SCC Yoga Club	Work Instruction
	How to use Uplifter to Register for a Class (to reserve a spot)

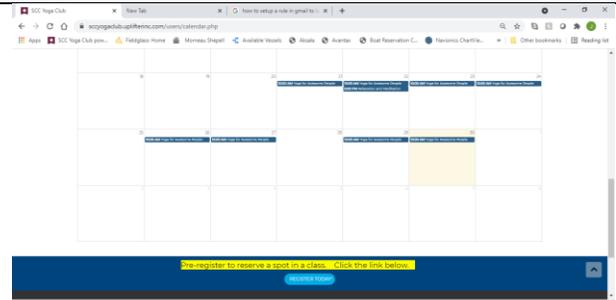| **Activity**	Reserving a spot in a class (up to 60 hours in advance) Going on the waitlist for a class. Withdrawing from a class to free up the spot for another member
Prerequisite	Active personal e-mail and an Uplifter member profile

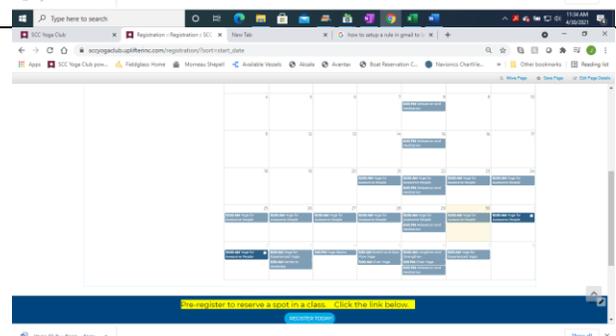| Step	Detail
1. Open your web browser and go to the Uplifter Yoga Club webpage	.**https://sccyogaclub.uplifterinc.com/**
2. In the right corner, select Login and enter your username and password.	
3. In the right upper corner select the arrow next to your name and select MY ACCOUNT. This takes you to your personal webpage for Yoga Uplifter.	
4. On the MY ACCOUNT page, you find <u>your</u> account information, your personal calendar of classes you registered for, and your invoices and payments. Select Calendar.	
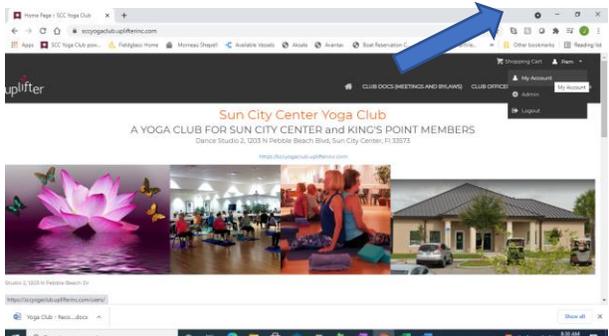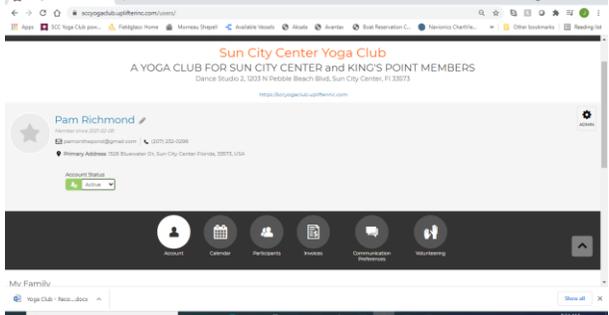
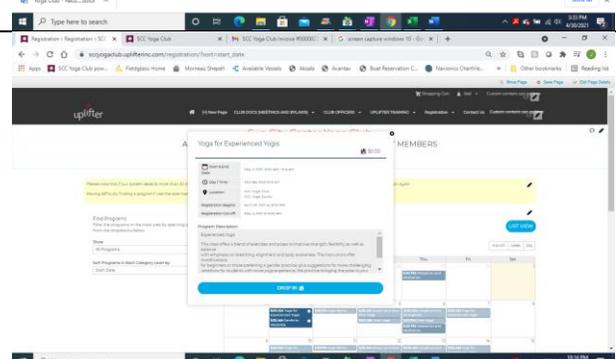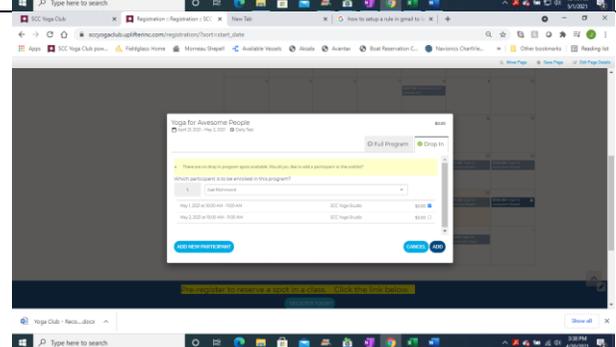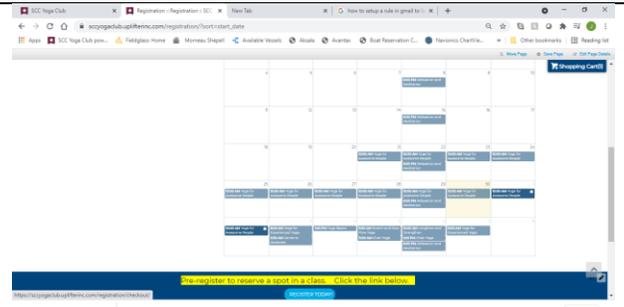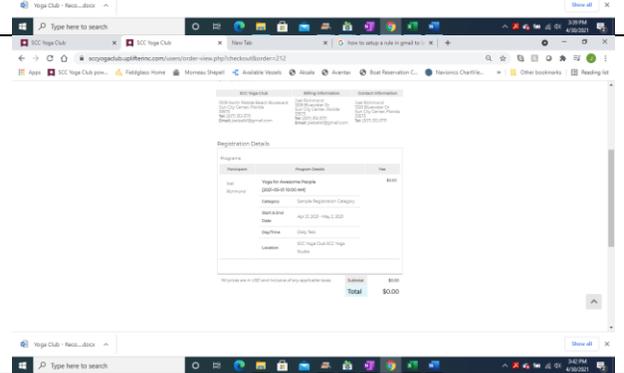|		
5.	Your calendar shows the classes you have already registered for. To register for a new class click the REGISTER icon below the calendar.	
6.	Available classes are in dark blue. Click on a class to register.	
7.	A registration popup will be present which you can check. Click DROP-IN.	
8.	Check the classes you want to take and click ADD.	

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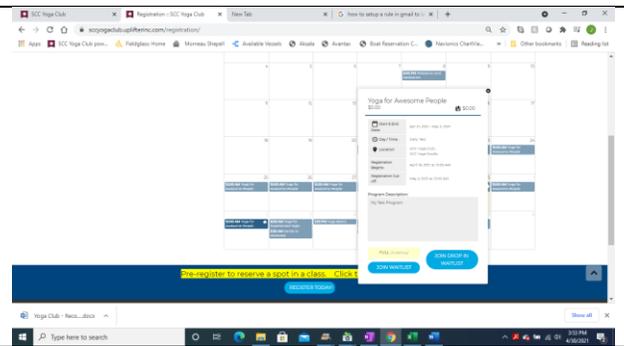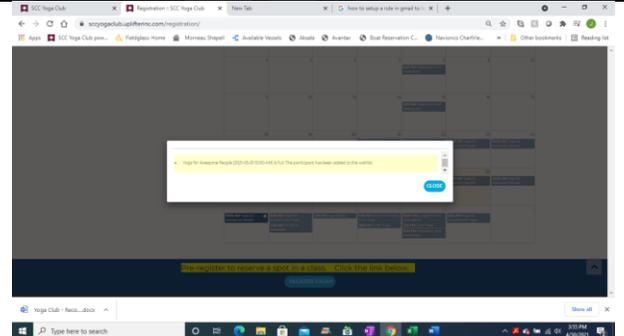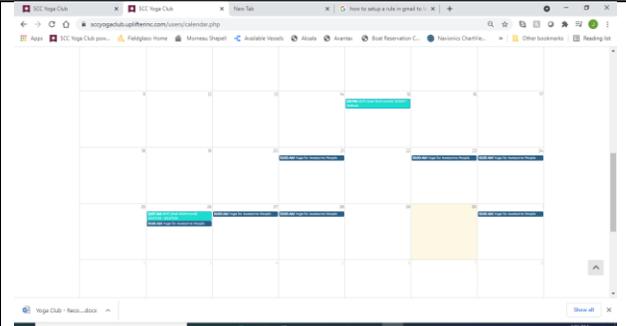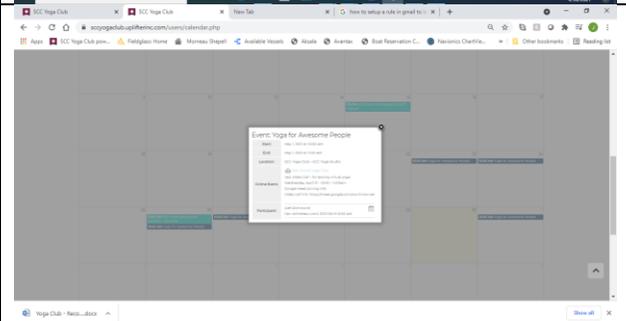|	
9. Click SHOPPING CART in the upper right. 10. Click CONTACT INFO 11. Click CONFIRM	
12. View your registration booking. 13. Check your booking by going back to your personal calendar (optional) as in steps 4 and 5.	
==WAITING LIST==	
14. If a class is full you will not be able to complete step 7. But you may be able to be put on a waiting list. If someone withdraws from the class, Uplifter will notify you by e-mail. 15. Click JOIN DROP IN WAITLIST 16. Click ADD	
17. You will see a confirmation that you are added to the waitlist. 18. Click CLOSE.	
==WITHDRAWING from a CLASS==	

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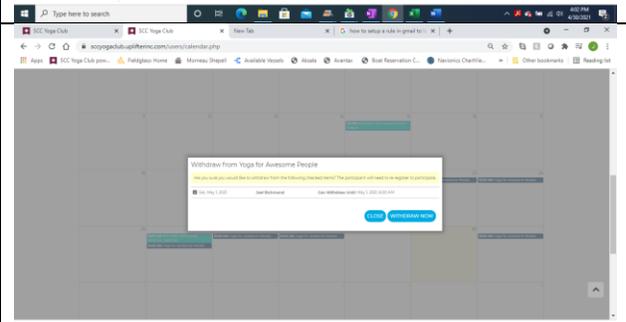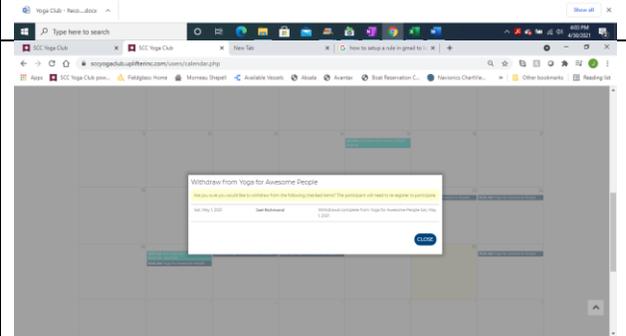|	
19. Access your calendar as in step 4. Recall the dark blue classes are the ones you have registered. Click on the class you with to withdraw from.	
20. A popup will be presented. At the lower right click the X to withdraw from the class.	
21. Click WITHDRAW NOW.	
22. You are now withdrawn from that class. Click CLOSE.	
23. Log out of your account.	