Note: The Benson Senior Multipurpose Center (Bldg. B) will be closed to the public on Monday, 12/17-21/18 due to Facility Improvement

# **Benson Registration Process**

### At Home Online (12/17-21/18)

- a. To participate in the "At Home Registration Process"
  - a. You must have established a link prior to 12/17/18 timeframe at the Benson Center.
  - b. Either return to your email message sent from Servtracker and click on

<u>"Verify Me Now"</u> or go to https://client.servtracker.com/#/login

b. The screen below should now be visible: input your **email address in the Username area**, and input the "**eight character**" **password** (you created in our office or on your own) in the **password area**, hit the enter key.



c. If you have not already saved your login information to your personal computer, we would recommend that you do so at this point.



b. Select the Site Location of where you will be attending a class (i.e., Benson MP, Mills MP, Darnell MP, Bowden MP):

Choose Class Location: Benson MP

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<b>(F1</b> -3)		MY SCHEDULE	CLASS REGISTRATIO	N HELP CONT.	Martha For	tson + I 🗘 I	My Car	t 🗐 O	
	-					Wal	k me throu	gh a®o	
Search By:	All Locations	All Categories	- Days -	Class starts	+ Ability level+	All Instruc	tors	-	
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		We didn't	found any class, please	contact your Agency					



	d. Select the	CLASS REGISTRATION MEALS F	IELP CONTACT			Michael Allen 👻 1 🔗	l My Cart 🚾 o alk me through ats
Search By:	Benson	All Categories	Days -	Class starts	Ability level	All instructors	
20: 123E sti Class T instra	X - Tai Chi: 11/14/2016 at Date : 11:14-2016 in: :: 845 AM-2016 attor Name : Janet Bee	BA123EX - Tai Chi -WI17 Bant Date: 01-05-2017 Class Time: 23 20 AJ 920 AJ. Instructor Name : Maniy Man				Registered Class	Cancelled Class
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e. Note: The calender indicates eligiblity to register; middle section outline class descritpion; to register click: "Register for class" on the right side -

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acc		e				MY SCHEDUL	CLASS REC	SISTRATION MEALS HELP CONTACT	Michael Allen -   . Ĝ   My art <u>- 0</u> Waik met trough efe
Class Fee	,					\$ .01	Class Name	BA123EX-Tai Chi-WI17	Register for class
Group Siz	ce: Seats'					20	Agency	Accessible Solutions	
Class Cal	endar:				Co	flicting Time	Location	BELAIR	
<	Previous		Current		Nex	Conflict	Class Description	Test a long description to see how it will look on the client portal. Test a long description to see how it looks on the client portal. Test a long description to see how it looks on the client portal.	
		D	ecember 2	2018			Day of Week	Thursday - 8:30 AM - 9:30 AM	
SUN	MON	TUE	WED	THU	FRI	SAT			
						1	Instructor	Manly Man	
2	3	4	5	6	7	8	Start Date	01-05-2017	
9	10	11	12	13	14	15	End Date	12.21.2010	
16	17	18	19	20	21	22	End Date	12/31/2019	
23	24	25	26	27	28	29	Prerequisites	N/A	
30	31			_			Comments	Comfortable clothes	
			January 20	019			Ability Laval	N/A	
SUN	MON	TUE	WED	THU	FRI	SAT	Abinty Level	1072	
		1	2	3	4	5			
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13	14	15	16	17	18	19			
20	21	22	23	24	25	26			

f. Now that you have **selected a class you may proceed to payment** (if there are no conflicts and this is the only class you wish to register for) or for additional classes **go back to the Class Registration** Taband register for additional class(es). **Proceed to payment once all classes have been selected**.

# Fulton County Client Portal Registration Process

rt Reference		Class has been	n successfully added to	o your cart!					
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		Class Name		Class Details	Note			Item Total	
		BA123EX - Tai Ch	ni -W117	Location: BEL AIR Day of Week: • Thu - 8:30 AM - 9:30 AM	This order will expire o	on 12/11/2018 16:12:37. Please process 00:14:48	s within	\$1.01	
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g.

## e. <u>Congratulations:</u> Once you reach the screen the registration is complete.