



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.)

A screenshot of a web browser displaying the "senior center catalog" website. The browser's address bar shows the URL "secure.rec1.com/MD/office-on-aging-harford-county/catalog". The website features a large banner with the text "senior center catalog" in a bold, blue font. Above this text is a circular logo that says "WELCOME SENIOR CENTER MEMBERS" and "ROBERT G. CASSELLY Harford County Executive". The banner also includes various activity names in different colors and fonts, such as "painting", "yoga", "color theory", "stretching", "strength training", "zumba", "tai chi", "nutrition", "play an instrument", "color theory", "intro to pastels", "learn a language", "cardio", "strength training", "meditation", "knitting", and "color theory". Below the banner is a navigation bar with four tabs: "ABOUT US", "PROGRAMS & SERVICES", "RESOURCES", and "HOW DO I...". Below the navigation bar is a large photograph of a group of senior citizens smiling and interacting. At the bottom of the page, there is a red button labeled "Log In with Email", a "Catalog" button, and a "Login Help" button. On the right side, there are links for "Policies" and "Help", and a shopping cart icon labeled "Cart Empty". At the very bottom, there is a status bar showing "Clear All Filters" and a list of activities with their respective counts: "All Activities 140", "Edgewood Senior Activi... 12", "ERCC Edgewood Rec ... 2", "Fallston Senior Activity ... 35", and "Havre de Grace Senior ... 27".

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!

Clear All Filters

Filter

Keyword or code...

Location

- ☐ Edgewood Senior A...
- ☐ Fallston Senior Acti...
- ☐ Havre de Grace Se...
- ☐ McFaul Senior Activ...
- ☐ Virtual Senior Center

Category

- ☐ Memberships
- ☐ Arts & Crafts
- ☐ Dance
- ☐ Elder Law
- ☐ Exercise
- ☐ Fine Arts
- ☐ Health Promotion
- ☐ Life Enrichment

Location TABS

MEMBERSHIPS

Senior Center Membership (1) \$0

ARTS & CRAFTS

Acrylic Pour Painting (1) \$0

Basic Color Theory (1) \$0

Basics of Oil Painting (1) \$0

Basket Making Beginning Weaver (2) This class will focus on learning basic wea... \$37 - \$45

Basket Making Intermediate Weaver (2) This class will focus on learning more com... \$37 - \$45

Basket Making Advanced Weaver (1) The instructor will facilitate and work toget... \$37

Christmas Card Ornament (1) \$0

DIY Yarn Bracelet (1) \$0

- 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 with the URL <https://secure.rec1.com/MD/office-on-aging-harford-county/catalog/index/e46e03d07d3d3f3b10453675afc0d0ef?filter=c2VhcmNoPjN0cmVidGVy>. The page features a navigation bar with links for Catalog, Account, and Connect. A search bar on the left contains the keyword "streeter". The main content area displays a list of activities under the heading "ARTS & CRAFTS". The first activity listed is "Making Paper Flowers", which is a "Free Video Sample Class (\$C2...)". The class details include: 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, and Instructor: Suzanne Streeter. On the right side of the class details, there is a section for "ACCOUNT MEMBERS" with checkboxes for "Suzanne Streeter (Adult)" and "FakeMom FakeMom (Adult)", both marked as "Eligible". A green "Add to Cart" button is visible at the bottom right of the class details.

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 window with the URL <https://secure.rec1.com/MD/office-on-aging-harford-county/catalog/index/e46e03d07d3d3f3b10453675afc0d0ef?filter=c2VhcmNoPSZjYXRIZ29yeSU1QjESNzczTVEPTE=>. The page displays a list of activities under the 'EXERCISE' category. On the left, there is a 'Filter' sidebar with the following sections:

- Clear All Filters**
- Filter**
 - Keyword or code: [input field]
- Category**
 - ☐ Memberships
 - ☐ Arts & Crafts
 - ☒ Exercise
 - ☐ Life Enrichment
 - ☐ Health Promotion
 - ☐ Nutrition Education
 - ☐ Elder Law
- Eligibility**
 - ☐ Suzanne Streeter (...)
 - ☐ FakeMom FakeMo...
- Age Group**
 - ☐ Youth
 - ☐ Adult
 - ☐ Senior
- Days of the Week**
 - ☐ Mon
 - ☐ Tue
 - ☐ Wed
 - ☐ Thu
 - ☐ Fri
 - ☐ Sat
 - ☐ Sun

The main content area shows a list of activities under the 'EXERCISE' category. Each activity is listed with a title, a description, and a price of \$0. The activities are:

- Chair Yoga (1) Chair Yoga Think you can't do yoga? Try th...
- Body Conditioning and Training (2) Body Conditioning & Training Train for an e...
- Basic Stretching for Lower Back Pain (1) Learn how stretching can help release mus...
- Cardio Toning (1) This class combines low impact cardio inte...
- Simple Yoga for Relaxation (1)
- Sit & Stretch (1)
- Tai Chi Basics (1)
- Cardio & Strength (1)
- Cardio Intervals (1)
- Cardio Toning w/ Core (1)
- Chair Cardio (1)
- CSR Core Strength Relaxation (1)
- Gentle Yoga (1)
- Gentle Yoga & Meditation (1)
- QiGong (1)
- Yoga (1)

A yellow speech bubble with the word 'Filters' points to the filter sidebar.

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	
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 ⓘ
Free Sample Class (SC105EX)	Virtual Senior Center	55/up	Daily	11/16-12/31	12am-12am	0	\$1 ⓘ

Current Participation 0

Activity Cardio Toning
 Session Free Sample Class
 Location Virtual Senior Center
 Room/Facility Online Senior Center
 Address 145 N. Hickory Avenue Bel Air, MD 21014
 Phone 410-638-3032
 Date Range 11/16-12/31
 Schedule Details every Mon/Tue/Wed/Thu/Fri/Sat/Sun from Nov 16 to Dec 31 at Virtual Senior Center Online Senior Center
 Age/Gender 55/up
 Activity Code SC105EX
 Fee \$1.00
 Registration Opened Nov 16 - 12:00 AM
 Instructor Erin Subramanian

ACCOUNT MEMBERS

- ☒ Suzanne Streeter (Adult) Eligible
- ☒ FakeMom Streeter (Adult) Eligible
- ☐ James Fake (Adult) Eligible
- [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	\$25 ⓘ

[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.

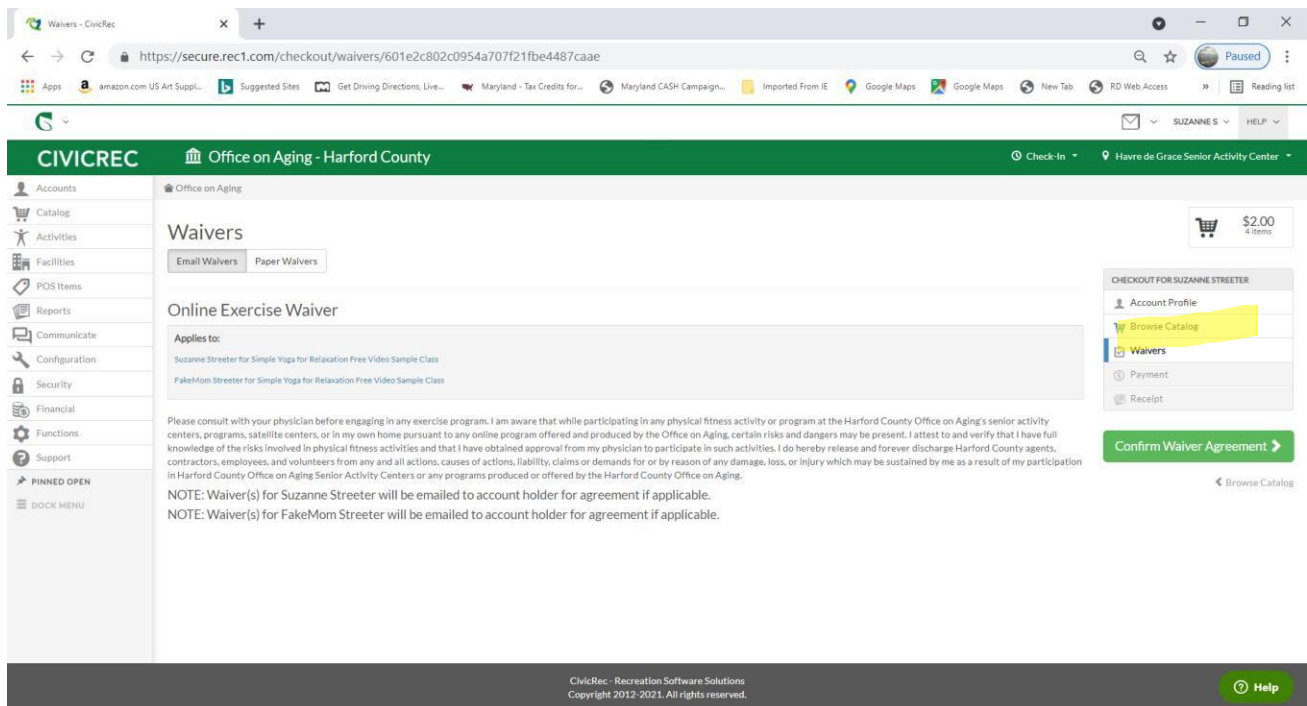
The screenshot shows a web browser window with the URL <https://secure.rec1.com/catalog/index/403f060f818d670d192a716a576419b5?filter=c2VhcmNoPQ==>. The page displays a class listing for "Cardio Toning" with details such as "Free Sample Class (SC105EX)" at the "Virtual Senior Center". A shopping cart overlay is visible on the right side of the screen, showing two items:

#	Item	Total
1.	Suzanne Streeter for Cardio Toning Free Sample Class	\$1.00
2.	FakeMom Streeter for Cardio Toning Free Sample Class	\$1.00
TOTAL		\$2.00

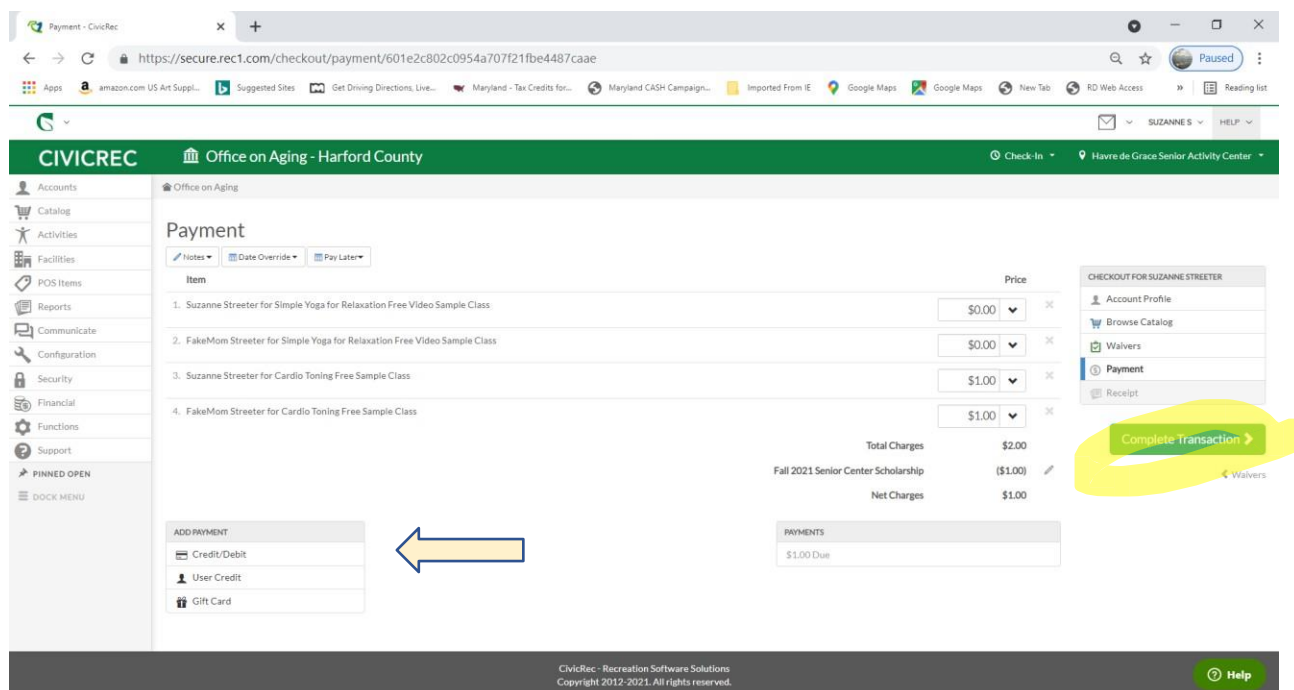
At the bottom of the cart overlay, there are buttons for "Close", "Checkout", and "Help". A yellow callout bubble with the text "Checkout" points to the "Checkout" button.

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.)

Payment - CivicRec

https://secure.rec1.com/checkout/payment/601e2c802c0954a707f21f1be4487caae

CIVICREC Office on Aging - Harford County

Check-in - SUZANNE S. HELP

Office on Aging

Payment

Notes Date Override Pay Later

Item	Price
1. Suzanne Streeter for Simple Yoga for Relaxation Free Video Sample Class	\$0.00
2. FakeMom Streeter for Simple Yoga for Relaxation Free Video Sample Class	\$0.00
3. Suzanne Streeter for Cardio Toning Free Sample Class	\$1.00
4. FakeMom Streeter for Cardio Toning Free Sample Class	\$1.00

Total Charges \$2.00

ADD P...
Amount \$2.00
Overpayment ☐

Continue to Payment

If you are not redirected to a receipt page after completing your purchase, please return to the catalog and try again.

CHECKOUT FOR SUZANNE STREETER

- Account Profile
- Browse Catalog
- Waivers
- Payment
- Receipt

Complete Transaction

Waivers

Help

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.)

Pay - CivicPlus

pay.civicplus.com/api/v2/HostedForm/ySuT7QyfWH711Mpmuhel3GwKoTKoU6/Display?

HARFORD CO SENIOR CENTER CLASS POS

PAYMENT METHOD

☒ Credit or debit card

Card number Credit Card Number

Exp date(MM YYYY) Expiration Date

Security code CVV

VISA MasterCard American Express DISCOVER

Next

Powered by CSG Forte Payments, Inc. Security Privacy TOS

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.

HARFORD CO SENIOR CENTER CLASS POS

PAYMENT INFORMATION [Edit Payment Information](#)

VISA Suzanne Streeter
 Visa Credit Card
 Exp. 02/2027

BILLING INFORMATION [Edit Billing Information](#)

Suzanne Streeter
 351 Lewis Lane
 Havre De Grace, MD, 21078

AMOUNT SUMMARY

Amount: \$1.00

I authorize CSG Forte to initiate a one-time electronic payment from my listed account in the amount specified above.

This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.

[Authorize](#)

Powered by CSG Forte Payments, Inc. Security Privacy TOS

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 [sestreter@harford](#) 351 Lewis Lane Havre De Grace, MD 21078 4437520208

Receipt [Print](#) [Email](#)

Office on Aging - Harford County
 145 N Hickory Avenue
 Bel Air, MD 21014
 410-638-3032
seniorcenters@harfordcountymd.gov
www.harfordcountymd.gov

Registration/Payment Receipt 31281450
 08/05/2021 01:53 PM

Account Information	Payment	Received By
Suzanne Streeter 351 Lewis Lane Havre De Grace, MD 21078 443-752-0208	Credit/Debit \$2.00 Merchant Code 50410448	Suzanne Streeter at Havre de Grace Senior Activity Center

Item	Amount Paid
Suzanne Streeter for Simple Yoga for Relaxation Free Video Sample Class (SC113EX)	\$0.00
SCHEDULE: every Mon/Tue/Wed/Thu/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
Suzanne Streeter for Cardio Toning Free Sample Class (SC105EX)	\$1.00
SCHEDULE: every Mon/Tue/Wed/Thu/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/Thu/Fri/Sat/Sun from Nov 16 to Dec 31 at Virtual Senior Center Online Senior Center	\$1.00
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 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

[Return to POS](#)

Congratulations! You are now registered for classes!

[Help](#)