Step-By-Step Course

Request/Registration Instructions for

Returning Members


2. In the center of the screen, click on the REGISTER button. This takes you to the online registration site.

3. Click on login and use the username and password you created previously. Forgot your login information? Click on the “forgot username?” and/or “forgot password?” links in the sign in box. Not working? Call 221-1506 for assistance; DO NOT create multiple accounts.

4. On the left hand side, click “Browse”. Scroll down and select “Membership”.

5. Select type of membership you wish to purchase, then click “Submit”. Enter your credit card information, etc. and then click “Checkout”.

6. When you receive the message that your payment has been accepted, scroll down and select “Register”.

7. You are now able to request courses. Click in the “search for a class” field at the top right of the screen, enter a keyword from a course title you wish to request, and click “GO”. Note that courses do not appear in your cart – only the membership. Once you have paid for membership, the cart will remain empty.

8. When you find the course you wish to request, scroll down and click “Request Class.”

9. 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 enter “Yes” or “No” and click “submit”. We hope you will consider volunteering – these jobs are easy to do but very important to our organization, and training is provided.

10. A pop up screen asks if you want to continue registering. If yes, search for another course. Regular Members may request up to 8 courses, plus an
unlimited number of activities and one-time lectures. Add one alternate in the event one of the courses you request is full.

11. After selecting the last course you wish to request, click “Prioritize.”

12. A screen appears that shows all of your selections. In the box to the left of each, enter a number to indicate your priority for that course, with number 1 being your highest priority. Prioritize activities and one-time lectures separately, if applicable, as these are prioritized separately from courses. When you are finished prioritizing all of your courses, activities, and one-time lectures, click the “Confirm Priorities” button.

13. Your request is now complete and you may log out.