



**AIRMAN & FAMILY  
READINESS CENTER**  
Bldg 1650, Scott AFB, IL  
DSN 576-8668 Comm (618)256-8668  
[www.scottafr.com](http://www.scottafr.com)

**To reserve your seat for classes provided through the Scott A&FRC please follow these directions.**

**To create a new account with Appointment Plus:**

- Proceed to [www.scottafr.com](http://www.scottafr.com) - Select the Appointment Plus located on the home page
- Once redirected select the "Create an Account" option located on the left side of the page
- Select Scott AFB as base location and enter information prompts
- Do **NOT** use a .mil email address when registering your account
- For any information that does not apply (e.g:Rank/Wing, Group, etc.), use N/A or 0000, or select "OTHER" in drop down options
- Please use your email as your user login
- Click "Create Account"

**To locate and select a class with Appointment Plus:**

- Proceed to [www.scottafr.com](http://www.scottafr.com) - Select Appointment Plus Located on the home page
- Login to Appointment Plus
- In the Appointments tab – left side select Scott AFB for Base location
- Locate class in the "Select Class" drop down menu (e.g Newcomers Orientation)
- A list with class dates and availability will auto populate below the Class Registration
- Select preferred class date
- If you would like to receive an e-mail confirmation and reminder please provide email address
- If you would rather receive an SMS appointment reminder please provide phone number, if not please select "do not send SMS Appointment reminders"
- Select "Finalize Appointment" to reserve your seat