

Member Instructions to Enroll for a Class (04/20/2017)

- 1) Access the class schedule at www.KeystoneCanine.com
- 2) Review the Schedule to determine what classes you wish to enroll each dog.
- 3) Click on a class that you wish to enroll.
 - a) The system will display a dialog box asking if you are a member.
- 4) Click on "Yes."
 - a) The system will display fields to login.
- 5) Enter your last name and your password. If you have never used the system before, type the word "RESET" (use RESET if you forget your password also) in the Password Field (it is not case sensitive) and establish a password.
 - a) The system will respond with a new enrollment page that includes additional instructions and information. Please read it. If you are unsure of the required prerequisites for the class you have chosen, there is a link to the Classes page so that you may review them. After reviewing them, you can use the Back Arrow to be returned to the Enrollment Page and continue.
- 6) Make certain the the "Member" box is checked.
- 7) Verify that the class in the Drop Down Box titled 'Class' is the class you chose, if not, choose the correct class.
- 8) Enter your dog's Information.
- 9) Select the appropriate box for Class Prerequisites.
- 10) Select a payment type and click on the Submit Button
 - a) The system will respond with a Confirmation that your enrollment was processed and you will later receive an email confirming the details of your enrollment.

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- 11) Select "Go to My KCTC Page"
- 12) Select the class in which you just enrolled.
 - a) The system will provide you with an invoice for that class only.
- 13) Print the Invoice and include it with your payment.
 - a) If you use Paypal, there is no need to print it unless you want it for your records.
- 14) Click on the BACK button to enroll in another class and select "Enroll in KCTC Class."
 - a) The system will respond by displaying the Enrollment page
- 15) Refer to the Instructions beginning with # 7 to proceed.
- 16) LOGOUT when you are finished