



# REGISTRATION

Step-by-step guide for the online registration process

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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 and 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!