

Yoga Registration Step by Step for First Time Users

1. Enter your employee number and pick your institute.
 - **If this is your first time registering, click on the red lettering for first time log in.**
2. The next page will ask you to create a profile. This is where you enter all your information...Name/Height/Weight etc. Once you have filled in all the required information, **click the save button**.
3. Now the par-q tab will appear. Click on the par-q tab. Here you will review the standard health questions. Once you have reviewed all the questions **click save**. You should also view and print yourself a copy of the Workman's Comp form. You are basically acknowledging that the Cleveland Clinic is not responsible for any injuries associated with the sunrise/sunset yoga program.
4. Once you have successfully saved the par-q and workman's comp form, a tab for classes will appear. Click on the classes tab. On the next page you will see a small box in the top left hand side. It is here that you enter the session and location for your classes. Session refers to 1, 2 or 3 etc. Your location refers to where you will take the classes on main campus or at the community locations. Once you have selected your session and location click the **select button**.
5. All the classes for your location will appear. Scroll through the classes and pick the times/days you would like to attend. Click on the sign up tab to the right of the class.
6. You will be asked to confirm.
7. At any time, you can go back to the classes tab and view your schedule. Enter your session, location and then check the small view my schedule box in the bottom corner. Then click the select button. The classes in which you registered for will then appear. This is where you can also print your schedule/confirmation of classes.
 - **Keep in mind that if you answer yes to any of the health questions, you will be blocked from selecting your actual classes until you submit a medical clearance stating that you can actively participate in the yoga program. There is no special form to fill out or submit. Just have your physician fax a letter or prescription in reference to yoga to 216-445-6287. Once the medical clearance is received, the block will be removed and you can then select classes.**
 - Should you have any questions or concerns with registering, please contact : Danielle Hrnyak 216-444-6236 or hrnyakd@ccf.org