

City of Cerritos eCONNECT USER'S GUIDE

eCONNECT

Use this to:

- Register for a Recreation class
- Register for a Library program

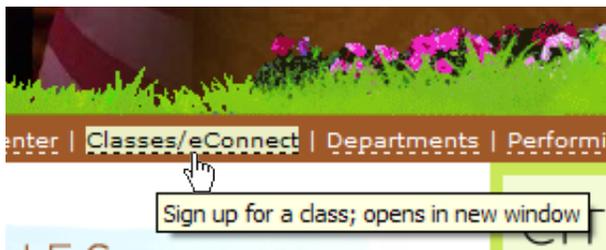
CUPID Database

To access eConnect you have to be in the City database. See www.cerritos.us/RESIDENTS/recreation/class_registration_econnect/cupid.php or call Recreation Services at (562) 916-1254 for more info.

GETTING TO THE eCONNECT SITE



Open your Internet browser and go to the City of Cerritos website at www.cerritos.us.

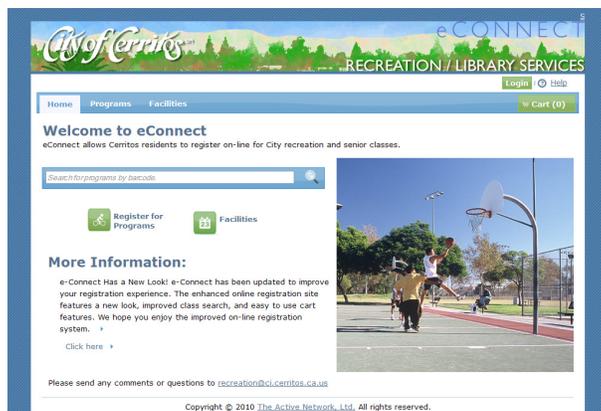


Select the link “Classes/eConnect” just below the slideshow.



or

From the flyout menu select “I want to...”>“Register for a”> “Library activity” or “Recreation class.”

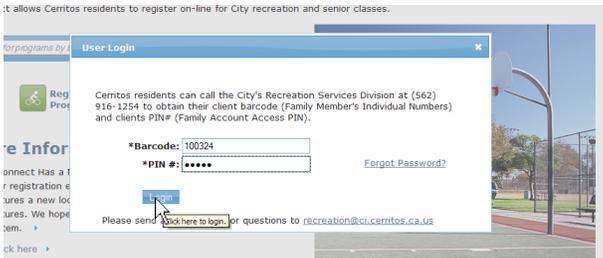


You are now on the eConnect site.

LOGIN



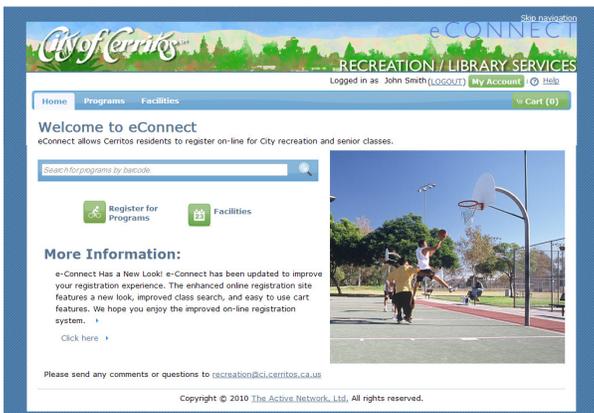
From the main eConnect page, click on the “Login” button near the upper-right corner.



A pop-up box will appear. Enter your barcode number and PIN.

If you forgot your barcode and PIN, or are not in the City database, please call Recreation Services at (562) 916-1254 for more information.

Click on “Login.”



You can now freely access the eConnect site.

Your login name, “Logout” link, and “My Account” button should appear in place of the login button upper-right corner.

OVERVIEW

The screenshot shows the City of Cerritos eCONNECT website interface. At the top, the City of Cerritos logo is on the left, and 'eCONNECT RECREATION / LIBRARY SERVICES' is on the right. Below the logo, it says 'Logged in as John Smith (LOGOUT) My Account | Help'. A navigation bar includes 'Home', 'Programs', and 'Facilities'. A search bar is labeled 'Search by class #' and contains the text 'Search for programs by barcode'. To the right of the search bar are buttons for 'Logout', 'My Account', and 'Cart (0)'. Below the search bar are buttons for 'Register for Programs' and 'Facilities'. A callout box on the left points to the 'Register for Programs' button with the text 'Register for a class or library program'. Another callout box points to the 'Logout' button with the text 'Logout'. A third callout box points to the 'My Account' button with the text 'Account Settings'. A fourth callout box points to the 'Cart (0)' button with the text 'Shopping Cart'. The main content area features a 'More Information:' section with a paragraph about the site's update and a 'Click here' link. Below this is an email address: 'recreation@ci.cerritos.ca.us'. A photograph of a basketball game is on the right. At the bottom, there is a copyright notice: 'Copyright © 2010 The Active Network, Ltd. All rights reserved.'

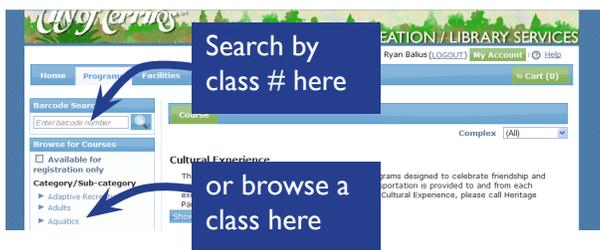
Note that after a period of inactivity, the system will automatically log you off.

REGISTERING FOR A CLASS

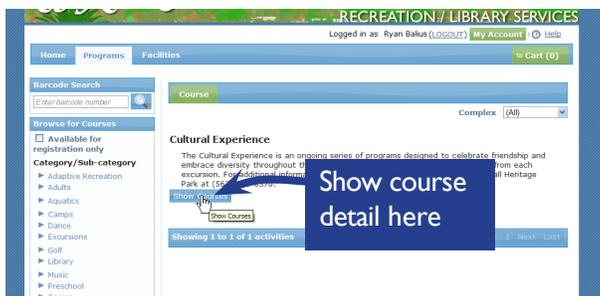
After login, click on the “Programs” tab at the top of the page or the “Register for Programs” button in the middle of the page.



Use the navigation option on the left side of the page to browse for a particular class, or use the barcode search above it if you know the class number.



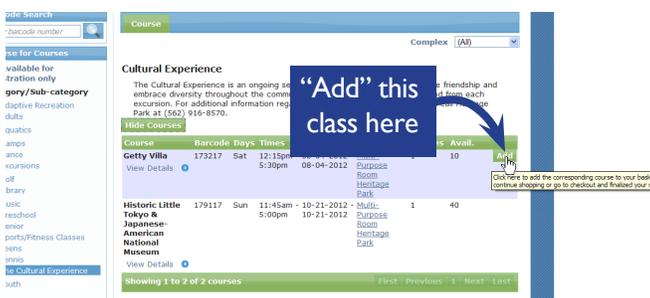
After clicking on a course category, click on the “Show Courses” button at right to see what classes are offered.



Class tables are shown, including further details about the class (ages, fees, description, registration dates), its schedule, location, and total class size and spots available.

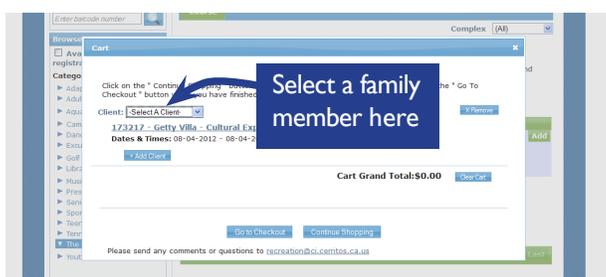
Click on the “Add” button on the right side to add a class.

(Note that a “Waitlist” button means the class is full and you will be put on a waitlist in case the class has an opening. If no button appears, the class is not accepting registration).

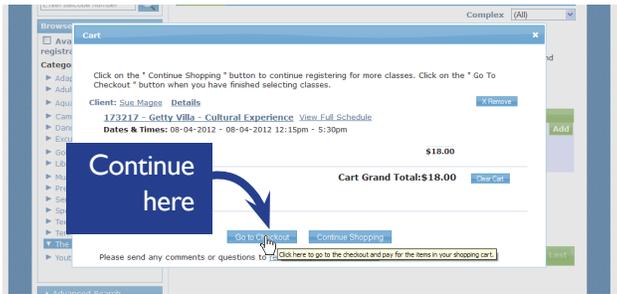


A pop-up box will appear. Select the family member you would like to register in this class from the “Client” dropdown menu.

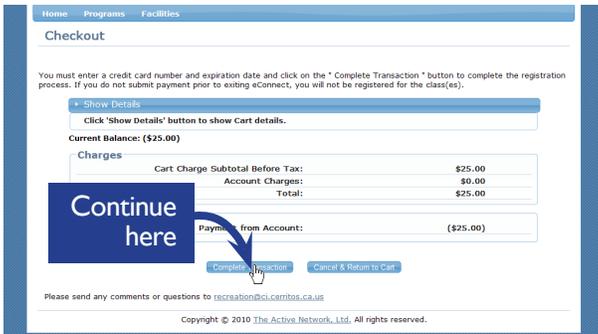
(Note after you select your family member, please wait until the screen updates itself before you continue.)



REGISTERING FOR A CLASS (CONTINUED)

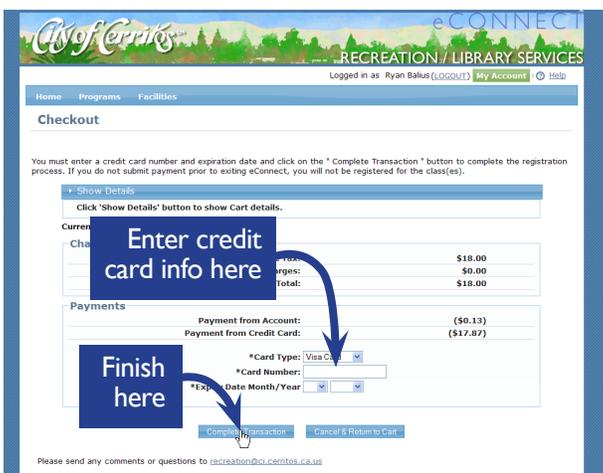


From here, if you would like to complete your registration, click on the “Go to Checkout” button. If you would like to add more classes, click on the “Continue Shopping” button and then repeat the previous steps.



Review the totals and click on the “Complete Transaction” button to proceed to pay for registration.

If you change your mind about purchasing at this time, click on “Cancel & Return to Cart.”



Enter your credit card information to pay for the transaction.

Finally, click “Complete Transaction.” Please wait as it may take several seconds to process your credit card payment.



The “Transaction Completed” page appears.

Congratulations, you are now registered for the class.

Click on the print icon button to print your receipt. Print and keep this page for your records.

Click on “Start Page” to go back to the eConnect homepage.

