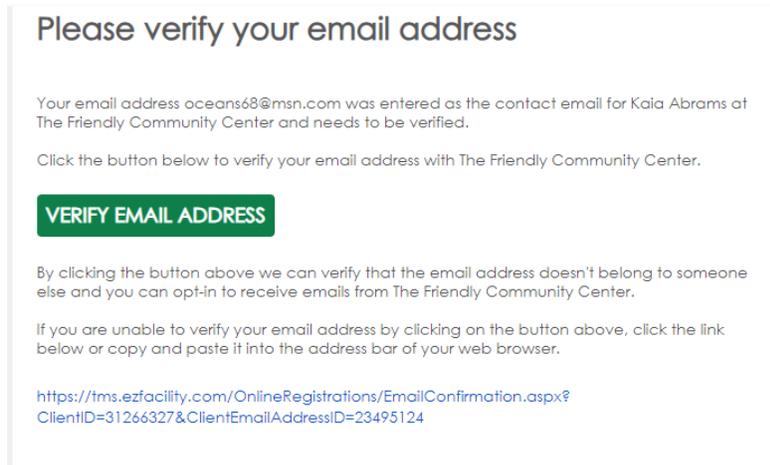


HOW TO: Verify Email Address, Subscribe and Book Classes/Programs with The FCC Software EZ facility.

STEP 1:

You should receive an email asking to verify your email address. Click "Verify". You will then receive a second email. See Step 2: You may not receive this email. If not, that is ok. Simply move on to Step 2.

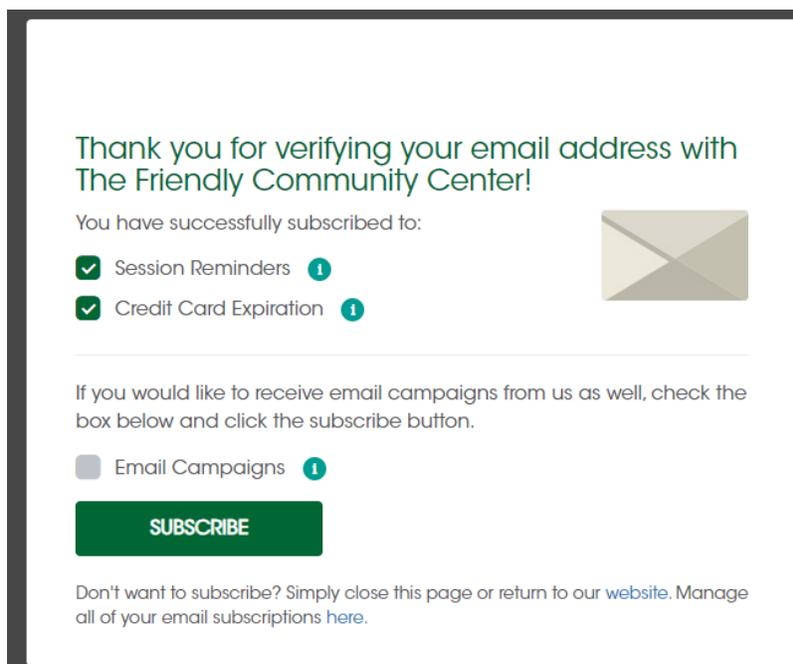


STEP 2:

Session Reminders and Credit Card Expiration will be checked, and you will be unable to change or uncheck these options. The Session reminders are important to receive updates about changes in class schedules or cancelations. Credit card is only valid if you choose later in other options to pay by credit card.

I would suggest selecting "Email campaigns" to receive information about new events and programs.

Select **SUBSCRIBE** and you will get a message stating you have successfully subscribed- you may now close the screen.



STEP 3:

Click “Accept Invitation” a new screen will open, or you may receive an email.

Self-Service Invitation

Hi Kaia Abrams,

You have been invited to register for an account on the self-service website of The Friendly Community Center. Review your schedule and billing online, twenty-four hours a day. Follow the link below to get started!

[Accept Invitation](#)

If you are unable to complete your registration by clicking on the button above, click the link below or copy and paste it into the address bar of your web browser.

<https://thefriendlycommunitycenter.ezfacility.com/register/invitations/f5756d70-5096-4ee8-817d-6d434d42c76b/23495124>

Step 4: Create a username and password- write it down!

Create a password – 8 – 100 character long containing: 1 upper case letter, 1 lower case letter and 1 number – write it down!

Click REGISTER



Invitation Registration

 Username

 Password

 Confirm Password

 REGISTER

[Privacy Policy](#)

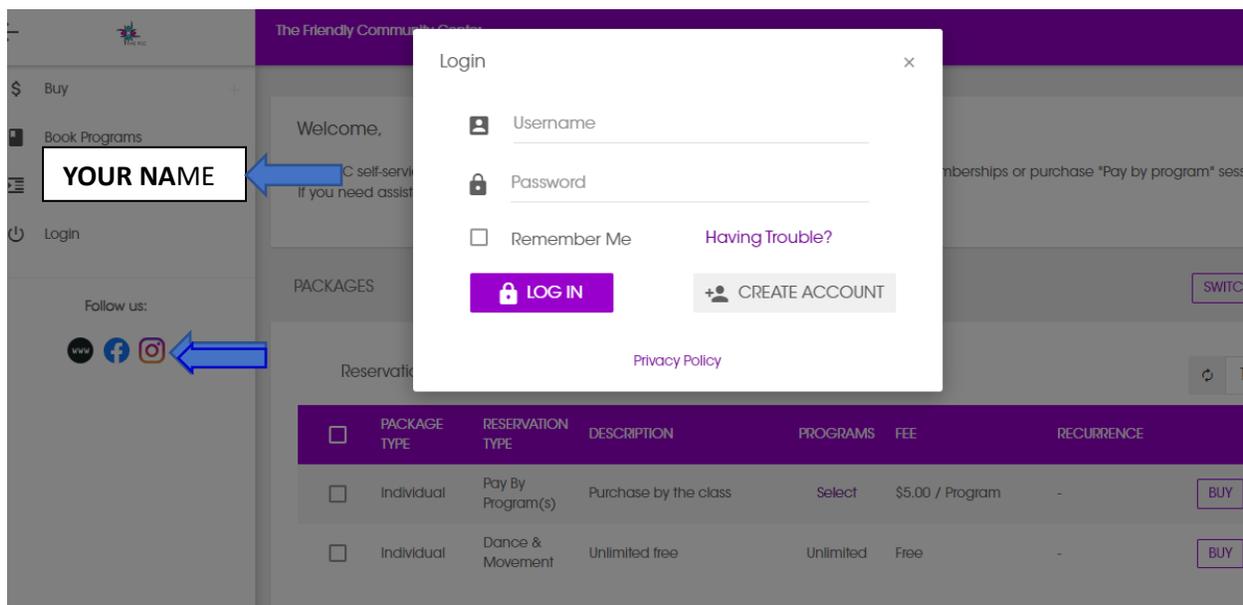
STEPS 1 – 4 are a one-time registration occurrence. Once you have created your username and password you will start with STEP 5 and select Login.

This is the website address for logging in again after you have completed registration for another day, or if you get logged out.

<https://thefriendlycommunitycenter.ezfacility.com/>

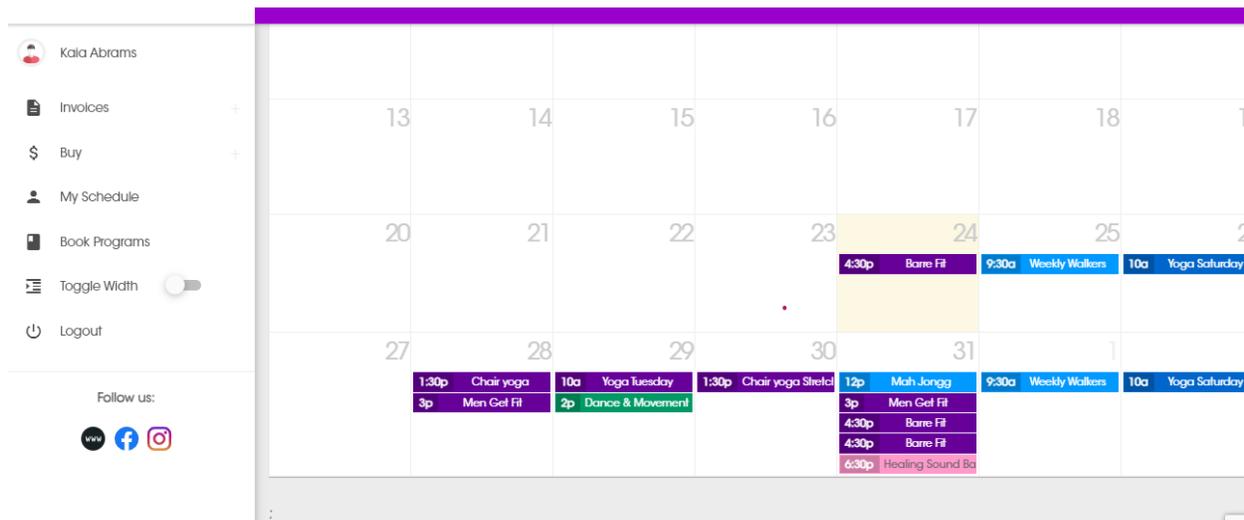
STEP 5:

You will see this page- Congratulations you are done with registration. Look at the left-hand side and click LOGIN. Then, enter your information created in Step 4 (Username and Password).

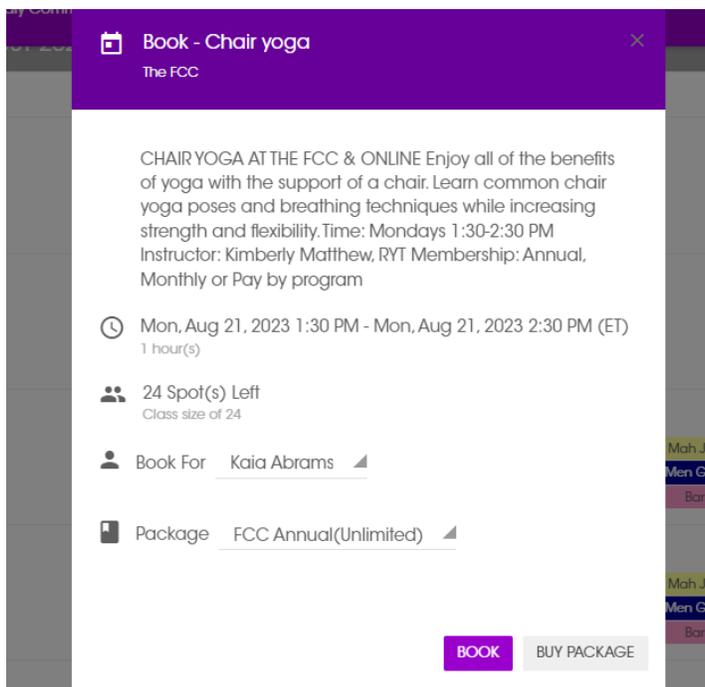


After you log in you should see your name on left hand side with the calendar on the screen. This is where you register "**BOOK PROGRAMS**" to attend classes.

HOW TO REGISTER TO ATTEND A PROGRAM (BOOK A PROGRAM): If you do not see the



calendar in view. Look on the left side select, **BOOK PROGRAMS**, a calendar will appear. You can toggle between months, filter, and change view. Click on the class you wish to attend, the class description will appear with details, click "**BOOK**".



MY SCHEDULE: By clicking my bookings on the left side, you can

view all classes you have registered as “**BOOKED**” to attend in a calendar view. TO CANCEL, while in “MY SCHEDULE” click on the class you need to cancel, and a box will appear. Make sure this is the correct class and date you need to cancel, and then click “**CANCEL SESSION.**”

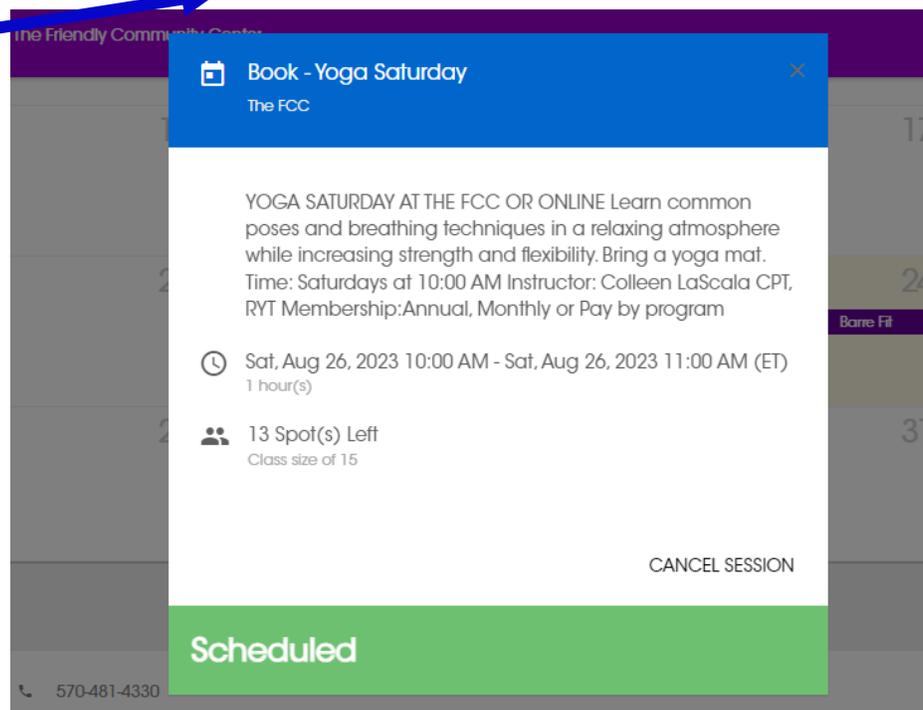
CLASS LOCATION: Make sure to be aware of the class location.

You may see one of the following:

The FCC (Current Building)

BARC (New location)

Fitness Park (Outside at The Friendly Community Center)



CALL 570-481-4330 or

EMAIL NICOLE WITH ANY QUESTIONS info@thefriendlycommunitycenter.org