



Harford County Office on Aging Senior Center Division

FOR MEMBERS – How to use Keyword Search and Filters to find Senior Center classes in the online catalog

Anyone can browse the Senior Center online catalog, however you must create a CivicRec account and renew your Senior Center Membership online to register for classes.

Step 1. Go to the online Senior Center Catalog:

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

You can find the class or classes you are looking for several ways!

1. 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.
2. **You can search by KEYWORD** (for example, type in the instructor's name, or a title, such as Yoga)

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

The screenshot shows the online catalog interface. At the top, there are navigation links: Catalog, Account, Connect, Internal, Policies, Help, Log Out, and a Cart icon. Below these are tabs for different locations: Virtual Classes, Edgewood Senior Activ..., ERCC Edgewood Rec..., Fallston Senior Activity..., Havre de Grace Senior..., McFaul Senior Activity..., and Norristown Activity Center. A search bar is visible with the keyword 'streeter' entered. A callout bubble points to the search bar with the text 'Type in keyword here'. Another callout bubble points to the location tabs with the text 'Location tabs'. The search results show a class titled 'Making Paper Flowers' under the 'ARTS & CRAFTS' category. 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. There is also an 'ACCOUNT MEMBERS' section on the right with checkboxes for Suzanne Streeter (Adult) and FakeMom FakeMom (Adult), both marked 'Eligible', and an 'Add Account Member' button.

3. You can select Filters:

- **Category** (Arts & Crafts, Exercise, etc.). *Example: By checking the Exercise filter, all classes in that category will appear.*
- **Days of the Week**
- **Tags** (Seated, Beginner, Advanced, etc.)

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

The screenshot shows a web browser window displaying the Harford County Office on Aging catalog. The URL is <https://secure.rec1.com/MD/office-on-aging-harford-county/catalog/index/e46e03d07d3d3f3b10453675afc0d0ef?filter=c2VhcmNoPSZjYXRIZ29yeSU1QjESNzczTVEPTE=>. The page features a sidebar with filters and a main content area displaying a list of exercise classes.

Filters:

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

Exercise Classes:

Class Title	Price
Chair Yoga (1) Chair Yoga Think you can't do yoga? Try th...	\$0
Body Conditioning and Training (2) Body Conditioning & Training Train for an e...	\$0
Basic Stretching for Lower Back Pain (1) Learn how stretching can help release mus...	\$0
Cardio Toning (1) This class combines low impact cardio inte...	\$0
Simple Yoga for Relaxation (1)	\$0
Sit & Stretch (1)	\$0
Tai Chi Basics (1)	\$0
Cardio & Strength (1)	\$0
Cardio Intervals (1)	\$0
Cardio Toning w/ Core (1)	\$0
Chair Cardio (1)	\$0
CSR: Core, Strength, Relaxation (1)	\$0
Gentle Yoga (1)	\$0
Gentle Yoga & Meditation (1)	\$0
Qi Gong (1)	\$0
Yoga (1)	\$0

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

Once you find the class you are seeking, click on your name and add to your cart. It will show if you or other household account member are eligible (age 55 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. **You can click on any class title** to get more information about the class, such as the description, days and times offered, etc.

If a 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 **Gentle Yoga and Meditation**:

The screenshot shows a web browser window with the URL <https://secure.rec1.com/MD/office-on-aging-harford-county/catalog/index/e46e03d07d3d3f3b10453675afc0d0ef?filter=c2VhcmNoPSZjYXRIZ29yeSU1QjESNzczJTVEPTE=>. The page displays a catalog of classes with filters on the left and a list of classes on the right. The 'Gentle Yoga & Meditation' class is highlighted, showing details such as 'Free Video Sample Class (\$0.00)', 'Location TBD', '55/yr', 'TBD', 'Open', and 'Time TBD'. A callout bubble points to the 'ACCOUNT MEMBERS' section, which lists two eligible members: Suzanne Streeter (Adult) and FakeMom FakeMom (Adult). A green 'Add to Cart' button is visible below the members list.

You can select **Add to Cart**, add additional classes, and then proceed to **Checkout**. Refer to **How to Register for Classes** procedure on our web site or pick up a print copy at your local center..