

# How to Register for Classes Online–Standard Operating Procedure

1. Go to [portal.discovernac.org](http://portal.discovernac.org) and login

**LOGIN**

**Username:** cassadyl@discovernac.org

**Password:** .....

[Forgot your password?](#)

For further assistance, contact reservations at 435.649.3991

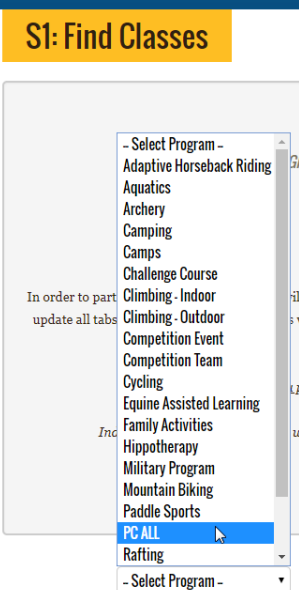


2. Click “Find Classes” in green

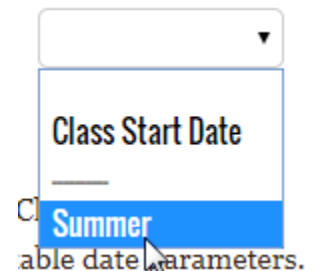


Participant packet has been replaced with the **Profile link** above. Please take a moment to review information before selecting lessons. Feel free to update your information as things change, but **you date this annually.**

3. Choose drop down arrow next to “Select Program” and pick your program



4. Then choose the next drop down box to pick a specific season



5. All class dates and times will pop up. Select the time and day you want by clicking “Add” (which means the class is still accepting people) or “Waitlist” (which means the class is full and you will be on a waitlist)

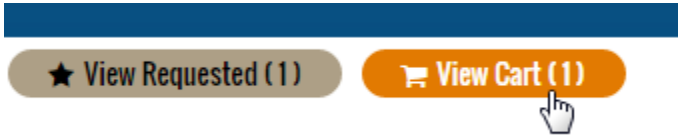
PC ALL | Summer | Start Date 06/01/2018 | End Date 08/31/2018

SEARCH RESULTS: [Individual Classes \(1\)](#)

INDIVIDUAL CLASSES [Back to Top](#)

Action	Start Date	Day	Time	Class	Cost
<a href="#">Add</a>	6/1/18	Friday	03:00 PM - 05:00 PM	PC ALL - June	\$19

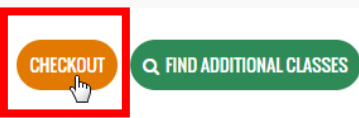
6. Once added or waitlisted, class will go into your cart in the upper right-hand corner. Click “View Cart” to continue checking out. \*Note: Equestrian Program Registration is done by request only, so those will show up in “View Requested” box and no further action is needed\*



7. Continue to checkout if after confirming you have the class(es) you want

INDIVIDUAL CLASSES

Action	Start Date	Class	Day	Time	Cost
<a href="#">Remove</a>	6/1/18	PC ALL - June	Friday	03:00 PM - 05:00 PM	\$19.00
					<b>\$19.00</b>



8. Either confirm payment with a credit card upon checkout or choose the “Please Bill Me Later” option.

If you require financial assistance, please complete our [Scholarship Application](#) or [Payment Plan](#) and submit it to [reservations@discovernac.org](mailto:reservations@discovernac.org).

**Reminder:** you are not registered for any lessons until you complete the cart transaction.

<b>Opportunity Name:</b>	Invoice 2018-05-04 (OR74664)	<b>Order #:</b>	OR-00010034
<b>Bill To:</b>	Cassady Ludvigsen 1101 Elk Rd Coalville, UT 84017 United States	<b>Order Date:</b>	5/4/2018
		<b>Primary Contact:</b>	Cassady Ludvigsen

DETAILS	DATE	TIME	FEES
PC ALL - June	06/01/2018	03:00 PM - 05:00 PM	\$19.00

<b>Total:</b>	<b>\$19.00</b>
<b>Payments/Credits:</b>	<b>\$0.00</b>
<b>Balance Due:</b>	<b>\$19.00</b>

Please bill me later using the following payment type. --None--  
CONFIRM PAYMENT CANCEL  
Invoice  
Scholarship

9. The next page is the order receipt and link to the Scholarship Application, which must be turned in ASAP. \*Note: Scholarship or Payment is needed as well as a complete profile and electronic signatures before registration can be confirmed\*

## Order Receipt

Thank you for registering for our programs. We look forward to working with you. Please review the [Participant Handbook](#) for program policies.

If you have not done so, please submit to [Scholarship Application](#).