

How to Register for a Class or Program at the Pozez JCC

If you need technical support accessing our Member Portal, please contact us at support@theJ.org or 703.323.0880

1. Go to theJ.force.com and log in to your Member Portal account.

If you haven't done so already, you'll need to create an account. For help, [click here](#).

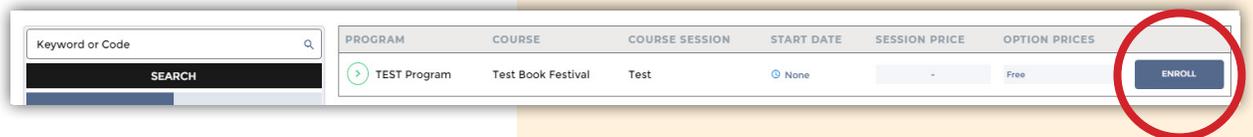
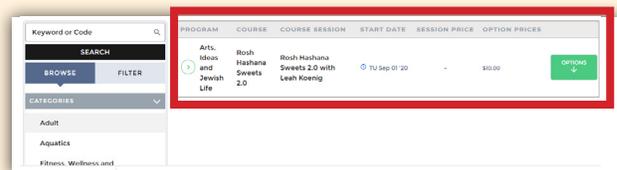
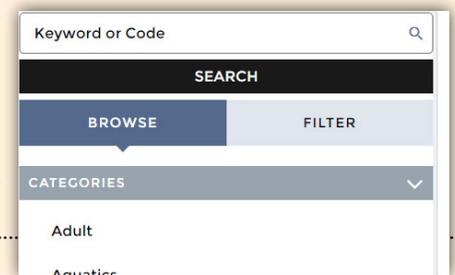
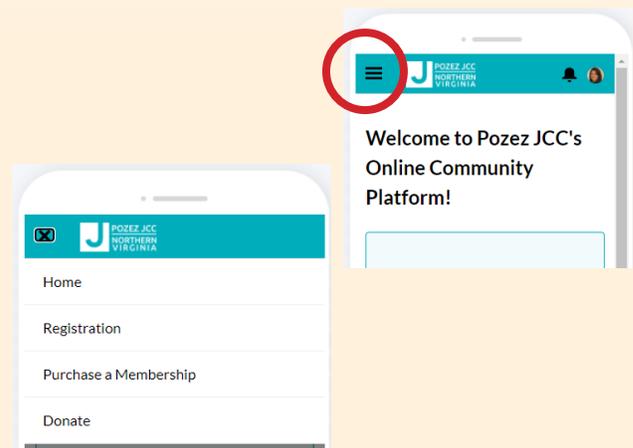
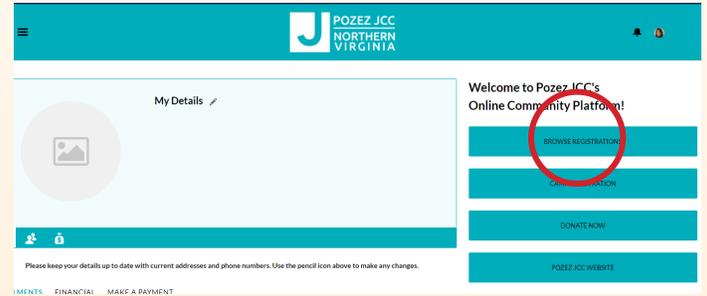
2. Click the Register tab.

If you are using a phone, click the menu button to access the tabs.

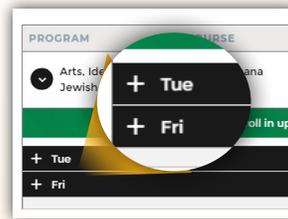
3. Select the category from the list at the left, or search by key word.

4. Once you select a category or enter a search term, a list of program types appears on the right. (If you are using a phone, the list appears below the categories.)

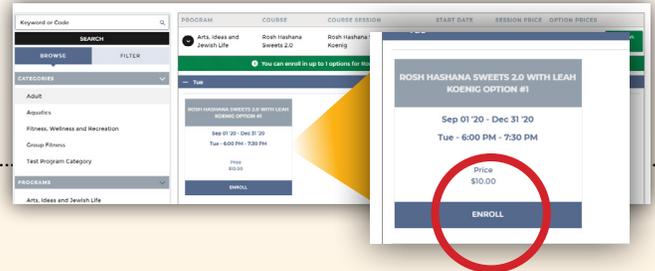
If there is more than one option, click Options. If there is only one option, click Enroll.



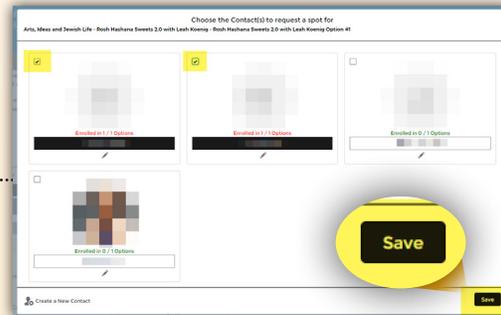
5. After clicking Options, you may need to click the plus sign next to the day of the week you'd like.



One or more squares will appear, representing each option. Click Enroll for the option you'd like.



6. Click the checkbox next to the name(s) of the person/people you'd like to register. Be sure to click Save.



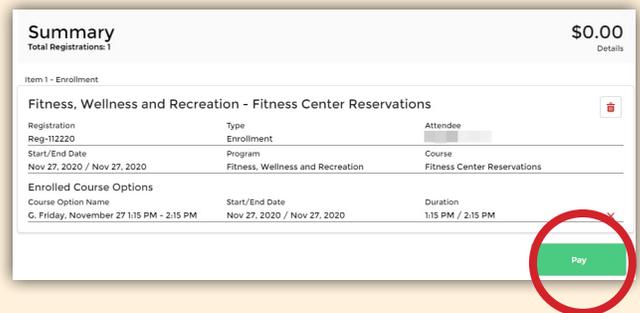
7. Once you select the participant(s), you will be taken back to the selection page. Click the **Next** button above the list of options.

If you are using a phone, you will not see the **Next** button. Instead, click **Waivers**.



STEPS 8-11 INVOLVE SIGNING DOCUMENTS.

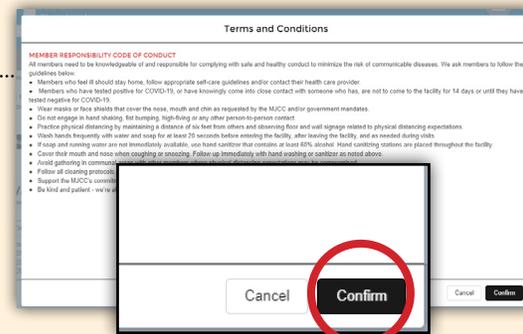
These steps are **not required** for every registration. If you see the green **Pay** button at this time, click **Pay** to complete your transaction.



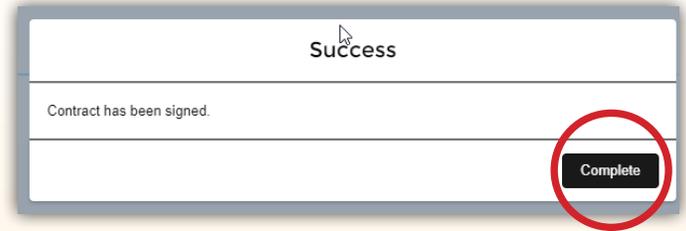
8. If you see the Sign button, click Sign to digitally sign the required document(s).



9. After you've read the document, click Confirm.

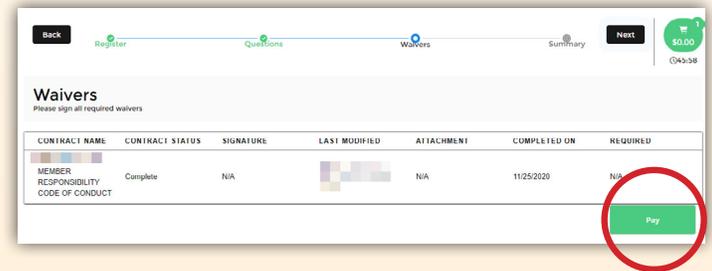


10. In the pop-up, click Complete.



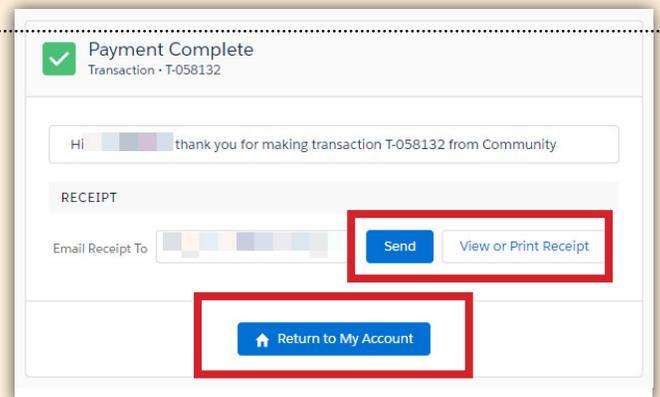
11. Repeat steps 8-10 for each required document.

12. When you see the green Pay button, click Pay to finalize your transaction.
(Even when registering for free events, you still need to click Pay.)



13. Your transaction is complete. Click View or Print Receipt or click Send to email the receipt to yourself.

You may click Return to My Account or close your browser.



14. To confirm your registration, click on the Logo to return to the Home Tab:



- Scroll down to view **Active Enrollments**
- Click **Your Name – Active Enrollments**
- A status of Active or Pending Active means your registration is confirmed.

