

# How to Register for Classes/Events that require pre-registration at the Tallahassee Senior Center

- Go to the Tallahassee Senior Center website: [www.tallahasseeeniorfoundation.org](http://www.tallahasseeeniorfoundation.org)
- Click on the **Login** icon in the top right corner.



- Click on “Register” to create a registration account:

A screenshot of the registration form on the Tallahassee Senior Center Foundation website. The form has a blue header with the logo and the text "FOR ACTIVE ADULTS". Below the header are two input fields: "Username or Email Address" and "Password". There is a "Remember Me" checkbox and a "Log In" button. At the bottom of the form, there are links for "Register" and "Lost your password?". A blue arrow points from the "Register" link to the "Register" button in the previous list item.

[It is recommended to use your email address as the Username]

Once you have an account, any time you want to register for a class, Log-In to your account by going to “LOGIN” and click on “Log In” when you go to the website for easier registration!

- To register for a class, click on “**CLASSES & PROGRAMS**” at the top of the page.



- Click on “**REGISTER FOR CLASSES**” (or you can click on the type of class such as ARTS PROGRAM, LIFELONG LEARNING, etc)

You will see the list of classes; then click on “**Register**” next to the class you wish to take:

Event ↕	Venue ↕	Date ↕	
Draw with Your Eyes, Paint with Your Heart, ART CARD	ZOOM	January 4, 2023 1:30 pm	<a href="#">Register</a>
Senior Safety Series 2023		January 21, 2023 10:30 am	<a href="#">Register</a>
Healthier Holidays, Healthier Eating	Tallahassee Senior Center - Dining Room	December 13, 2023 11:00 am	<a href="#">Register</a>
Clay Hand Building for the Absolute Beginner	Tallahassee Senior Center - Clay Studio	January 5, 2024 9:00 am	<a href="#">Register</a>

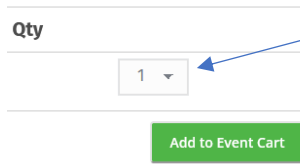
A blue arrow points from the "Register" link in the last row of the table to the "Register" link in the previous list item.

- Once you have selected a class, add the number of tickets to your Event Cart.

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Add to Event Cart



If you have more than one event to register for, click on **“Return to Events List”** button and repeat the process above to register for additional activities or events.

**1 ITEM WAS SUCCESSFULLY ADDED FOR THIS EVENT.**

< Return to Events List   Proceed to Registration >



There is currently 1 item in the Event Cart.

View Event Cart

- Once you have added all your events to the Event Cart, you can then click on **“Proceed to Registration”** button.

**1 ITEM WAS SUCCESSFULLY ADDED FOR THIS EVENT.**

< Return to Events List   Proceed to Registration >



There is currently 1 item in the Event Cart.

View Event Cart

- Add your cell phone to the Personal Information page; then click on **“Proceed to Finalize Registration”** at the bottom right of the page.
- Enter your credit card information.

Once processed, you will see a **“View Full Order Confirmation Receipt”** on your screen and you will receive an email receipt!

**Questions? Or if you run into issues, call the Tallahassee Senior Center 850-891-4000 and ask for registration assistance!**