

OLLI ONLINE REGISTRATION SITE

SPRING 2016

Below is an example of what the new OLLI Spring 2016 online registration site will look like. Online registration will open at 2:00 p.m. on Wednesday, January 13, and the link on the OLLI homepage will take you here.

You will notice the new menu bar on the left side of your screen. Each of the tabs in the menu bar will take you to the different parts of the site:

Home – The page pictured above, which contains directions on how to begin and important information.

Programs – This tab will take you to a page where you can select your programs and add them to a “Shopping Cart.”

Calendar – This tab will take you to a calendar view of all OLLI programs. You can also add programs to your Shopping Cart from here.

Shopping Cart – This tab will take you to view the programs you have selected. You can remove or add programs before “Checking out.”

Sign In – Clicking here will take you to an account sign in window, where you will have the option to log back into an account you created previously, or create a new account. You can do this first, or you can wait until you have your Shopping Cart ready to Checkout. Once you are signed in, additional items will appear in your left menu; we’ll get to that later!

Read on about the following steps in this packet:

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SPRING 2016

Home Programs Calendar Shopping Cart Sign in

HOME

Welcome to OLLI Spring 2016 online registration!

To view available programs, please click on the left tab called "**Programs**." Detailed instructions to help you register are provided on that page.

Once you have made your selections, you will need to sign in or create a login to complete your purchase.

**** Please note that you will be required to provide a unique email address to create an account, and your program selections will not be processed until payment has been applied. ****

If you need assistance or prefer to register over the phone, please call our office anytime after 9:00 a.m. on Thursday, January 14, and we will be happy to help.

Need Assistance? Call our office at 309-677-3900!

Continuing Education • 1501 W Bradley Avenue • Peoria, IL 61625 • www.bradley.edu/olli

1. SELECTING PROGRAMS

When you click on the **Programs** tab in your left menu, you will see the page below. Instructions are listed to help you find the programs in your brochure. We will go over each of these steps in greater detail.

Before we get started, please take note of the following:

- a. The system is designed to sort programs **ORDERED BY DATE (CHRONOLOGICALLY)**. We have tailored the instructions to help you view program offerings in a way that is similar to the brochure.
- b. While you may add items to your cart without being logged in, you will be required to do so at checkout.
- c. Your selections will NOT be submitted until payment has been completed.

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SPRING 2016

Home

Programs

Calendar

Shopping Cart

Sign in

SPRING 2016 PROGRAMS

REGISTRATION INSTRUCTIONS

- 1. To begin your registration:**
 - Below, click the button that looks like this: **CLICK HERE FIRST to narrow search by program type**
 - Use the drop-down menus to select which programs you would like to see.
 - Click "GO:" **go** and scroll through the programs that populate below.
 - If you wish to view the details for any of the programs, click on its title (red text).
- 2. Add items to Shopping Cart**
 - Click-in the bubbles of each program you want.
 - Click the "Add to Cart" button at the bottom of the page: **Add To Cart**
 - A little cart icon will appear next to your selections to show they have been added:

**** Please note that your selections will NOT be reserved until payment has been completed. ****
- 3. Continue shopping**
 - To register for additional programs, click the "New Search" button: **New Search** and repeat steps 1-2.
- 4. Complete your order**
 - View your cart by clicking on "Shopping Cart" in the left menu or at the top of your screen.
 - When you click on "Checkout" in your Shopping Cart, a sign-in window will pop up.
 - If you have previously logged into an account with your name and unique email address, sign in.
 - If you have not signed in before, click on "Create Account" and follow the directions from there.

If you have questions, please call our office at 309-677-3900.

Keyword (optional)

Date (optional) From

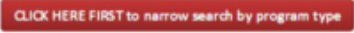
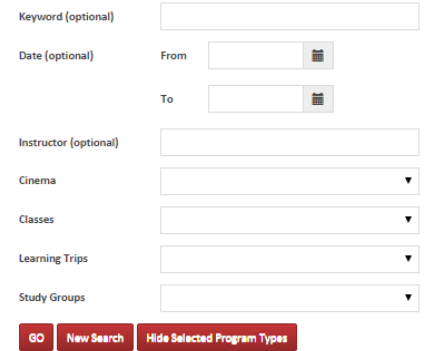
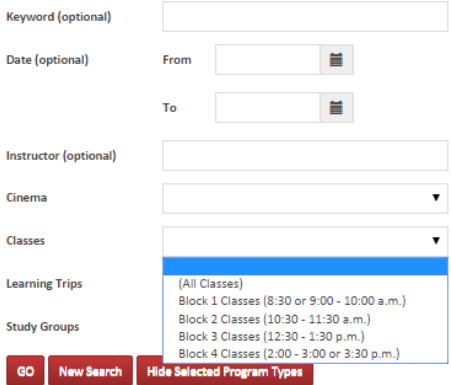

To

Instructor (optional)

GO **New Search** **CLICK HERE FIRST to narrow search by program type**

Need Assistance? Call our office at 309-677-3900!

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STEP 1 ON SITE	ADDITIONAL INFORMATION
<p>REGISTRATION INSTRUCTIONS</p> <p>1. To begin your registration:</p> <p>- Below, click the button that looks like this: </p>	<p>This will expand options to show you only selected programs. This is what your screen will look like after clicking the button, “CLICK HERE FIRST to narrow search by program type:”</p> <p>Notice you now have a drop-down menu for each type of OLLI programming.</p> 
<p>- Use the drop-down menus to select which programs you would like to see.</p>	<p>When you click on the drop-down menu for any of the program types, for example, Classes, you will see options specific to that program:</p> <p>If you select “All Classes,” you will be able to see a list of every class offered. If you would like to view only the classes offered within a certain time block, you can click on that time block in the dropdown menu.</p>  <p>Each program type has different options in its drop-down menu, but each of them contains an “All” option to display those programs in date order.</p>
<p>- Click “GO:”  and scroll through the programs that populate below.</p> <p>- If you wish to view the details for any of the programs, click on its title (red text).</p>	<p>“GO” is your search button, and will search programs based on your selected drop-down menu items.</p> <p>If you click “GO” with nothing selected, ALL SPRING PROGRAMS will appear in date order.</p> <p>The next box will show what search results will look like, and what to do after you click “GO.”</p>

SEARCH RESULTS

This is what the search results may look like for “All Classes” selected after you have clicked “GO.”

Take note of the following:

- Titles are in red – click on any title to view additional information for that program, such as time and course description.
- The “**Course Code**” shown below the title describes the program type and the number in the brochure.
- Classes will have a 1-, 2-, 3-, or 4- in front of the brochure number, indicating class block number (time slot).

For example: “Class 2-19” is class number 19 during Block 2 (10:30 – 11:30 a.m.).

Use these prefixes to help you select one class from each time block.

- The “**Fee**” options will appear in a drop-down menu for each program; you will not need to change these unless your desired program is full and you would like to change your option to “Please add me to the wait list.”
- For Classes, the Class Fee is still a separate item that you must add to your cart with your class selections.

Cinema

Classes

Learning Trips

Study Groups


GO **New Search** **Hide Selected Program Types**


Result

	Course	Date	Fee
<input type="checkbox"/>	Class Fee - ADD TO CART WITH CLASS SELECTIONS Course Code: Class Fee	Wednesday, April 6 2016	Class Fee - 95.00 ▼
<input type="checkbox"/>	Class Lunches - Healthy Buffet (all 4 days) Course Code: Class Lunches Healthy	Wednesday, April 6 2016	Healthy Buffet - 34.00 ▼
<input type="checkbox"/>	Class Lunches - Hearty Buffet (all 4 days) Course Code: Class Lunches Hearty	Wednesday, April 6 2016	Hearty Buffet - 42.00 ▼
<input type="checkbox"/>	Basic Genealogy Course Code: Class 1-01	Wednesday, April 6 2016	Inclusive with Class Fee ▼
<input type="checkbox"/>	Colored Pencils for Beginners Course Code: Class 1-02	Wednesday, April 6 2016	Inclusive with Class Fee ▼
<input type="checkbox"/>	Approaching Israel: A Jewish Theology Course Code: Class 1-08	Wednesday, April 6 2016	Inclusive with Class Fee ▼
<input type="checkbox"/>	Building a Better Brain through Retraining: An Introduction to Cognitive-Behavioral Theory and Practice Course Code: Class 2-19	Wednesday, April 6 2016	Inclusive with Class Fee ▼
<input type="checkbox"/>	Behind the Scenes of Peoria's TV and Radio Journalism Course Code: Class 3-34	Wednesday, April 6 2016	Inclusive with Class Fee ▼
<input type="checkbox"/>	101 Uses of Essential Oils Course Code: Class 4-46	Wednesday, April 6 2016	Inclusive with Class Fee ▼

Add To Cart

STEP 2 ON SITE	ADDITIONAL INFORMATION																														
<p>2. Add items to Shopping Cart</p> <p>- Click-in the bubbles of each program you want.</p>	<p>Notice that for class selections, the Class Fee is selected, as well as one class from each time block.</p> <table border="1"> <thead> <tr> <th>Course</th> <th>Date</th> <th>Fee</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Class Fee - ADD TO CART WITH CLASS SELECTIONS Course Code: Class Fee</td> <td>Wednesday, April 6 2016</td> <td>Class Fee - 95.00 ▼</td> </tr> <tr> <td><input type="checkbox"/> Class Lunches - Healthy Buffet (all 4 days) Course Code: Class Lunches Healthy</td> <td>Wednesday, April 6 2016</td> <td>Healthy Buffet - 34.00 ▼</td> </tr> <tr> <td><input checked="" type="checkbox"/> Class Lunches - Hearty Buffet (all 4 days) Course Code: Class Lunches Hearty</td> <td>Wednesday, April 6 2016</td> <td>Hearty Buffet - 42.00 ▼</td> </tr> <tr> <td><input checked="" type="checkbox"/> Basic Genealogy Course Code: Class 1-01</td> <td>Wednesday, April 6 2016</td> <td>Inclusive with Class Fee ▼</td> </tr> <tr> <td><input type="checkbox"/> Colored Pencils for Beginners Course Code: Class 1-02</td> <td>Wednesday, April 6 2016</td> <td>Inclusive with Class Fee ▼</td> </tr> <tr> <td><input type="checkbox"/> Approaching Israel: A Jewish Theology Course Code: Class 1-08</td> <td>Wednesday, April 6 2016</td> <td>Inclusive with Class Fee ▼</td> </tr> <tr> <td><input checked="" type="checkbox"/> Building a Better Brain through Retraining: An Introduction to Cognitive-Behavioral Theory and Practice Course Code: Class 2-19</td> <td>Wednesday, April 6 2016</td> <td>Inclusive with Class Fee ▼</td> </tr> <tr> <td><input checked="" type="checkbox"/> Behind the Scenes of Peoria's TV and Radio Journalism Course Code: Class 3-34</td> <td>Wednesday, April 6 2016</td> <td>Inclusive with Class Fee ▼</td> </tr> <tr> <td><input checked="" type="checkbox"/> 101 Uses of Essential Oils Course Code: Class 4-46</td> <td>Wednesday, April 6 2016</td> <td>Inclusive with Class Fee ▼</td> </tr> </tbody> </table> <p>Add To Cart</p>	Course	Date	Fee	<input checked="" type="checkbox"/> Class Fee - ADD TO CART WITH CLASS SELECTIONS Course Code: Class Fee	Wednesday, April 6 2016	Class Fee - 95.00 ▼	<input type="checkbox"/> Class Lunches - Healthy Buffet (all 4 days) Course Code: Class Lunches Healthy	Wednesday, April 6 2016	Healthy Buffet - 34.00 ▼	<input checked="" type="checkbox"/> Class Lunches - Hearty Buffet (all 4 days) Course Code: Class Lunches Hearty	Wednesday, April 6 2016	Hearty Buffet - 42.00 ▼	<input checked="" type="checkbox"/> Basic Genealogy Course Code: Class 1-01	Wednesday, April 6 2016	Inclusive with Class Fee ▼	<input type="checkbox"/> Colored Pencils for Beginners Course Code: Class 1-02	Wednesday, April 6 2016	Inclusive with Class Fee ▼	<input type="checkbox"/> Approaching Israel: A Jewish Theology Course Code: Class 1-08	Wednesday, April 6 2016	Inclusive with Class Fee ▼	<input checked="" type="checkbox"/> Building a Better Brain through Retraining: An Introduction to Cognitive-Behavioral Theory and Practice Course Code: Class 2-19	Wednesday, April 6 2016	Inclusive with Class Fee ▼	<input checked="" type="checkbox"/> Behind the Scenes of Peoria's TV and Radio Journalism Course Code: Class 3-34	Wednesday, April 6 2016	Inclusive with Class Fee ▼	<input checked="" type="checkbox"/> 101 Uses of Essential Oils Course Code: Class 4-46	Wednesday, April 6 2016	Inclusive with Class Fee ▼
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- Click the "Add to Cart" button at the bottom of the page: 

- A little cart icon will appear next to your selections to show they have been added: in 

Like so:

	Course	Date	Fee
in 	Class Fee - ADD TO CART WITH CLASS SELECTIONS Course Code: Class Fee	Wednesday, April 6 2016	
	Class Lunches - Healthy Buffet (all 4 days) Course Code: Class Lunches Healthy	Wednesday, April 6 2016	Healthy Buffet - 34.00 ▼
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in 	101 Uses of Essential Oils Course Code: Class 4-46	Wednesday, April 6 2016	
			


**** Please note that your selections will NOT be reserved until payment has been completed. ****

Please keep in mind that you may continue adding selections to your cart, but they will not be submitted to the OLLI system to reserve your spot until payment has been completed.

You can always "checkout" first with the selections you fear may fill up quickly, and then start a new cart later with additional selections. The system will seamlessly join additional registrations with your same account!

STEP 3 ON SITE

3. Continue shopping

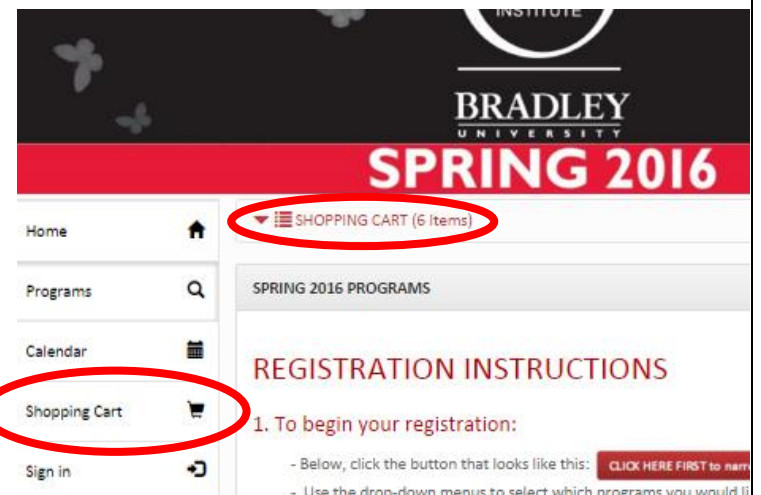
- To register for additional programs, click the "New Search" button:  and repeat steps 1-2.

ADDITIONAL INFORMATION

Clicking "New Search" will clear the options you marked with the drop-down menus before you clicked "GO" earlier. You may now click on the button labeled "CLICK HERE FIRST to narrow search by program type" and choose different search criteria. Then click "GO" again, and add your new selections to your cart.

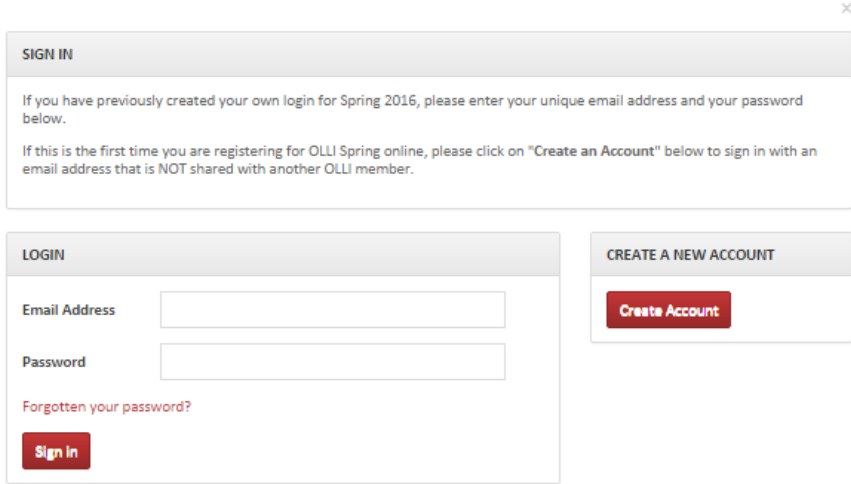
4. Complete your order

- View your cart by clicking on "Shopping Cart" in the left menu or at the top of your screen.



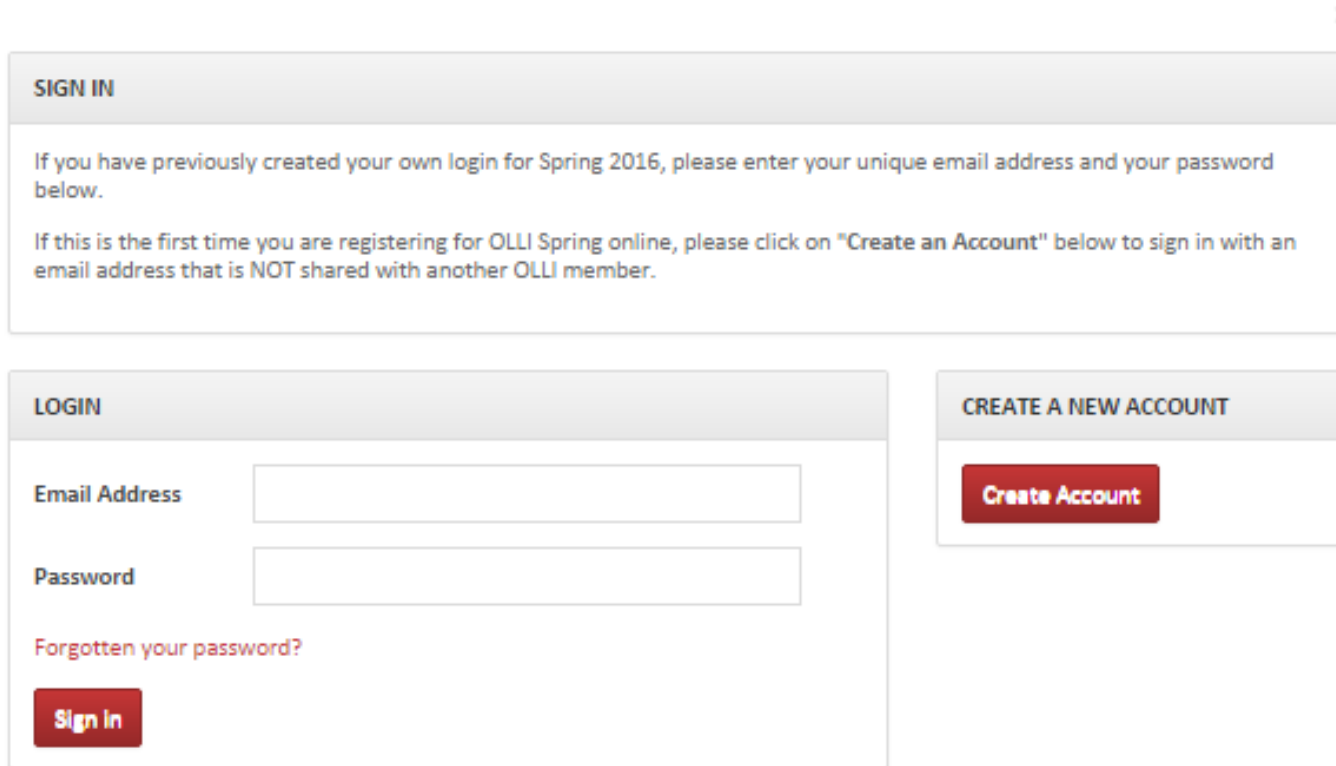
Your cart will look something like this:

SHOPPING CART (6 Items)			
Course	Date	Fee	
Class Fee - ADD TO CART WITH CLASS SELECTIONS	Wednesday, April 6 2016	Class Fee - 95.00	Remove
Class Lunches - Hearty Buffet (all 4 days)	Wednesday, April 6 2016	Hearty Buffet - 42.00	Remove
Basic Genealogy	Wednesday, April 6 2016	Inclusive with Class Fee	Remove
Building a Better Brain through Retraining: An Introduction to Cognitive-Behavioral Theory and Practice	Wednesday, April 6 2016	Inclusive with Class Fee	Remove
Behind the Scenes of Peoria's TV and Radio Journalism	Wednesday, April 6 2016	Inclusive with Class Fee	Remove
101 Uses of Essential Oils	Wednesday, April 6 2016	Inclusive with Class Fee	Remove
Checkout			

<p>- When you click on "Checkout" in your Shopping Cart, a sign-in window will pop up.</p>	<p>If you have not already signed in, this popup will require you to do so in order to checkout.</p> 
<p>- If you have previously logged into an account with your name and unique email address, sign in. - If you have not signed in before, click on "Create Account" and follow the directions from there.</p>	<p>The first time you use the system, you will need to click on "Create Account."</p> <p>If you come back another time to add programs to your schedule, you may then use the login side, and enter the same information.</p> <p>For directions on creating an account, please see the next section: SIGN IN PAGE</p>

2. SIGNING IN / CREATING AN ACCOUNT

Either by clicking on the “**Sign in**” tab in your left menu or by clicking “**Checkout**” in your Shopping Cart, you will see the popup window below:



The image shows a popup window titled "SIGN IN" with a close button (X) in the top right corner. The main text area contains two paragraphs: "If you have previously created your own login for Spring 2016, please enter your unique email address and your password below." and "If this is the first time you are registering for OLLI Spring online, please click on 'Create an Account' below to sign in with an email address that is NOT shared with another OLLI member." Below this text are two panels. The left panel, titled "LOGIN", contains input fields for "Email Address" and "Password", a link "Forgotten your password?" in red, and a red "Sign In" button. The right panel, titled "CREATE A NEW ACCOUNT", contains a red "Create Account" button.

LOGIN – This section is for participants who have already created an account. This feature allows you to return at any time after your initial account creation and view your schedule or add more programs to a new Shopping Cart.

If you forget your password, clicking on “**Forgotten your password?**” will send an email to your address and allow you to change your login password.

CREATE A NEW ACCOUNT – This is for first-time registrants. Creating an account is necessary to completing your order, and will require you to use an email address that is NOT SHARED with any other OLLI members.

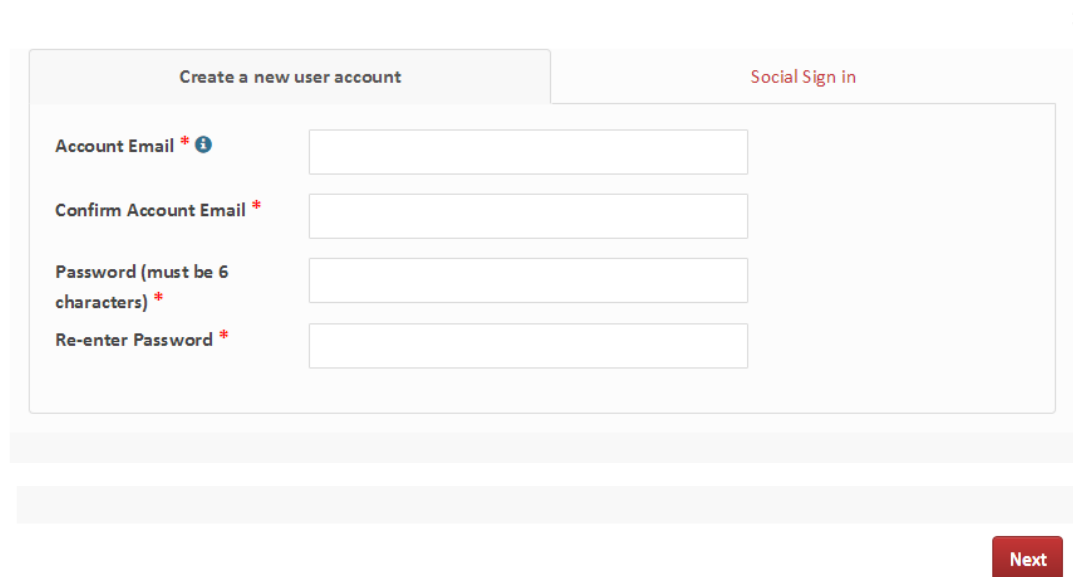
Read the following steps to walk through the account creation and login processes.

Creating an Account

When you click on “**Create an Account**,” this new window will appear. We recommend creating your account by email, but there is also a tab that can pull your information from your Facebook or other social media sites.

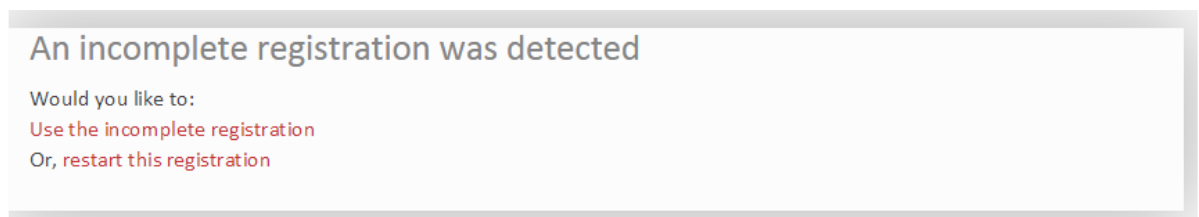
Enter your email address (that will only be used by you), confirm the same address, and create a password. The only requirement for the password is that it contain 6 characters, but we also recommend that you come up with a password that is different from any other passwords you may use for other sites. See the important safety tip below.

****Important Safety Tip:** *For security reasons, you should never use the same exact password as another login site, especially for those that may contain sensitive information, such as online banking sites. In the event of a security breach on any of the sites you login to, having different passwords will prevent hackers from accessing information from other login sites with your same password. ***

A screenshot of a web form titled "Create a new user account" with a close button (X) in the top right corner. The form has two tabs: "Create a new user account" (active) and "Social Sign in". Below the tabs are four input fields: "Account Email *" with an information icon, "Confirm Account Email *", "Password (must be 6 characters) *", and "Re-enter Password *". A red "Next" button is located at the bottom right of the form.

Then, click the “**Next**” button at the bottom of your screen.

FYI – If you ever encounter this message (result of clicking out and back into the login window), select “**Use the incomplete registration**,” and it will continue the process.

A screenshot of a message box with a title bar. The title is "An incomplete registration was detected". The text inside says "Would you like to:" followed by two options: "Use the incomplete registration" and "Or, restart this registration".

Contact Details

×

Contact Details

First Name *

Preferred First Name

Last Name *

Phone *

Cell Phone

Email Address *

Address

Address *

City *

State (IL) *

Zipcode *

Country *

United States

Are you a graduate of Bradley University?

×

▼

Submit

Next, you will see a page that asks for your demographic information. Required items are marked with an asterisk (*).

Make sure to enter the same email address as the one you used to create your account. That way, all your e-receipts and communications will come to the same email.

Click **“Submit”** when finished.

You will have the option to edit this information later, or at any time in the future when you log back in.

3. REVIEWING SHOPPING CART

Once you have logged in, you will notice that your left menu has expanded to include more pages, and your Shopping Cart will look different:

Please read the information in red on this page.

At this point, you may still review and make changes to your registration. However, once you click on **"Checkout"** from this page, you will need to continue the process to complete your payment in order for your information to be submitted.

**** (If you do continue to "Checkout" and then leave the process before it is complete, your shopping cart will be cleared out, and you will need to call the office to complete your registration.) ****

On this page, you may still click on your program titles to view additional information about any of them.

When you are ready, click **"Checkout."**

The screenshot shows the Bradley University Osher Lifelong Learning Institute website for Spring 2016. The header features the university's name and logo, with a red banner below it reading "SPRING 2016". The user is logged in as phil.bassist@gmail.com. A left sidebar menu includes links to Home, Programs, Calendar, Shopping Cart, Update Details, Current Schedule, History, Credits, and Sign off. The main content area is titled "SHOPPING CART" and contains an "IMPORTANT:" notice in red text. The notice states: "Please review your items below and make any changes BEFORE clicking on the 'Checkout' button below." and "Once you click 'Checkout' on this page, you must continue the process and complete payment before doing anything else." It also mentions that after payment, users can review their schedule or add more items. Below the notice is a table with three columns: Course, Date, and Fee. The table lists several items, including a Class Fee, Class Lunches, and various genealogy and health courses. A red "Checkout" button is located at the bottom of the page.

phil.bassist@gmail.com

Home

Programs

Calendar

Shopping Cart

Update Details

Current Schedule

History

Credits

Sign off

SHOPPING CART

IMPORTANT:

Please review your items below and make any changes *BEFORE* clicking on the **"Checkout"** button below.

Once you click **"Checkout"** on this page, you must continue the process and complete payment before doing anything else.

After payment is complete, you can review your schedule, add more items to a new shopping cart, or log out.

Course	Date	Fee
Class Fee - ADD TO CART WITH CLASS SELECTIONS	Wednesday, April 6 2016	Class Fee - 95.00
Class Lunches - Hearty Buffet (all 4 days)	Wednesday, April 6 2016	Hearty Buffet - 42.00
Basic Genealogy	Wednesday, April 6 2016	Inclusive with Class Fee - 0.00
Building a Better Brain through Retraining: An Introduction to Cognitive-Behavioral Theory and Practice	Wednesday, April 6 2016	Inclusive with Class Fee - 0.00
Behind the Scenes of Peoria's TV and Radio Journalism	Wednesday, April 6 2016	Inclusive with Class Fee - 0.00
101 Uses of Essential Oils	Wednesday, April 6 2016	Inclusive with Class Fee - 0.00

Checkout

4. PROCESSING PAYMENT

Please review and agree to the Terms and Conditions below.

Terms and Conditions

Please read these terms carefully. By checking the "I Agree" button below, you acknowledge that you have read and understand the agreement and agree to be bound by its terms and conditions.

Cancellation Policy:
In an effort to increase the availability of all OLLI programs and reduce the number of members placed on waiting lists, a cancellation policy has been approved by the OLLI Executive Committee.
The intent of this policy is to encourage our members to carefully consider their personal availability for each

☒ Agree *

Next

On the Payment Page, you will see a total amount due for your programs.

Select your form of payment (credit card type) and fill in your credit card information.

As a secure site, you can rest assured that the details of your credit card will remain safe and not stored by the system.

Click on the **“Submit”** button at the bottom of the screen to complete your purchase.

The next page will ask you to review the **Terms and Conditions**, including the OLLI Cancellation Policy, Information Disclaimer, Photo Waiver, and Learning Trip Waiver.

Check the box next to **“Agree,”** and click **“Next”** at the bottom.

**** This information will later be accessible via a link from the “Update Details” page.**

Payment

Registration Total	137.00
Includes tax	0.00
Amount Payable	137.00

Payment Method

5. WHAT TO DO NEXT

And you're finished! The Thank You Page lists options for additional actions you can take, including viewing your schedule, updating your demographic information, starting a new Shopping Cart, and visiting other OLLI online sites.

If you check your email, you will also receive a confirmation containing all the details of your registered programs.

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Home

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Update Details

Current Schedule

History

Credits

Sign off

Thank You! See you at OLLI!

A confirmation email will be sent to the email address provided, containing additional details about each of your selections.

View your updated schedule by clicking on the tab called "Current Schedule" on the left menu.

To add more items to your schedule, you can start a new shopping cart by returning to the "Programs" tab on the left menu.

To update your contact information, click on the tab called "Update Details" in the left menu.

Or, visit more OLLI sites by clicking on the following links:

[OLLI website](#)
[OLLI at Bradley University Facebook page](#)

Need Assistance? Call our office at 309-677-3900!

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