

OLLI ONLINE REGISTRATION

-  REGISTER FOR/ADD OLLI COURSES, OUTINGS, AND EVENTS
-  PAY BY CREDIT CARD
-  RECEIVE IMMEDIATE CONFIRMATION

HOW TO ACCESS OLLI ONLINE REGISTRATION

1. Go to OLLI's Online Registration website: olliuvaregistration.org.
2. Confirm that "**OLLI Online**" is visible at the top of your screen.
3. **If you are a Returning OLLI Member**, you will receive your unique Username and Password in a reminder email approximately one week prior to the opening of registration.

You should then click the "Returning Member" button located at the upper right corner of the page and enter your Username and Password from the reminder email on the Sign In page.

-  **OLLI TIP:** Copy and Paste your Username and Password directly from the Reminder Email into their respective fields to avoid errors.
-  **OLLI TIP:** **If you have forgotten or misplaced your Username and Password**, please do not create a new online account. This will create database and accounting errors, and may jeopardize the accuracy of your registration. Instead, simply email the OLLI office at olliuva@virginia.edu or call 434-923-3600 or 877-861-9207 (toll free). We promise to respond quickly.

4. **If you are a new OLLI Member**, first: Welcome to OLLI at UVa!

Go ahead and click on the "New Member" button located at the upper right corner of the page and provide your new account information.

Create your unique Username and Password. Use these to login as a "Returning Member" any time you want to register for/add OLLI courses, Outings, or events.

 **OLLI TIP:** For all registrants: Click on the box next to "Remember me?" on the Sign In page if you want your computer to remember your username and password. This will simplify the login process next time you visit.

5. After entering your unique Username and Password on the Sign In page, click the **Sign In** button, and the CHARLOTTESVILLE SESSION A course listing page will open.

 **OLLI TIP:** If you see "Welcome" and your name at the top right corner of the screen, you are logged in.
If you do not see "Welcome" and your name, try logging in again by clicking the "Returning Member" button at the top of the page and following the instructions at #3, above.

6. If you are logged in and need to update any of your account information—including email address, mailing address, phone number, or membership affiliations (discounts)—click the "Account" button at the top of the page. **Remember to click the "Update" button at the top of the page after changing or entering any new information.**

 **OLLI TIP:** From the “Account” page, you may change your password to something new or easier to remember. Simply click the “Change Password” button.

7. You may log off at any time by clicking the “Log Off” button at the top right corner of the screen.

 **OLLI TIP:** If you exit OLLI Online Registration without receiving final confirmation of your payment and course registration, any courses you have selected will remain in your cart upon your return to the site. However, you are not guaranteed a spot in those courses until your payment is processed and confirmed.

REGISTERING FOR COURSES, OUTINGS, AND EVENTS

1. There is a navigation bar at the top of the Course Listings page. Registration options are divided into five categories:

- Charlottesville Session A
- Charlottesville Session B
- Valley Session A
- Valley Session B
- Events (*Special Presentations, Outings, Winter/Summer Sessions, Taste of OLLI, and other special events*)

2. Click on one of these categories, and a new webpage will open with the appropriate courses or events.

 **OLLTI TIP:** Prepare for the registration process by taking notes as you browse through the course catalog. Include the course numbers and titles.

3. Select the courses you wish to take from each session by clicking in the "Selected" box to the right of the course listing. If you change your mind, click the box a second time to remove the check. The Shopping Cart in the top right corner of the page will display the total number of courses, units, and fees.

 **OLLTI TIP:** Click on any course title to see more information about that course.

 **OLLTI TIP:** The abbreviations in the Available column indicate whether there is space remaining in that class: **A** = Available / **NA** = Not Available / **R** = Previously or Already Registered / **WL** = Currently on the Wait List

4. Go to as many categories and make as many selections as you would like to complete your schedule. The Shopping Cart will keep a running total of your selections.
5. When you have selected all the Courses and Events you wish to take, click "View Cart" to open a page showing your selections and the applicable fees.

MAKING CHANGES TO YOUR CART

1. You can remove courses from your cart by clicking the "Remove" button adjacent to the course you wish to remove.
2. To add more courses, simply return to the appropriate session or event category page.

 **OLLI TIP:** You may return to OLLI's Online Registration site at any time to add courses to your schedule.

3. Check the **Assist*** box adjacent to any course in which you would like to serve as a Class Assistant.
4. Any eligible discounts will be applied and can be reviewed at this time.
5. OLLI's non-refundable membership fee is \$50 and the course fee is \$50 for your first course. The course fee for each additional course is only \$10. Prices for OLLI Outings vary and are listed in their descriptions. **Total fees in your cart and during checkout do not include courses for which you are wait-listed.** If a spot becomes available in a waitlisted course, you will need to pay the appropriate fee for that course at that time.
6. When you are satisfied with your course and event registration, click the "Checkout" button on the lower right side of the webpage, just below the "TOTAL PAYMENT" amount.

PAYMENT PROCESSING AND COMPLETING YOUR REGISTRATION

1. Begin the checkout process by reviewing your account information for accuracy. If applicable, select a Member Affiliation to receive the appropriate discount.

 **OLLI TIP:** OLLI's primary method of contact you with registration confirmation, class cancellations, and special event information is through email. Make sure your email address is current and accurate.

2. If your information is correct, click the "Continue Checkout" button at the top or bottom right of the page. This will bring you to the Payment Details page.
3. The Payment Details page provides you with one final opportunity to review your registration. If you wish to make changes, click the **VIEW CART** button in the upper right corner.
4. If you would like to make a donation to the OLLI Annual Campaign Fund or OLLI's Scholarship Fund, fill in the amount you wish to donate in the appropriate box.
5. Enter your credit card information, including the expiration date and the CVV code from the back of your credit card.
6. When you are finished, click the "Process Order" button at the bottom right side of the webpage.
7. Once the Registration Confirmation page appears, your registration has been accepted and your registration is complete. You will receive an email confirmation of your registration, and your credit card will be charged the appropriate amount.

Congratulations! You are registered! Click the "Log Off" button in the upper right corner of the page.

If you have any questions or need to drop a course for any reason, please contact the OLLI at UVa office by email at olliuva@virginia.edu or by phone at 434-923-3600 or 877-861-9207 (toll free).