

TIP SHEET FOR ONLINE REGISTRATON

REGISTERING FOR CLASSES

After signing in, notice the photos on the main web page. You'll be moving from left to right. Your first stop is **Membership**, on the far left side of your screen (look for the photo of students in a classroom).

- To register for classes you must be a member, or have a Membership in your cart. Open **Membership** and click **add to cart**. You'll immediately see your Shopping Cart.
- Next, to add courses to your cart, select **Browse Courses**.
- Select **Courses** (or click the image of the book) to *view all* courses in alphabetical order.
- **Groupings of courses** may also be viewed: A or B Session only, courses by day of the week, Nellysford or Valley courses, Winter Session or Member Benefit (free) courses.
- Using the **Search** icon (upper right in blue bar) allows searches by the instructor's name, a keyword (like history, music, or politics), by time of day or day of the week.
- After reviewing course details, click **Add to Cart** to enroll in a course. To continue shopping, select "**Browse Courses.**"
- Remember to consider an **Outing** (see Travel) and the **Michie Tavern** (see Winter Session).



After each selection you will see your Shopping Cart, making it easy to check as you go.

Should you find a class that interests you but is full, click the **Add to Waitlist** button if you'd like to be contacted if a space opens in that class. You

CANCELLATION POLICY Course fee **refunds** must be requested at least two weeks prior to the course start date. If a course is cancelled by OLLI, refunds will be given to all registered students. Refunds for OLLI Outings will be given only if your spot can be filled.

Adding/Dropping a Course If you are registered and wish to **add** a course, you may do so, either online (by creating a new order) or by calling OLLI. To **drop** a class before it has begun, please notify the OLLI office so we may fill the spot from the waiting list (see refunds).

will not be charged for waitlist classes.

When you are finished enrolling in courses, Outings and the Michie Tavern series, select "**Check Out**" on your shopping cart page.

THE PAYMENT PROCESS

The first stage of the check out process displays your contact information. Press the **Edit Profile** button to make any changes. Otherwise click the **Next** button.

- If you received a **Promo Code** to apply to course costs, enter it now. Otherwise click the **Next** button.
- The **Payment Method** page follows. Only credit or debit cards can be used online.
- The **Billing Information** page is displayed next. Check the box indicating that the contact and billing info are the same. If not, enter billing information. Click **Next**.
- The **Purchase** page shows charges for classes, discounts, and the total. When ready to pay, press the **Purchase** button.
- The **Payment** page appears. Enter the payment card information and press the **Pay with Your Credit Card** button.
- **Confirmation:** You will receive an email confirming your selection of courses.
- Your cart will empty. Select "View Account/Courses" to review your selections.

PLEASE NOTE: If, on your confirmation email, your class is marked "Registered Not Paid," the classes in your cart are pending until payment is received. This means your seat in the class is reserved for **5 days** and will be released if payment has not been received.