

Instructions: How to Register for R & Leisure Programs on Active Works

1. Set yourself up with a computer, tablet or smart phone with internet
2. Open your internet browser to the website: www.semi-house-society.com
3. Click on the button labelled "Register" found in the upper right part of the screen, click the season you wish to register for (Fall, Trips, Summer etc.)
4. Use the blue ADD button to add programs to your account; you can also search for a specific program using the "filter by" column on the left hand side of the screen; click on the blue title of each program to read additional information (click the X in the top right to exit back to the main page to close the additional information)
5. Your selections will appear on the right hand side of the screen; quantity can be used if you are registering more than one person into the same program (ex: if you are registering yourself and a sibling or a roommate for example and you share one account)
6. Click CONTINUE when you have finished all of your selections
7. Follow the directions on the next screen:
 - a. LOOK UP ACCOUNT; enter in your email address to find your account and then enter in your password *or* "create your account" (follow prompts)
 - i. This email and password is your log in information for future registrations, keep it somewhere safe and secure
 - ii. If this is your first time creating your account please ensure you carefully fill out your birthdate and enter the (/ / /) marks as this is required by Active for you to continue the online registration.
 - b. Confirm each program you wish to register for by selecting yourself or the person you are registering from the drop down menu and then confirming; you must repeat this step for each program you selected
 - c. Fill out/or update where needed the Registration Forms; if there is a red star (*), it is required information and you will not be able to proceed to the next step unless it has been filled out; click CHECK OUT
 - i. Be sure to always update your contact information, emergency contacts, address and any new health related information
8. Review your cart
9. Check out:
 - a. Enter in your credit card information (Visa or Master Card)
 - b. Enter in your billing information
 - c. Click COMPLETE
10. The next screen you should see is THANK YOU! YOUR TRANSACTION IS COMPLETE. You will receive an email confirmation shortly thereafter.

