REGISTRATION

Step-by-step guide for the online registration process

1. **Log in** to your member account at the following website:

   https://tcsp.clubautomation.com

   Note: If you are having trouble logging in or finding your account, call the Front Desk before the registration period to get your username and change your password.

2. Click on **Register for Classes** in left-hand panel.

3. **Click on the class name** for which you would like to register.

   Note: If you do not see the class you are looking for:
   - Check that your rating matches the minimum requirement for the class.
   - Check that it is the correct day for registration – the registration period takes place over 4 days.

4. Click on **Sign Up** next to the class time.

   Note: If it says “Call,” call the Front Dek at (206) 522 – 5008 to be placed on the waitlist.
5. *Select the name* of the person to be registered an click *Add to Cart.*

6. Once you have added all desired classes to your cart, scroll to the top of the page and click on *View Cart* in the upper right-hand corner.

7. Click on *CONTINUE, to Check Out.*

8. *Review class information.* Click on “*Looks Right, CONTINUE.*”

9. *Review* Participate Liability Waiver and Hold Harmless Agreement. Click on *I Agree, CONTINUE.*

10. *Choose payment method* and enter information. Click *CONTINUE.*

    Note: To use the credit card stored on your account or TCSP account credit, select “*House Charge*” in drop down menu.

11. Review payment method. Click On *SUBMIT PAYMENT.*

    **Important:** Your spot in the class is not reserved until payment for the class is submitted.

12. Registration is complete!