Chagrin Falls/West Geauga Community Education Online Registration

To register yourself or your child for the first time (you will need to create an account)

- Go to http://cfce.finalforms.com/
- Under 'Registrants' click 'Create an Account'
- Enter your name, email address, and phone number.
- Click 'Submit Registration'
- Go to the inbox for the email address you entered, open the message from Final Forms Mailman, and follow the directions for confirming your email address.
- You will be redirected to Final Forms where you will create and confirm a password
- At this point you will be able to register yourself or another person for classes
- Select 'Register Myself' or 'Register Another' – you will be prompted for information each time you enter a new participant. That information will be saved (you will not have to enter this information when you login again)
- On the 'Select *Your Name Here*'s classes' page put your cursor in the search box to find the class for which you want to sign up. When you see the class you want press enter or click on it. Once the class appears in the window you can search for other classes and add them the same way.
- When you are done entering the classes, scroll to the bottom of the page and click 'Submit Selection'
- You will be prompted for an electronic signature. This name must match the name of the Registrant (parent who created the account). Click 'Submit'
- At this point you can add more participants (children) by clicking 'My Participants' (which will bring you back to selecting 'Register Myself' or 'Register Another'), or you can pay for the classes you have registered by clicking 'Pay Fees'
- When paying fees, click 'Proceed to Checkout' to enter your credit card information

To register yourself or a child after creating an account (or to add another class)

- Go to http://cfce.finalforms.com/
- Under 'Registrants' click 'Login'
- Enter the email address and password you used when you created the account (if you do not remember your password click 'forgot your password?'
- Select the name of the participant you want to register (You can add more children/participants under your account if you choose)
- Follow the steps above for Selecting Classes and Paying Fees