HOW TO REGISTER ONLINE FOR TPRCP CLASSES & PROGRAMS

Visit gocot.net/registration or scan the OR code below.



- ▶ On this webpage you will find:
 - · Upcoming Registration Dates
 - · Release of Liability Waiver
 - Inclusion Policy
 - Request an Account and More
- ► To register for one of our programs, select the **REGISTER NOW** button.



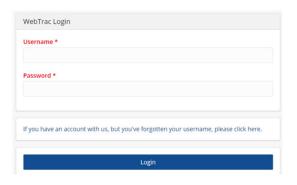
▶ Select SIGN IN/REGISTER.



▶ Log in using your Username and Password.

If you've forgotten your login information, please click the appropriate link.

If you have never created an account at any of our recreation centers, please select **REQUEST AN ACCOUNT**.



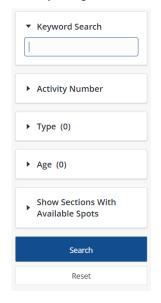
▶ Select the appropriate button for the program you are interested in (i.e. Gymnastics Programs).



▶ If you are not looking for a specific program, you can do a general search by selecting the drop down arrow on **ACTIVITIES** from the menu options and then select **ACTIVITY SEARCH**.



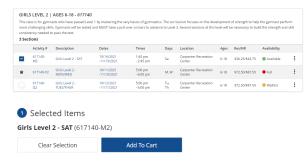
In the Activity Search you can search by Keyword, Activity Number, Type of Class or Participant age. Choosing ONLY SHOW SECTIONS WITH AVAILABLE SPOTS helps in locating programs with openings.



Once you locate your desired activity, select it to to view the description of the class, dates, times, locations, fees and availability.



If the activity you want is available, simply select it and you will see the ADD TO CART button at the bottom of your screen.



▶ Once you select ADD TO CART, any family member that is the correct age to take the class will show up in the FAMILY MEMBER SELECTION section.

Select the family member(s) you wish to enroll and select **CONTINUE**. Once you have answered the questions that populate, you will be directed to the payment screen.

- Once on the payment screen, you can either PROCEED TO CHECKOUT to complete your transaction or CONTINUE SHOPPING if there are other classes you wish to register for.
- Enter your PAYMENT INFORMATION and select CONTINUE to initiate the payment authorization process.



If you have any issues with this process, please contact our registration office at 720-977-5901.