## **On-Line Registration Process**

- 1. Visit the SSILL internet site SSILL.org
  - Click on Programs Tab
  - Click on Blue box Register Online >
- 2. This will bring you to the Guilford Parks and Recreation internet site.
- 3. See upper right corner for Sign In / Register. If you have done this before you will have been assigned a GCC account number (Household #). If not proceed to register and it will assign a number, which you will use each timestand to register for SSILL program in future semesters >
- 4. This page has a display of GCC Activities click on the SSILL image >
- 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	:

- 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.
- Continue on down the list opening the program that interests you and click on the check box for each that you wish to register.
- <sup>10.</sup> 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 #.
- <sup>11.</sup> If you are satisfied with your selection just click on "Add To Cart"
- <sup>12.</sup> 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.
- <sup>13.</sup> The next view is of your "Shopping Cart", select "Proceed To Checkout" and complete the payment process.





Parks &