

# Online Registration “How To”

- Go to [www.mansfieldcc.com](http://www.mansfieldcc.com)
- On the top right side of the homepage there is a link for Online Registration



- In order to register for programs you will need to login with an account. For those that have registered in the past through our office, Username is your 10 digit Home Phone (Ex: 8604290000). Password is Primary Guardian's Last Name. If this doesn't work, please click the “forgotten password” link for assistance.

**Username:** \_\_\_\_\_ **Password:** \_\_\_\_\_

- Once logged in click on Browse Activities.
- Enter the Activity Number of the program you want to register for and click search.

[0 Items in Shopping Cart](#) | [Log Out](#)

Type:  Age:  Grade:  [Clear Search](#)

Activity Number Search:  [Search](#)

- Place a check mark next to the activity you want to register for and click Enroll Now.

[0 Items in Shopping Cart](#) | [Log Out](#)

Type:  Age:  Grade:  [Clear Search](#)

Activity Number Search:  [Search](#)

[Enroll Now](#) Activities Selected: 160001-A

## 160001 - Infant and Child CPR

Activity-Section	Description	Dates	Days	Time	Ages	Fees	Notes
<input checked="" type="checkbox"/> <a href="#">160001-A</a>	Infant and Child CPR	08/07/2011	Su	9:00A to 3:00P	16 years and Up	\$50	

[Enroll Now](#) Activities Selected: 160001-A

- Choose who you would like enroll in the drop down box and click Add to Cart.

 [0 Items in Shopping Cart](#) | [Log Out](#)

**To enroll in an activity, please complete:**

**Selected Activities:** 160001-A Infant and Child CPR

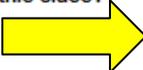
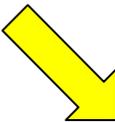
[Clear List](#)

**OR Choose from the Full Activity Listing:** [Activity Brochure](#)

**Family Member to Enroll:**

**How did you find out about this class?**

 [Add to Cart](#)

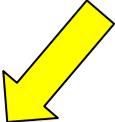


- Read through the Activity Waiver and click Yes, I agree.
- If there are more classes you would like to register for click Continue Shopping. If you are all set to checkout click Proceed to Checkout.

**You have been enrolled for Activity 160001-A.**

**What would you like to do next?**

[Continue Shopping](#) [View Shopping Cart](#) [Proceed to Checkout](#)



- Select which type of credit card you would like to pay with and click Continue.
- Enter in your billing information and click Submit Payment.
- An Adobe Acrobat PDF file should pop up with your receipt.
- If you have any questions please call the reception desk at 860.429.3015, ext. 0.