



Using our new online registration

You can register for Orange Community Ed & Rec classes through our new on-line registration system, E-Trak, right at your computer! This system will allow you to view our catalog, get additional information about classes, show you a calendar of events, and register for your class – all at your fingertips!

Although this new system will offer many benefits, it also means that all registrations will be done online, and those who register must set up an account.

We have prepared the following “tutorial” providing step-by-step instructions. If you run into problems, just contact our office at 216-831-8601.

See the following pages for help with:



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How to Set Up your e-trak Account

1. On your internet browser, enter <https://etrak-plus.com/prod2/cp?org=89&origin=http://www.orangerec.com/>

Or click [here](#)

2. You will get a “Welcome to Orange Community Education & Recreation Online!” message. You can “X” out of this message (black x in the top right corner of the welcome message).



3. The Sign In screen will appear.
Click “New Account”

4. The “Create New Account” Page will appear. Fill in all information indicated with a ☆ - this is required information.
*Note: Fill in your street address and then go to the **zip code field**, which will automatically enter your city. If the wrong city populates in the “city” field, use the drop-down menu to select correct location.*

5. **USER NAME & PASSWORD:** You will need to indicate a username and a password. To simplify matters, and to ensure that you remember your information, we are recommending that you use your LAST NAME and FIRST INITIAL (Example: Polly Smithers would use smithersp) as your User Name. We also recommend using all **lower case** letters to avoid case-sensitive problems in future.

Important note: *The system is set up to recognize logins and passwords of six characters or more; if your last name and first initial are less than six characters, you may need to include additional letters or numbers to complete the set up. Be sure to write down your sign-in information and keep it in a safe place!*

6. **E-MAIL INFORMATION:** You will note that the E-Mail address is required information. ***If you do not have an e-mail, please enter your login username @dont-have-one.com***
7. An “Add a Family member” prompt may appear. If more than one person in your household participates in OCER events, you can add them now. Once you are finished completing the information on the “Create New Account” page, click the blue “OK” button located at the top or bottom of the page.
8. A new screen will open asking you to sign in with your LOGIN ID and Password.
9. A “Welcome” message will appear – and your account is now ready for use!

Navigating the e-trak Registration System

Once you have signed into your account, your screen will open to your home page. At the top of the page you will see a number of options. A good place to start is to complete some information on the “My Page” button.

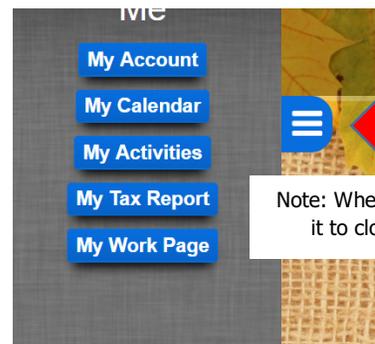
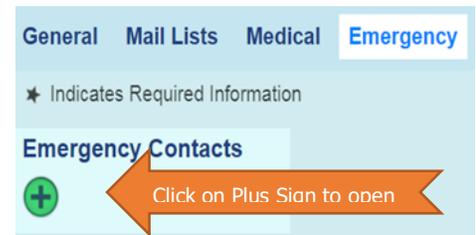
1. Click on “My Page”
This will open up a blue “Me” Tab



2. Click on “My Account”
3. You will see the information that you entered to set up your account. Check to be sure it is correct!
4. At the top of this page you will see a menu of other pages that you can now access. The most important ones for you to review are the General Tab, Mailing Lists, and Emergency Contact Information.



5. **MAILING LIST TAB:** You might want to indicate if you allow e-mail reminders to be sent, and to get weather cancellations!
6. **EMERGENCY TAB:** It will be necessary to indicate emergency contact information on this tab. You will need the person’s name, phone number, and their relationship to you. Click on the plus sign to add this information! Click on “OK” to save.
7. Feel free to explore the other tabs at your leisure!
8. To close the My Account page, click the blue tab beside the menu!



Note: Whenever this tab appears, use it to close the current window!

How To Register for a Class

1. To register for a class, click on the “Register” icon.

2. Another menu will appear on the left.

3. Click the program area



4. A new menu will open, which shows the categories of classes available. For example, by clicking on “Technology & Social Media” all of our computer classes will appear on your screen.

5. Scroll through the classes offered until you find the class you are interested in.

Hint: Be sure to use the grey scroll bar on the far side of the screen to explore the entire page!



6. Click on the “Details” button to get class information, dates, times, and price. Click the “X” in the right corner of the details box once you have reviewed.

7. Click “Register” and follow the prompts on the system until the class appears in “My Cart” on the right of the screen.

8. To enroll for additional classes, return to the “Register” tab, and repeat the process.

Hint: If you can't find the class you want, or don't know what category it is listed under, click the Register button, and go to the Catalog Search at the top of the menu on the left. Type in a key word for the class, and review the search results until you find the class you are interested in!

9. Once you have registered for the classes of your choice, click the checkout button, and follow the prompts to pay for your class.

10. You are now enrolled! You should receive an e-mail confirmation, and an e-mailed receipt if you have listed an e-mail address.

Note: If you are registering for a Senior Center activity, your cart may show an entry for a “Master Pass.” (There is no charge for this pass.) Once we have launched the system, you'll receive a swipe card (called a Master Pass) that will allow you to check in to the Center without having to sign in! DO NOT delete the Master Pass from your cart!