

## Registration Instructions for Community Classes/Clubs:

1. Click on the link in the email or below:

<https://oarc.campmanagement.com/individual-register>

2. Fill out the registration form, click continue to registration options

Note – once you click continue you will receive an email at the address you entered with a password to log back in to the site in the future.

3. Click Individual registration for “name”

4. Click Add this registration option for the class that you are interested in registering for.

5. Once you've selected the class, click save and continue.

6. There will be a prompt to ask you to complete a form in the form section once you have completed registration, click save and continue (you can complete the form after registration is complete).

7. To pay by cash, check or to be billed through Self Direction select **pay deposit only** and **Check** under payment pethod. To pay by credit card, select Pay in Full Now and Credit Card under payment method, enter your credit card information.

8. Select you have read the terms and conditions.

9. Enter your name under signature and click submit registration request

- You will receive an email once the registration has been reviewed by staff

10. Click on forms, click on the form 2019 Additional Information needed, fill out the form, click submit. This form only needs to be filled out once per year unless your contact information changes or a change in your Self Direction enrollment occurs.

11. In the even you elected to pay by check or cash, a staff person will be in touch to make payment arrangements prior to the start of class.

12. Call or email with any questions related to the registration process:

Stacey Delcour, 585-919-2263, [sdelcour@ontarioarc.org](mailto:sdelcour@ontarioarc.org)