



**CHRISTOPHER
WREN
ASSOCIATION**
CELEBRATING 25 YEARS

CWA's Online Registration Process
via Augusoft Inc.

Returning Members: Register for
Courses

1. First, go to the CWA Web site at www.wm.edu/cwa.
2. Scroll down and in the center of the screen click on REGISTER.
This takes you to the Augusoft site.
3. Click on login and use the username and password you created.
4. On the left hand side, click on Browse. Select "All Classes."
5. In the upper right hand corner of the screen (by the green flower stem)
you can type in a keyword from a course title to quickly find it.
6. When the course appears, scroll down and you will see either "Add to Cart"
or "Add to Waiting List."
7. If it is "Add to Cart", click on that and now in the upper right hand corner the
cart should show "(1)" item in it. For each course you request, a pop-up
window will appear asking if you would like to serve as a host or class
assistant for that course. Please type Yes or No and click submit. We hope
you will consider volunteering for at least one— these jobs are easy to do but
very important to our organization, and training is provided.
8. You can also click on "Add to Waiting List" for any that are full but you are
interested in taking. We will contact you when an opening occurs for you to
attend that course.
9. Continue to add to cart other courses you want by searching for a keyword
as you just did. When you have requested all the courses you want, you
MUST click on "View Cart," then click "Checkout."
10. On the **next** screen you MUST click "Checkout" AGAIN.

11. You will receive email confirmation of your registrations and your wait list courses.