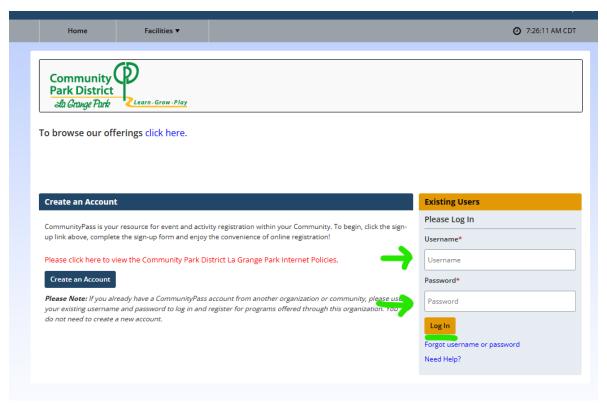
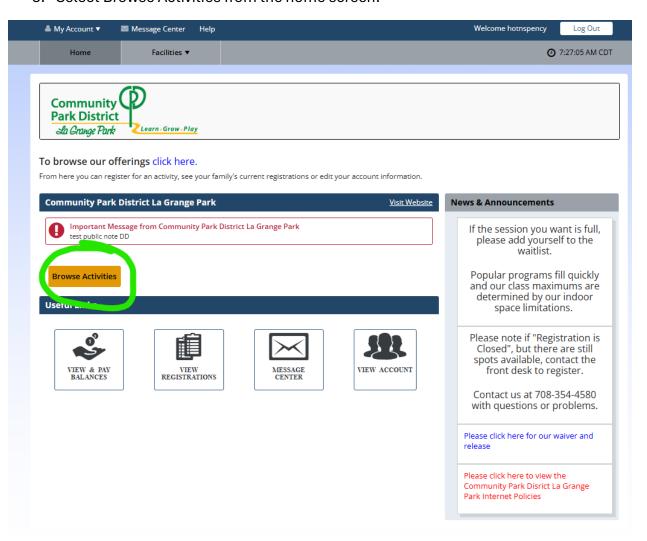
## **Group Ex Class Sign Ups**

- 1. Visit <a href="https://register.capturepoint.com/reg/login.cfm?cuBOAfTV">https://register.capturepoint.com/reg/login.cfm?cuBOAfTV</a>
- 2. Enter your log in credentials and click log in.

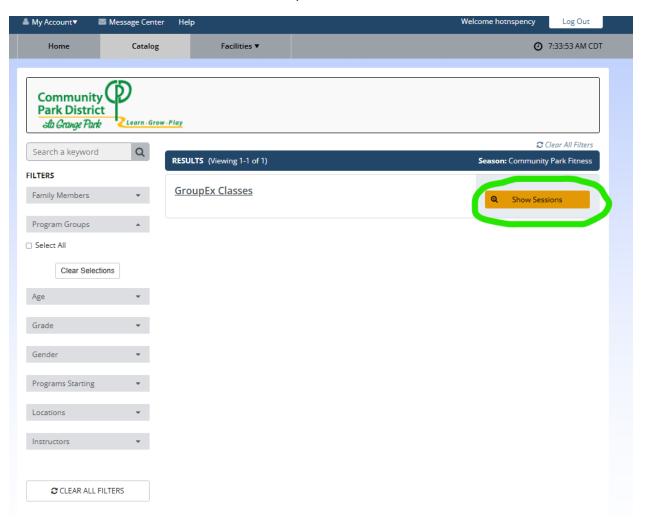


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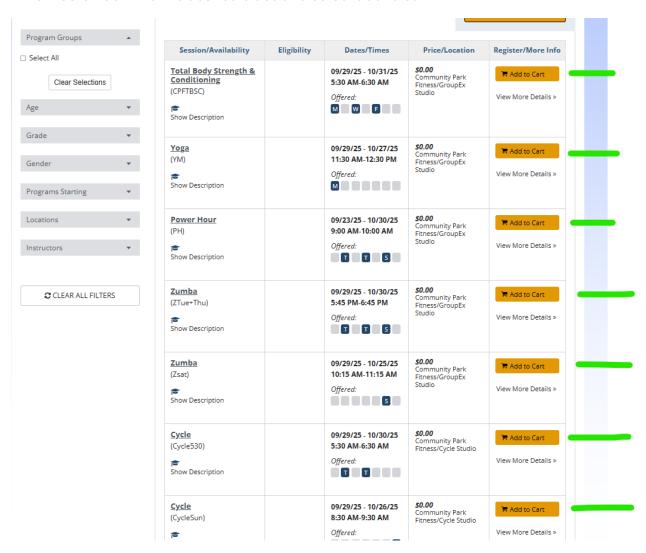
3. Select Browse Activities from the home screen.



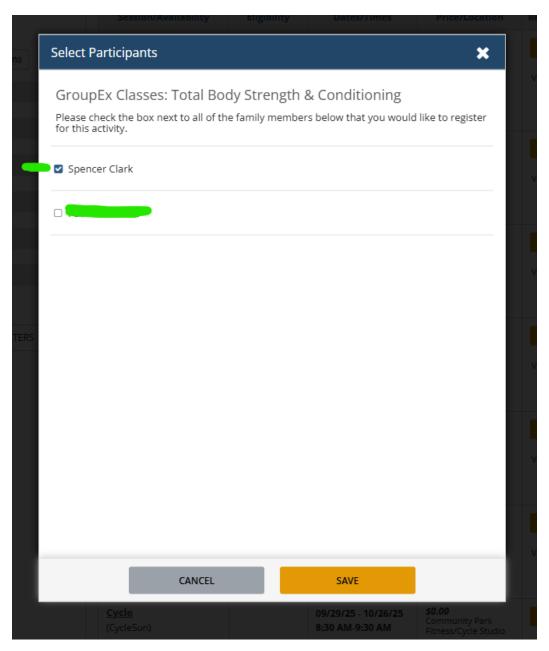
4. Select Show Sessions next to GroupEx Classes.



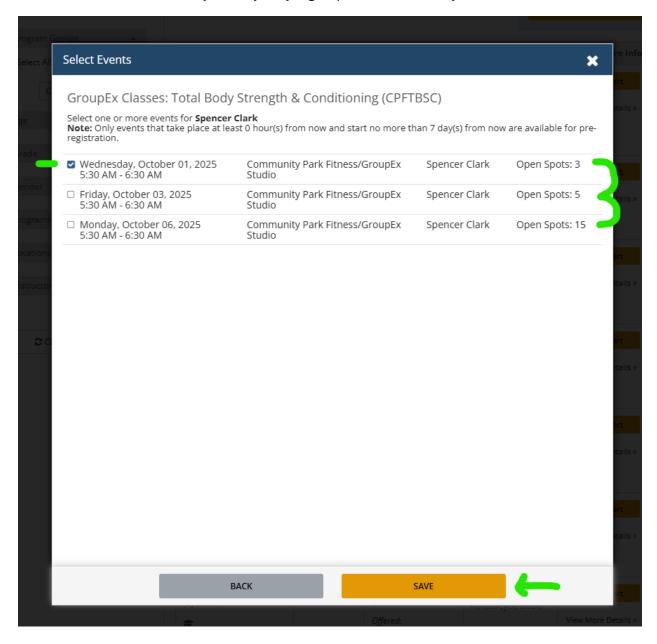
## 5. Scroll down to the desired class and select add to cart.



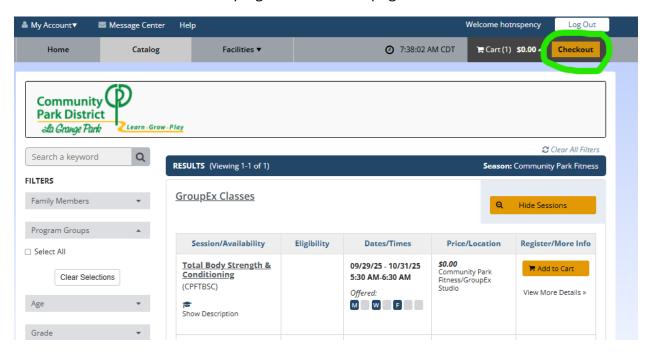
6. Select who on your account is registering for this class.



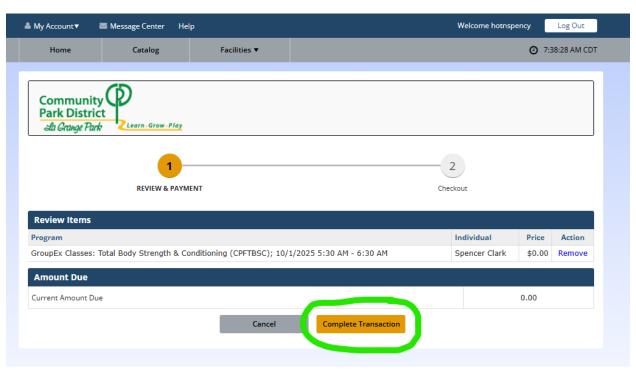
- 7. Select the date you wish to register for.
  - ★ Please note, you may only sign up for a class 7 days in advance.



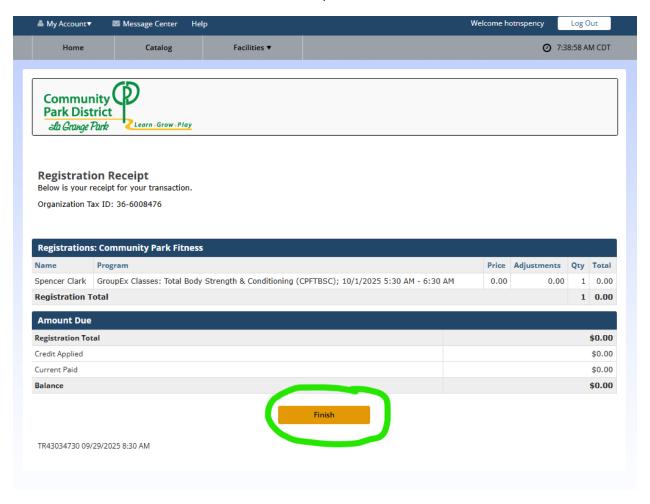
8. Select checkout at the top right corner of the page.



9. Select complete transaction.



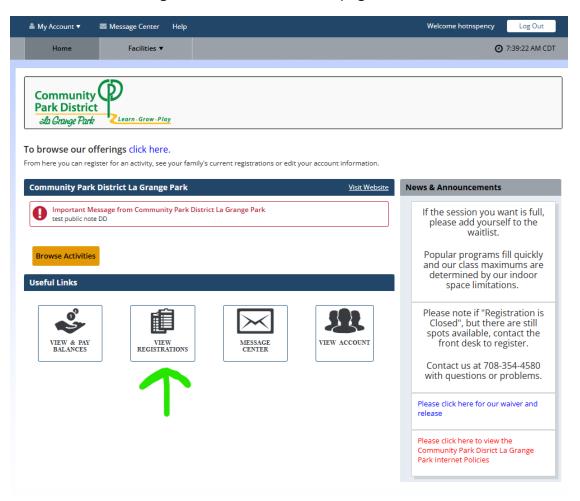
## 10. Select finish at the bottom of the receipt.



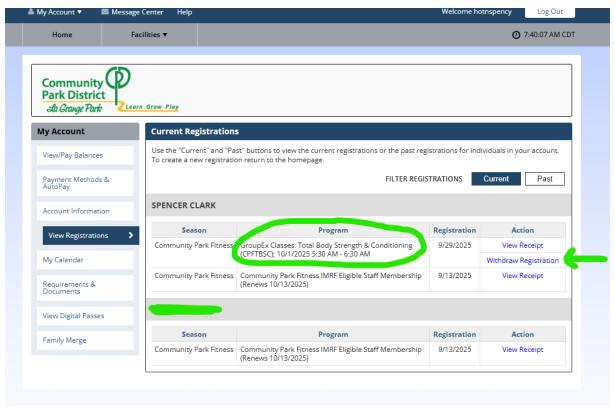
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## Viewing Registrations/Withdrawing from a Registered Class

1. Select View Registrations from the home page.

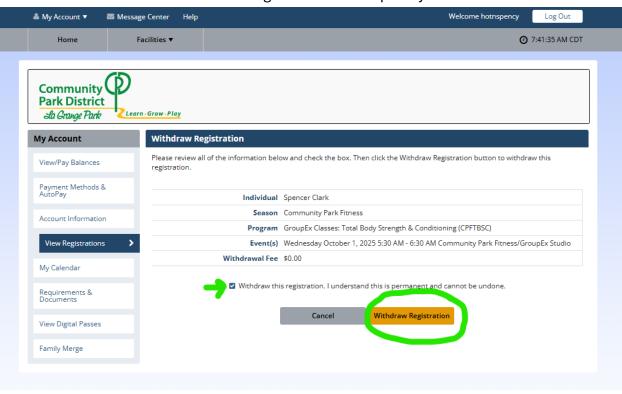


- 2. Review the programs registered for within community pass.
  - ★ If you would like to withdraw from a class, you must do it a minimum of 8 hours before the start time of the class. To do so, select Withdraw registration on the right-hand side.



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3. Check the box and select Withdraw Registration to complete your withdrawal.



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