Keystone Canine Training Club
Non Member Instructions to Enroll for a Class(4/20/2017)

1. Access the KCTC website at www.keystonecanine.com

2. Select Class Schedule from the sidebar on the left side of the screen.

3. Review the Schedule to determine what classes you wish to enroll for each dog that you plan to train. (If you are training multiple dogs, it is best if you do not put them in the same class)

4. Click on a class you wish to take.

    a. The system will respond with a dialog box asking if you are a member.

5. Click "NO"

    a. The system will respond with a 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 determining that you and your dog meet the requirements for the class you wish to take, you can use the Back Arrow on your browser to return to the Enrollment Page and continue.

6. Make certain that the "MEMBER" box is blank or your entry will not be accepted

7. Verify that the class in the Drop Down Box entitled Class is correct, if not, you may choose a different class.

8. Enter the information requested for you and your dog.

9. Select the appropriate box for Class Prerequisites

10. Select a Payment Type, and SUBMIT.

    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,

11. Select "Go to My KCTC Page."

12. Select the class in which you just enrolled

    a. It will display in a red font if you used anything but Paypal. If you used Paypal it will be green. Red indicates payment due.

    b. 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, unless you would like to keep it for your records

14. Click on the BACK button to enroll in another class and select "Enroll in KCTC Class," then return to # 7 above to proceed.

15. LOGOUT when you are finished and thank you for choosing KCTC.