On-Line Registration Process

- 1. Visit the SSILL internet site <u>SSILL-CT</u>.org
 - Click on Programs Tab
 - Click on Blue box Register Online >
- 2. This will bring you to the Guilford Parks and Recreation internet site.
- Register Online 📜



- 3. See upper right corner for Sign In / Register. If you have done this before you will have been assigned a GCC user name. If not proceed to register and it will assign a number, which you will use each time to register for SSILL programs in future semesters >
 - MY ACCOUNT
 SIGN IN / REGISTER
- 4. This page will be a display of 12 GCC Activities click on the SSILL image first row on the far right >
- 5. The next page will list all the programs for that semester (Fall or Spring)
- 6. Click on the first item, likely SSILL Membership and it will open this display

Activity #	Description	Dates	Times	Days	Location	Ages	Cost	Availability	
48200-A6	SSILL Membership 23- 24	07/01/2023 -06/30/2024	8:00 am - 5:00 pm	Su, Sa	Community Center		\$35.00/\$35.00	Available	:

- 7. Note: if you are registering for 2 or more people, enter all selections as if you were selecting all for one person. Step 12 below will clarify
- 8. Click on the check box to the left and it will note your selection in the system.
- 9. Continue on down the list opening the program that interests you and click on the check box for each that you wish to register.
- ^{10.} At the very bottom of the page it will state the number of programs you have selected and list each one with its corresponding activity #.
- 11. If you are satisfied with your selection just click on "Add To Cart"
- 12. It will then take you to a list of your selections:
 - a. if you are registering for just yourself and agree, click on each checkbox and select "Continue".
 - b. If you are registering for 2 or more members, you will see the complete list displayed under each members name. Click on the selected program that are specific to that person.
 - c. The registration process will then separate the choices for each member and present the selections at the completion of the process.
- 13. The next view is of your "Shopping Cart", select "Proceed To Checkout" and complete the payment process.