Zen Planner Tasks – Registering For A New Class With An Attendance Cap And Waiting List

This task description describes how to register for a new class using the Zen Planner Member Connect portal.

In this example we’ll describe how to sign up for an Enso Center class but the steps are similar for all such classes that require members to register in advance for the class and have a waiting list:

1) Go to the specific Zen Planner Member Connect Portal. In this example the portal is at: https://ensocenter.zenplanner.com.

2) On the Calendar page of the portal, find the class you wish to register for. Click on it to open the class.

3) Inside you will see a message indicating how many spaces are remaining for registration.

4) You need to login to the Member Connect Portal in order to register for the class so enter your email address and password and click Log In. If you have not previously created a login you can also Sign Up from this page.

5) Once logged in you’ll see a drop down list with your name and the names of any family members associated with your account. If you are registering for yourself just make sure that your name is the one selected.

6) Once you’ve selected the name of the person being registered you will see the type of membership available for the registration and a Reserve Button.

7) Click on Reserve.

8) You’ll receive a message indicating that you have registered for the class.

9) If there are no spots available to register for the class you can add yourself to the waitlist for the class if there are waitlist spots available.

10) If the class is setup for email notifications, once registered for the class, you will receive an email confirming your registration and the date/time of the class. You will also receive an email reminder at some point before the actual class.

If you registered for the waitlist, you will receive an email confirming your registration on the waitlist for the class. If you are moved from the waitlist to the class you will receive an email about your being now registered for the class. You will also receive an email reminder at some point before the actual class.