



LAURI ANN WEST COMMUNITY CENTER

Registering For Events/Programs - Quick Guide

Please follow the following instructions for registering for a program or event through Daxko (our membership software). If you are still having trouble after following these steps please contact questions@lauriannwestcc.org or our welcome desk at (412) 828-8566.

1. Click on the registration link for the program or event on our website. You will see a screen similar to this.

The screenshot shows a registration page for the event "Celebrate the Center (CTC) - Pre-Sale Individual Ticket". The price is listed as \$75.00. A prominent blue "REGISTER" button is visible in the top right corner. Below the button, there is an "Open" link. The page includes sections for "Date and Time" (Sep 22, 2023, Fri @ 7:00 PM-10:00 PM (3 hours)), "Location" (Lauri Ann West Community Center, 1220 Powers Run Road, Pittsburgh, PA 15238), "Description" (Join us in celebrating 40 years of being the community center...), "Registration" (NON-MEMBER and PROGRAM MEMBER options with end dates), "Eligibility" (Open to everyone), and "Costs" (Program Member: \$75.00, Non-Member: \$75.00).

2. Click on the blue **REGISTER** button in the top right hand corner. You will be taken to a login page.
3. Enter the email address that is tied to your membership or non member account at the Lauri Ann West Community Center and then enter your password.
 - a. Note that if you have registered for items in the past and have chosen "Keep me logged in" you may not need to enter an email address or password.
 - b. If you have never registered for anything at the facility before you may need to click on Sign Up and create a new account. Please select Non-Member from the list of options and follow the prompts on the screen.
 - c. This is the screen that causes the most confusion. If you are not able to get logged in please reach out to one of the staff members listed above. They will be able to send you a "Reset Password Link". Because payment information is tied to active members, the system is very careful with its login information.
4. At the next screen click on the name of the person registering for the event or program. You can only pick one person at a time.
5. One the next screen fill in any required information and click **NEXT**.
6. If you are registering only one person for one program or event you can select **CHECKOUT** on the next screen. If you would like to register another person please select **ADD MORE PROGRAMS**.
7. Find the program or event you would like to register and follow the steps above for that registration.
8. When you are done with all registrations click on **CHECKOUT** and follow the prompts for payment.