## **How to Sign Up for Active Adult Center Lunch Online:**

#### **How to Register:**

Go to gocot.net/registration or use the following QR code with your cell phone camera:



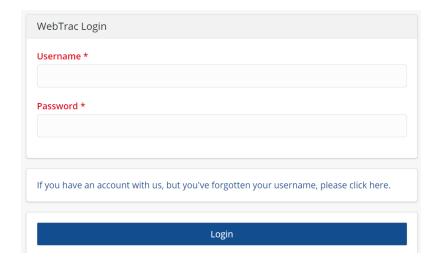
1. Select the "REGISTER NOW" button.



2. Select "SIGN IN/REGISTER" in the upper right-hand corner.



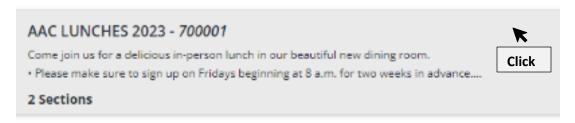
3. Log in using your Username and Password. If you don't have one, please call our front Desk at 303-255-7850



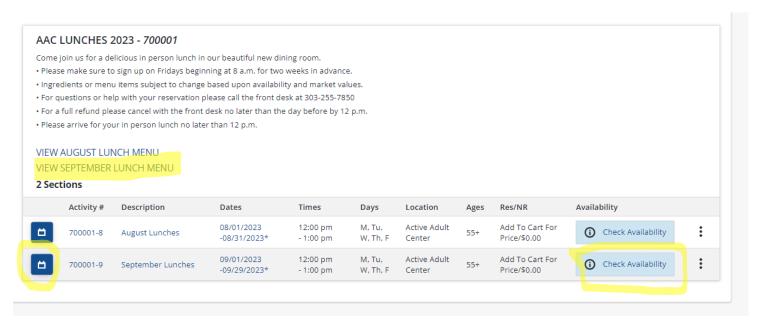
4. Select the Active Adult Lunch Program button.



5. Click inside the gray box to reveal the next screen.

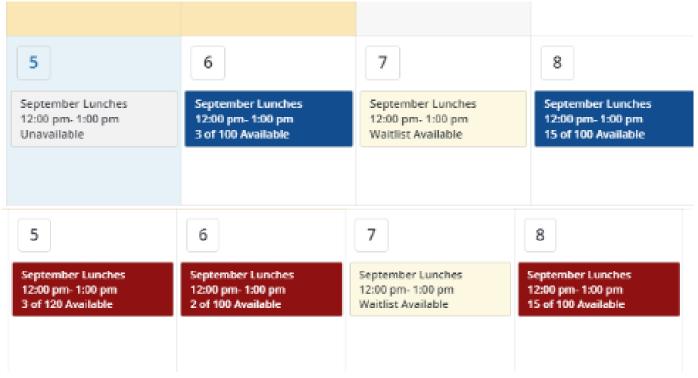


- View menu, if you don't have one. After viewing, go back one page to continue.
- Click on blue calendar icon or "Check Availability" icon to see what days have spots available.



**Please note:** Weeks that split months—e.g. week of October 30 – November 3—please check availability in each month. Don't start with October availability and try to click on "next month" to get November availability. Click on October dates first. Go back a page and click on November dates.

6. The colored blue boxes have available lunch spots. (On a phone or iPad, a small blue **dot** will show availability.) Click the blue box for each date requested. Multiple dates can be chosen. Dates chosen will now be red. Dates selected will show at the bottom with the blue "Add to Cart" button.



- 7. After "Add to Cart" has been selected, all family members in your household 55+ will be displayed.
  - If you are the only one in your household, this page might not show up for you.
  - Please click on the name of each person attending lunch that day.
  - "Continue".

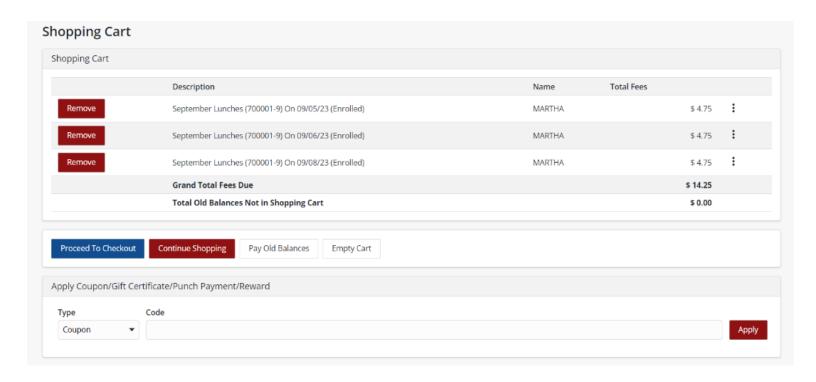


- 8. An ADA question will now appear.
  - \*To skip, click "Continue" if you do not need any ADA assistance.
  - \*If you need ADA assistance, click "yes" and our AIR Coordinator will reach out to you.



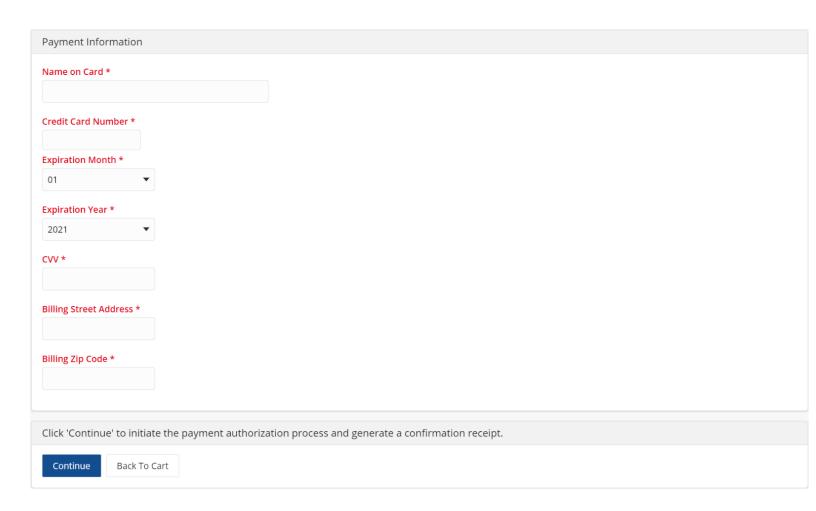
9. Your shopping cart will now be displayed, showing the dates for which, you are enrolled. If you are being charged, you may be out of lunch punches, if you have a punch pass.

- Lunches can be paid for with a lunch punch pass or with a credit card online.
- After proceeding to check out, you will be prompted to enter your credit card information.
- If you do have a lunch pass, \$0 will show. The front desk will take a punch off your pass the night before your lunch.
- Proceed to check out or "Continue Shopping" if you missed a day, you realize you want for lunch.



#### To pay by CREDIT CARD: If you have a pass this screen won't show up!

- Select "Proceed to Checkout"
- o Enter "Payment Information."
- $\circ\quad \text{Once all information is entered, click "Continue" to initiate the payment authorization process}$



9. The Checkout Confirmation will appear. "Your Online transaction is complete".

### **Checkout Confirmation**

# Your Online transaction is complete.

- 10. You must see this message to ensure you are registered for the dates you want. If you don't see it, you are not signed up.
- 11. If you have any questions, please contact Marisol lang at 720-977-5858 or the front desk at 303-255-7850.

if you have any issues with this process, please contact Marisol Lang at 720-977-5858 or the

Active Adult front desk at 303-255-7850



