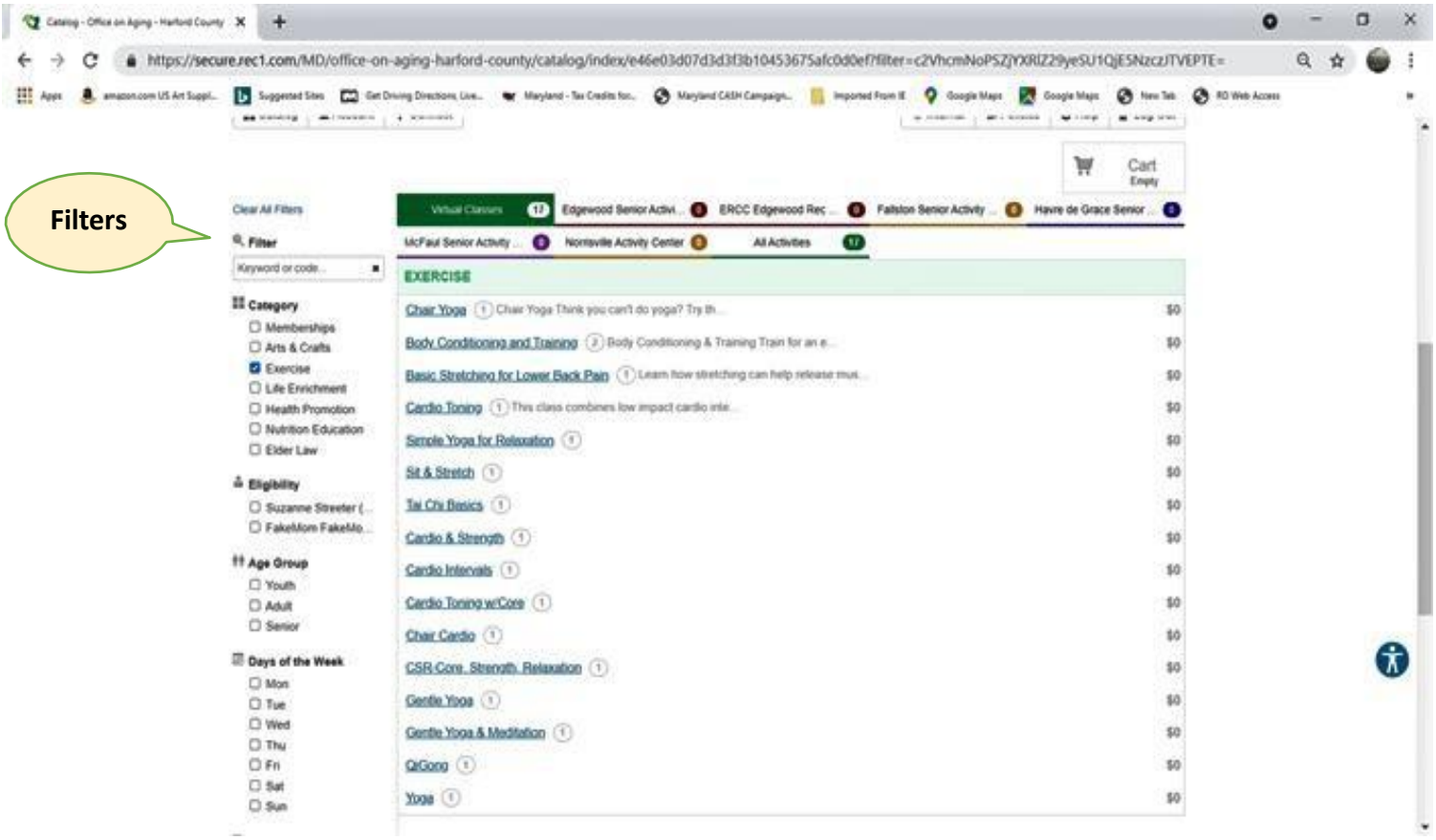


C. **You can select Filters:**

**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***



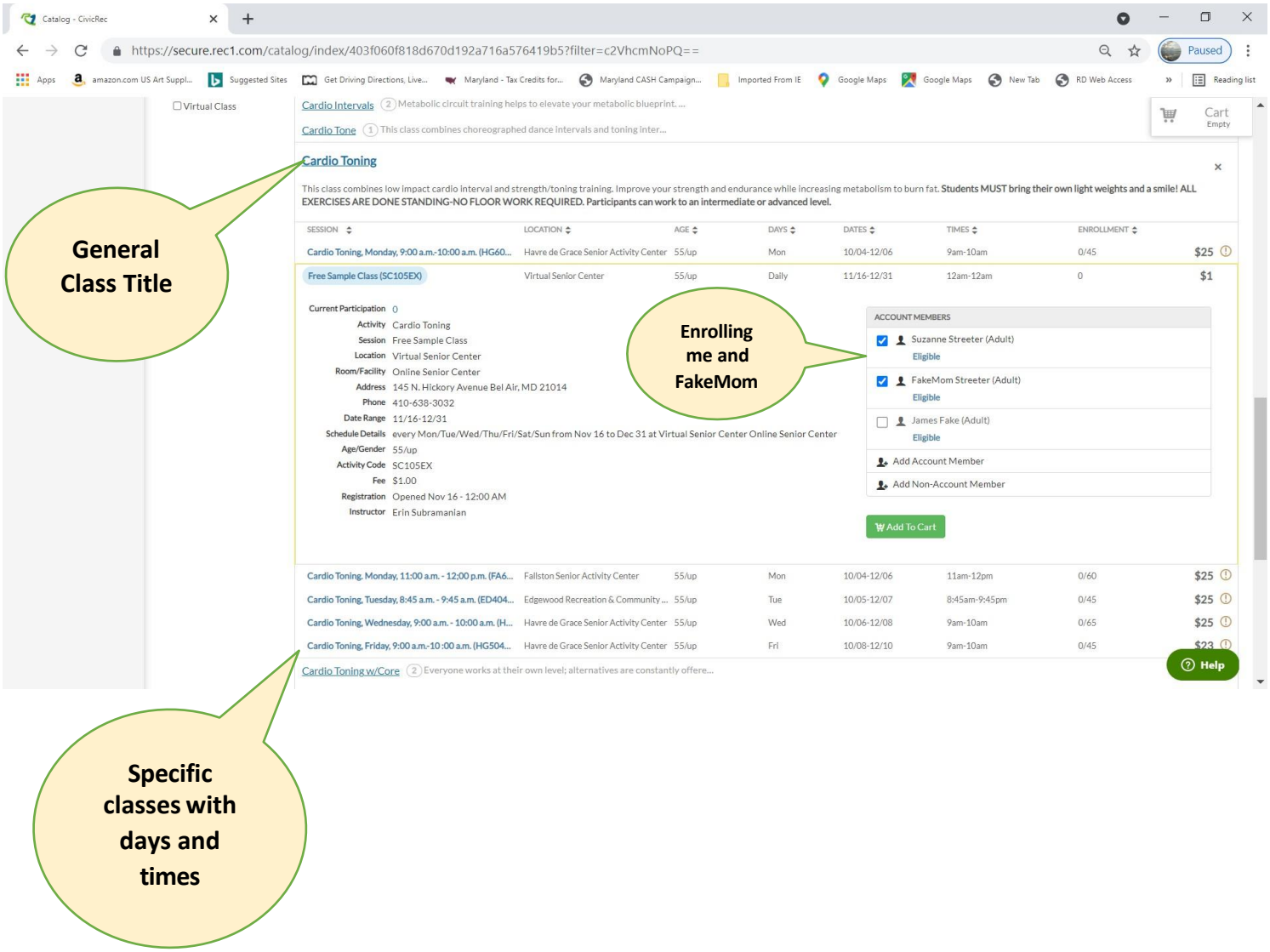

**You can select any combination of these methods: Keyword, Category, Filters, Tags.**

**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.**

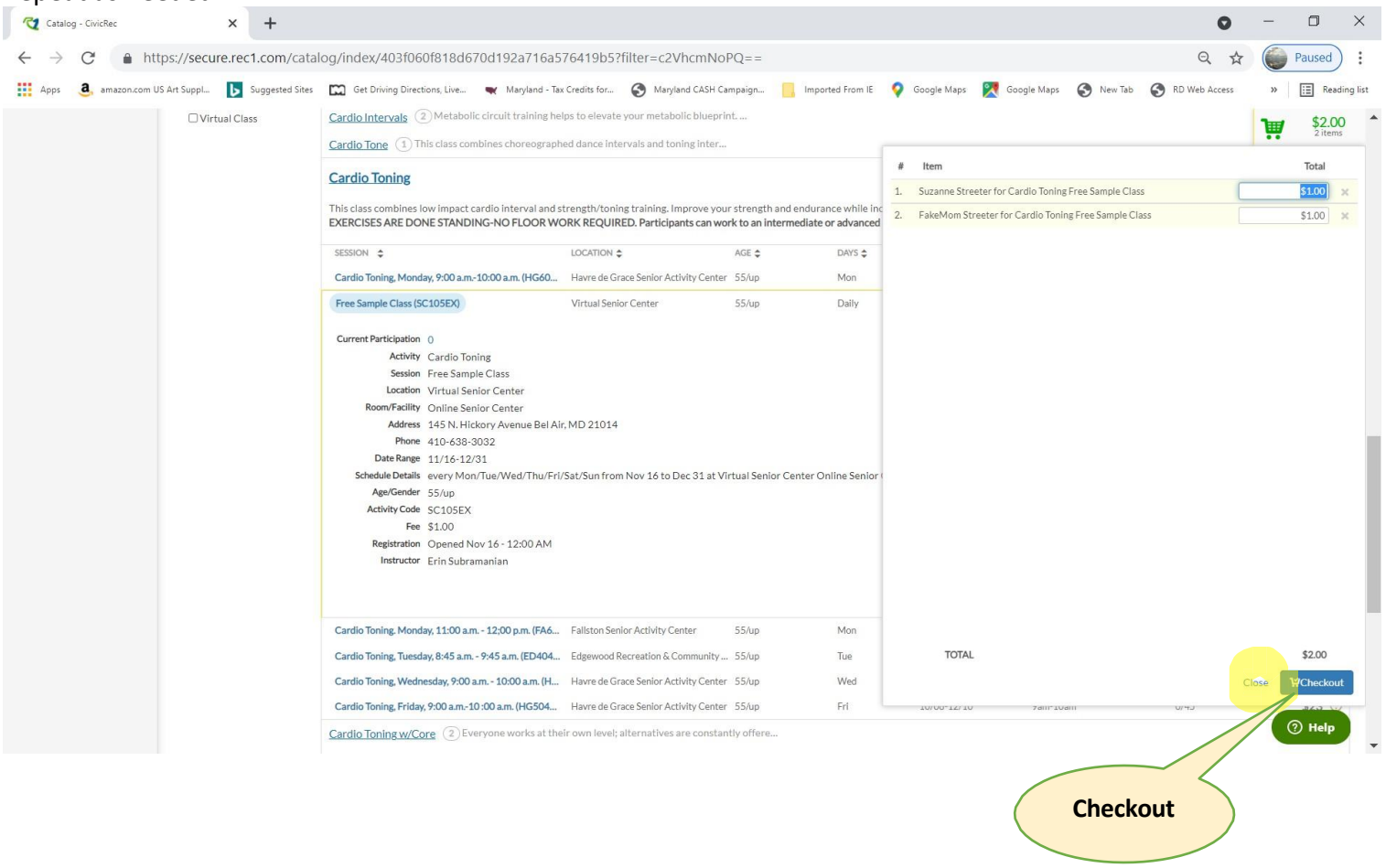
**Step 3:** Once you click on the general class listing, all the individual sessions will be listed with the day and time offered. Find the class for the time and day you are seeking, **click on the class and it will show you all the class detail (below).**

**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:**

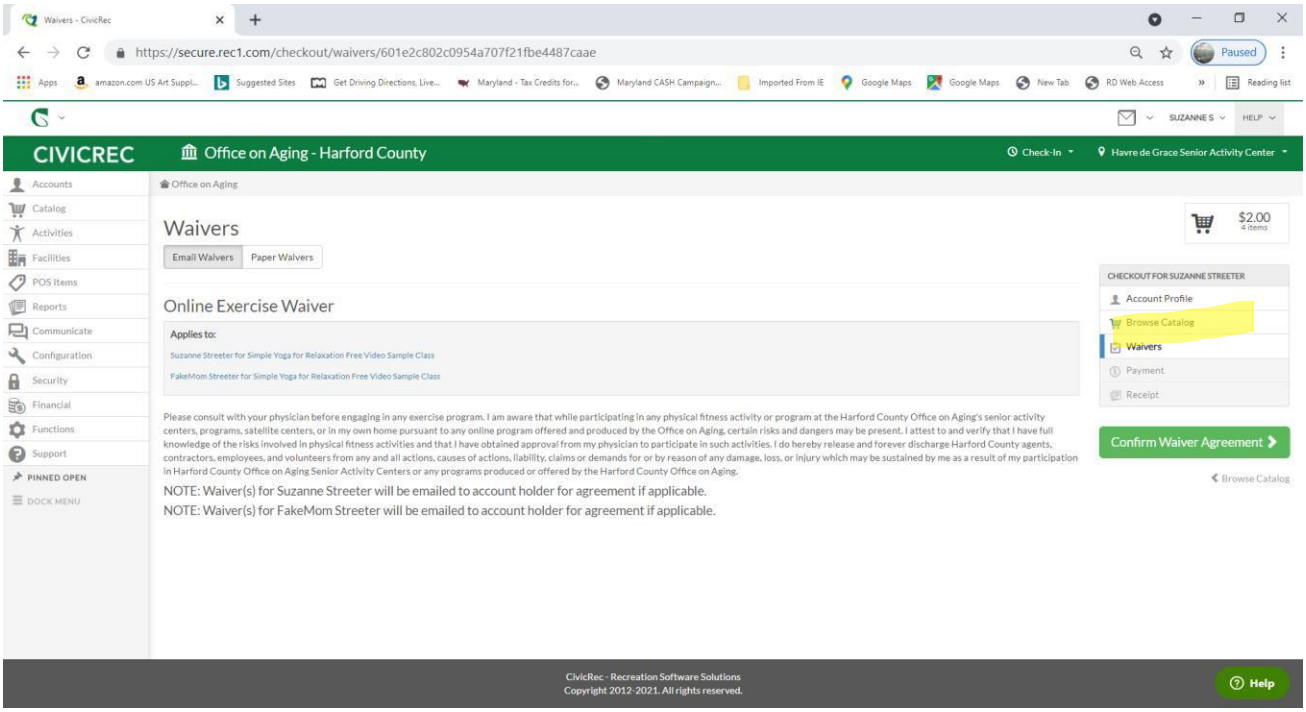


**Step 4. The class now appears in "My Cart" for myself and FakeMom.** To add more classes to your cart, **click "Close" to return to the catalog.** The class(es) you just added will stay in your cart. Select an additional class, check the box for account members who wish to register for the class, and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

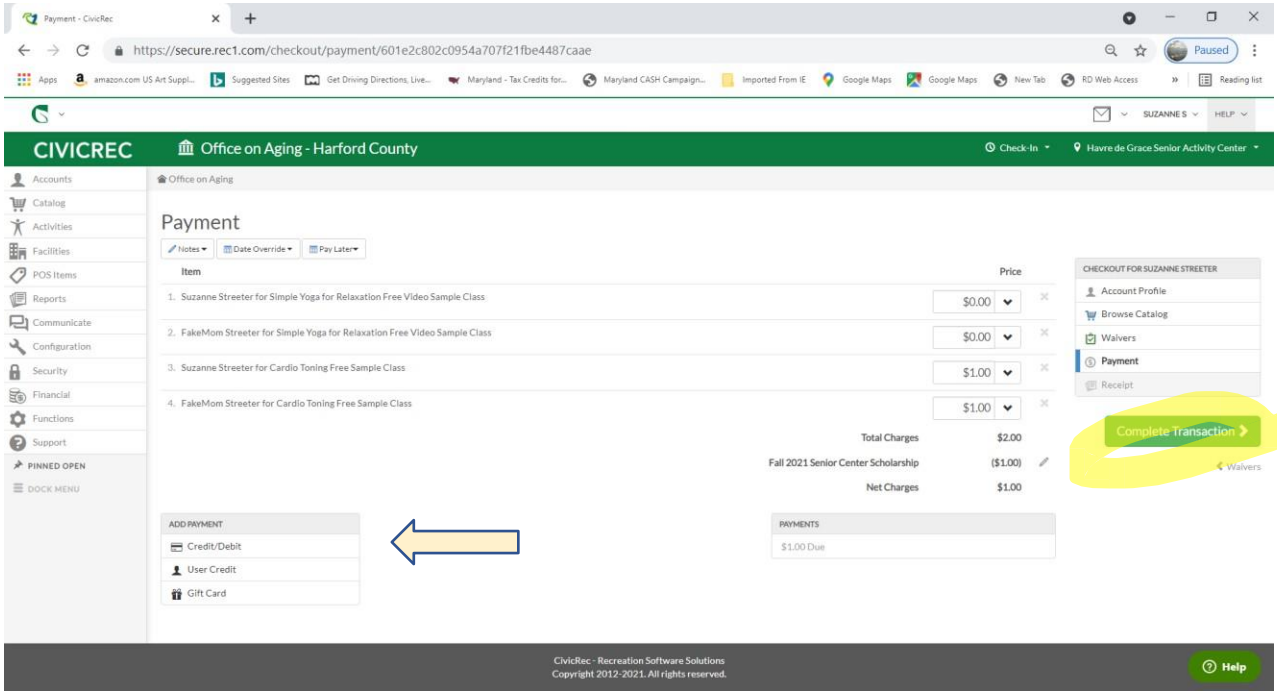



Once all the classes you (and if applicable, your household members) want are **in your cart**, click on **"Checkout".**

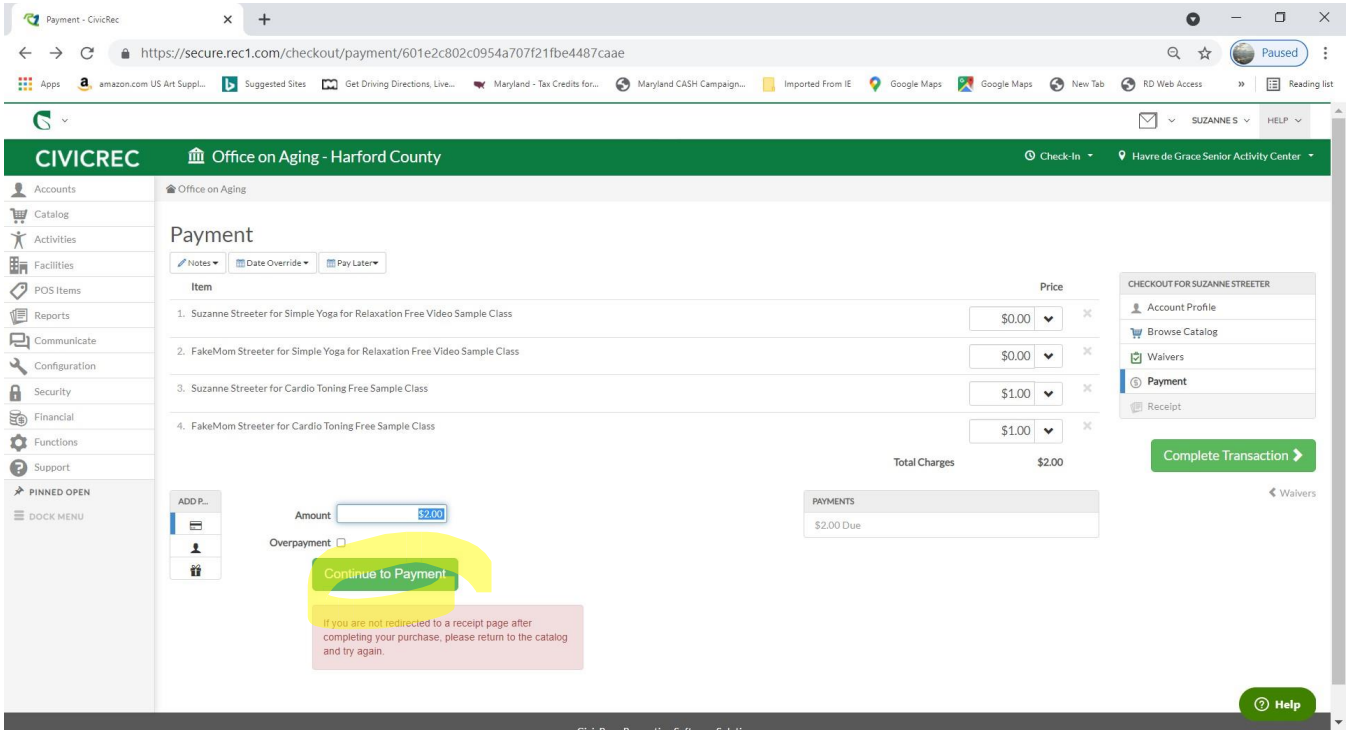
**Step 5.** If there are waivers associated with any of the classes in your cart, they will appear here**. Click on "Confirm Waivers" to proceed.** You will then be taken to the **Payment** screen.



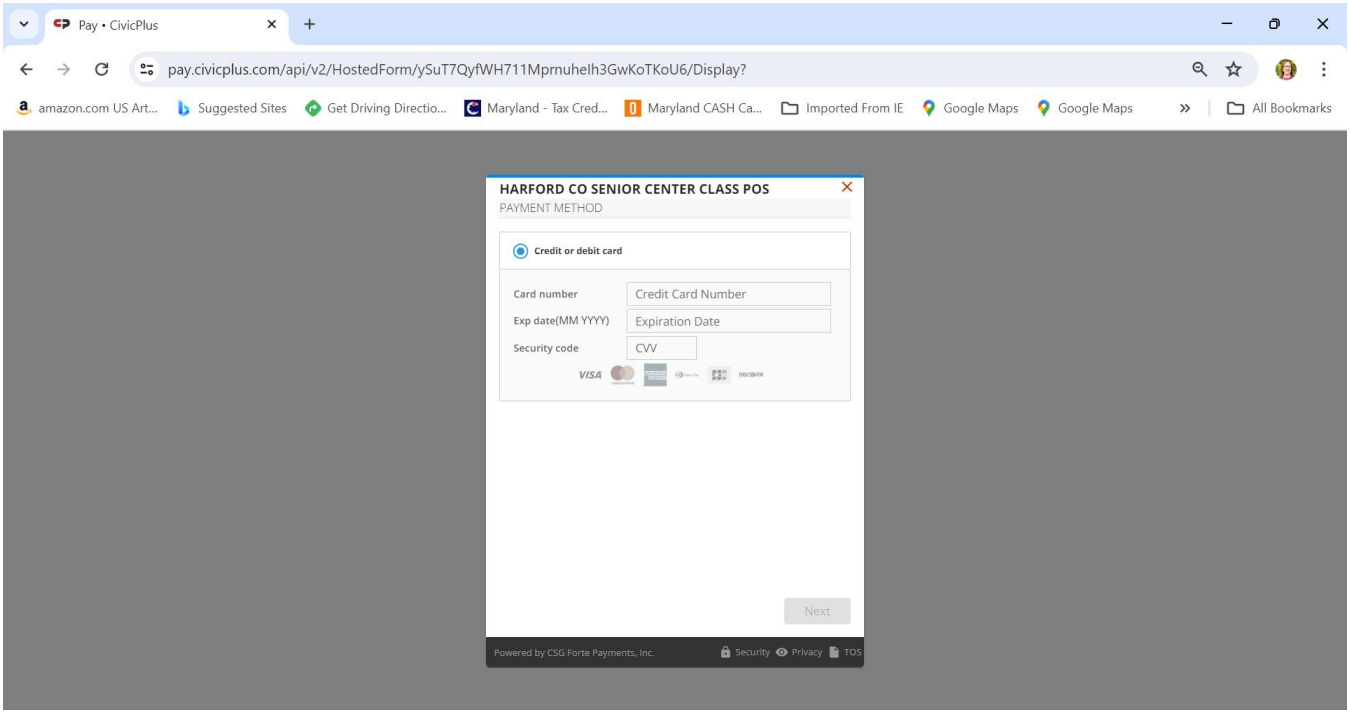

**Step 6. Review the items in your cart to ensure you have selected the right classes.** If you wish to delete any classes from the cart before payment, you can click on the "X" to the right of the class listed in the cart. At any time in the transaction before you have submitted payment, **if you wish 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".**



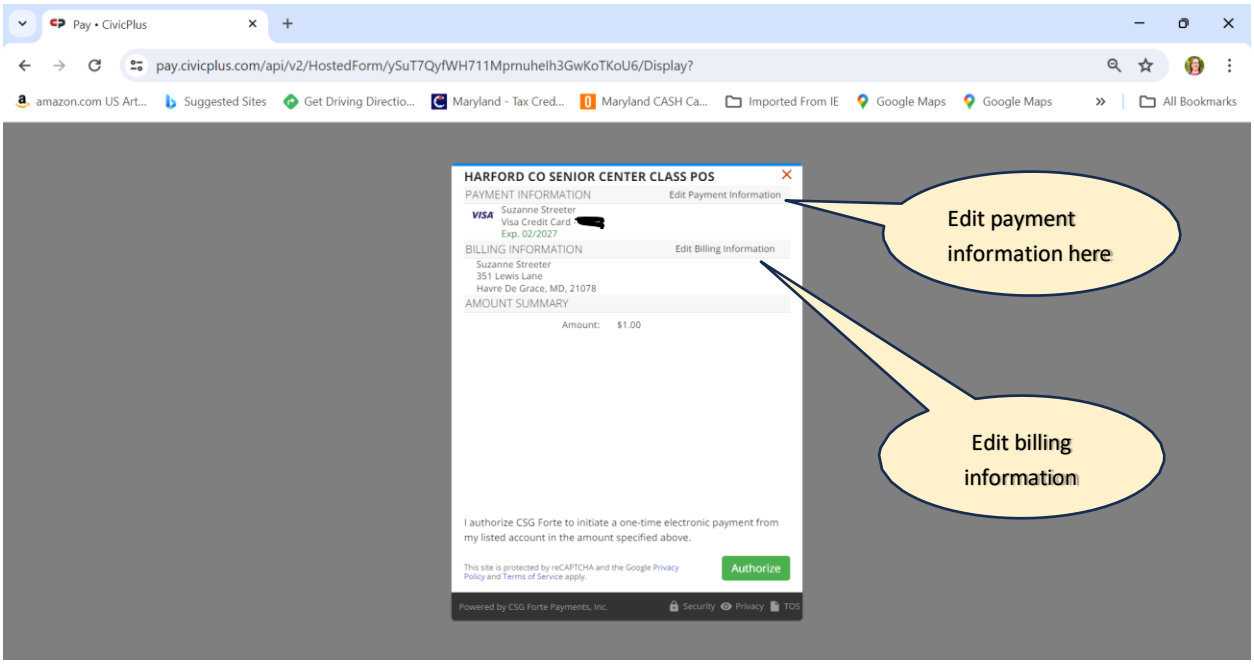
**A pink pop-up box will appear. If your classes and the total amount look correct, click on "Continue to Payment".** (Note: Your payment will not be processed until you get to the "Submit" step.)

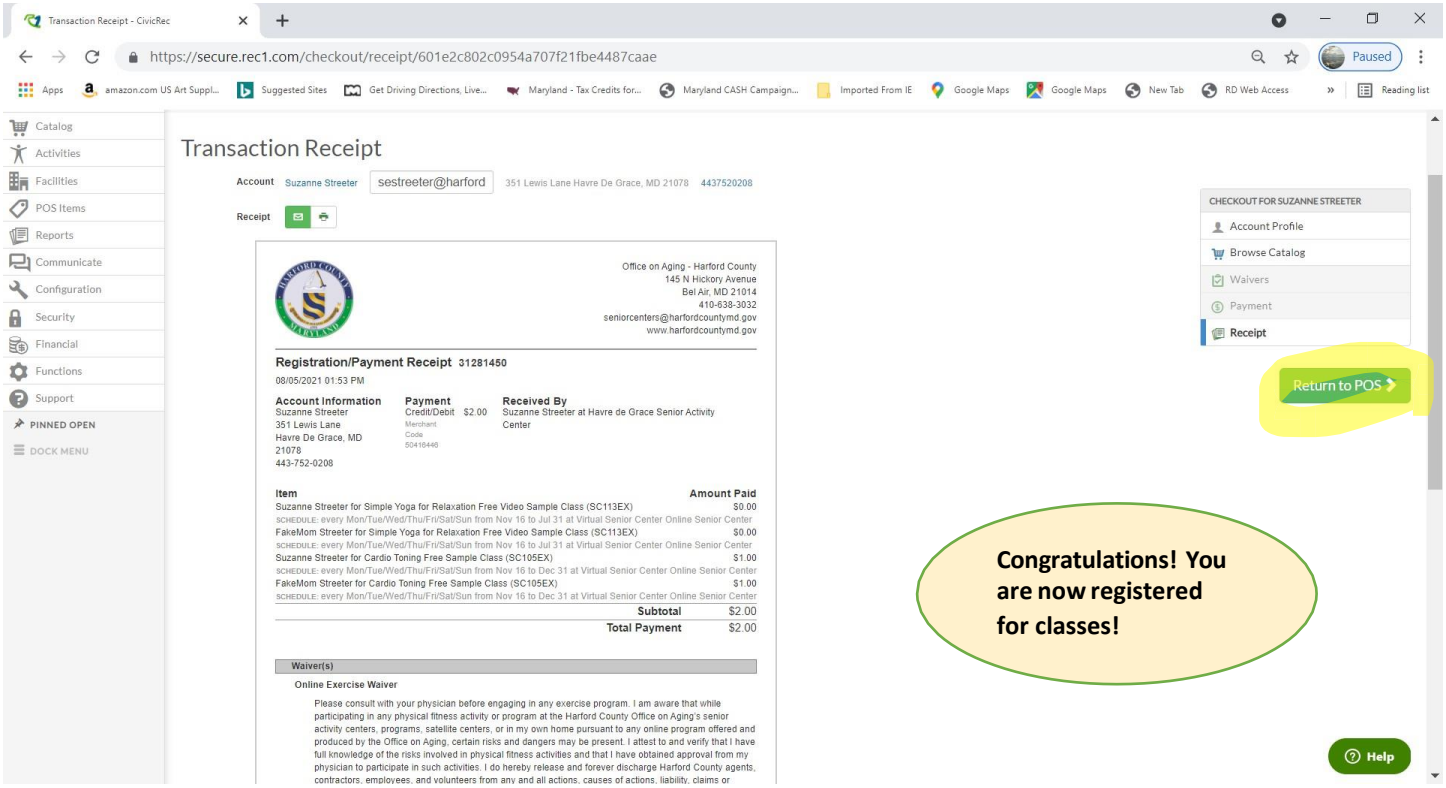



**Step 7.** You will be directed to the Harford County Senior Center Payments screen **Enter the credit card information, then click on "Next"**. (Note: Your payment will not be processed until you get to the "Authorize" step.)



**Step 8. 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.