

# **Thief River Falls Community Education Online Registration Instructions (Consumer)**

***THIS IS FOR PAYMENT WITH DEBIT/CREDIT CARD ONLY!!!***

1. Log on to [www.trfcommunityed.com](http://www.trfcommunityed.com)
2. Click on BROWSE CATALOG
3. Click on the area of interest
4. Click on class of choice
5. Add item to shopping cart by clicking on shopping cart icon
6. New users: Create an account
  - a. Click on CREATE ACCOUNT
  - b. Enter all required information; include your email address
  - c. Click SAVE; write down and keep assigned password
7. Returning users
  - a. Click CHOOSE PARTICIPANT
  - b. Log into your existing account by entering in primary phone number and password; if you have forgotten your password, ask for assistance or click on FORGOTTEN PASSWORD and follow instructions
  - c. Select the correct family member you are registering; if the participant is not listed, click on PARTICIPANT NOT LISTED and enter in their information
  - d. Click NEXT
8. If billing information/name is not listed on the top, click on CHOOSE PROFILE and select the person's name responsible for account
9. Click CONTINUE SHOPPING if you have more classes to add to the cart
10. Click CHECKOUT
11. Give credit card number and expiration date; all other payment types (cash or check) have to be entered by a staff member
12. Click NEXT
13. A receipt will be emailed to you.
14. Please click on LOGOUT on the very top upon completion.

**Thank you for registering with Community Education!!**