North Shore ElderCollege Society
come learn with us

# How to Register for our Courses

Ways to Register

1. At your convenience, anytime, anywhere, on our website www.nseldercollege.org
2. No computer? Ask a friend or family member to help
3. At Open House
4. Phone 778.246.6737 and leave a message if you don't get through immediately

Planning

On our main website (www.nseldercollege.org):

- Read through the Classes webpage to find the courses that interest you
- Download the printable schedule from the Schedule page, or search through the online calendar to see when classes are scheduled
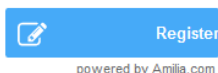
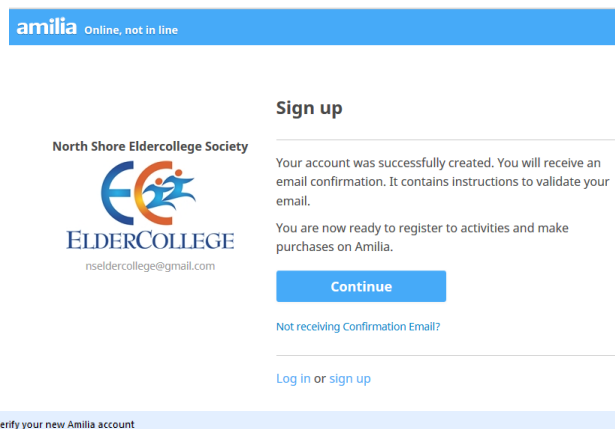When you are ready to register, just click any blue **Register** button to be redirected to our online store.

Sign in to an existing account or create an account. In the top right corner, select **Log In** or **Sign Up**.

Creating an Account

If you have not previously created an account, you must do so to register. Click the **Sign Up** button in the **top right hand corner of any Amilia screen** to bring up this screen. Click **Continue**, complete all parts of the form and **Save** to continue.

amilia Online, not in line

North Shore Eldercollege Society

nseldercollege@gmail.com

Sign up

Your account was successfully created. You will receive an email confirmation. It contains instructions to validate your email.

You are now ready to register to activities and make purchases on Amilia.

Continue

Not receiving Confirmation Email?

Log in or sign up

IMPORTANT: You will receive a confirmation email to the email address you provided at signing up. The subject line will read "Verify your new Amilia account".

You **MUST** click on the link provided in the email to activate your account.

Verify your new Amilia account

amilia

Hello,

Thank you for registering with Amilia! Please click the link below to verify your email address and activate your Amilia account. This confirms that your email address is correct and can be used to send you invoices, receipts and help you recover your password, should you ever need to do so.

https://www.amilia.com/en/Confirmed?secret=7b28f872-2677-40f9-ba05-73e6ffc8e8a7&returnUrl=https%3a%2f%2fapp.amilia.com%2f%3forgId%3d2531

If clicking the link doesn't work, you can copy and paste it into your browser.

Your Amilia account allows you to centralize all of your activity, registration and payment information in one place. Your registration information will be saved so you can save time during future registrations.

You will receive this confirmation message showing that your account has been verified.

Click **Back to Amilia** to log-in to your new account.

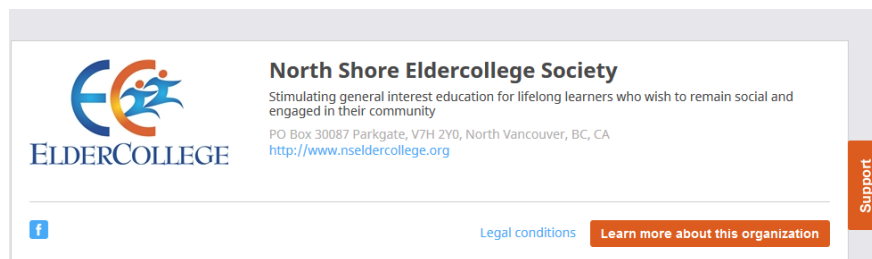**North Shore Eldercollege Society**

nseldercollege@gmail.com

Welcome to Amilia

Your email address was confirmed. You can now log into your account.

Back to Amilia

Navigating

This is the home page of our online store.

North Shore Eldercollege Society

Stimulating general interest education for lifelong learners who wish to remain social and engaged in their community

PO Box 30087 Parkgate, V7H 2Y0, North Vancouver, BC, CA
http://www.nseldercollege.org

Legal conditions   Learn more about this organization

Support

The orange buttons allow you to move between the available pages (Register, Memberships, Donations and Store).

Register ✏   **Memberships ✏**   **Donations ✏**   **Store ✏**
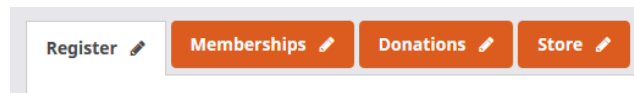
To find our courses, simply click the **Register** tab.

Spring 2016   Select the current term, by pressing the orange button with the term name, to bring up ALL available courses for the term.

Monday
➕ North Vancouver
Tuesday
➕ North Vancouver
Wednesday
➕ West Vancouver
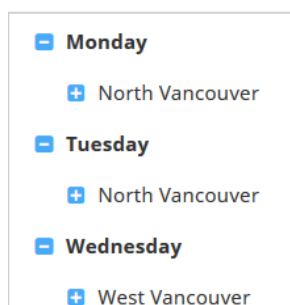
Click on the ➕ or ➖ buttons to expand or contract the information.

You can also use the **search tool** to find a course.
- Simply type in a keyword (example "walk"), press the orange search button and all courses with the word "walk" will appear below.
- Looking for classes on a specific weekday? Click the day of the week box, and only classes that are scheduled on that day will appear.

What are you looking for?

An activity, an event, a class	S ☐ M ☐ T ☐ W ☐ T ☐ F ☐ S ☐ Select all ☐	Search

A **summary** for each course is displayed, showing the course title, schedule, location, start date, number of available spaces and price.
- To read more and then register, click on the blue **course title**.
- To register *without* learning more, click the orange **Session** button.

What's News Westerleigh
Wednesday 9:30 AM, Westerleigh PAR...

Schedule:	Wednesday 9:30 AM to 11:00 AM	**Session**
Location:	Westerleigh PARC, 725-22nd Street, West Vancouver V7V 0B3	👤+
Start date:	Wednesday, January 20 2016	$60
Available:	17/17	

When you click on the blue course title, the **full course description** is displayed, with any special notes.
- This information can be posted on social media or emailed to a friend using the blue buttons.
- To register, simply click the orange **Register** button.

Spring 2016 | **Wednesday** | **West Vancouver**   ↩ **Back**

What's News Westerleigh   **Register**
Wednesdays from 9:30 AM to 11:00 AM, from Wednesday, January 20, 2016 to Wednesday, April 6, 2016.

Start date: Wednesday, January 20 2016

Schedule: Wednesdays from 9:30 AM to 11:00 AM, from Wednesday, January 20, 2016 to Wednesday, April 6, 2016.

Location: Westerleigh PARC, 725-22nd Street, West Vancouver V7V 0B3

Description: What's News Westerleigh is a current events discussion group for people interested in a wide range of issues reported in the media. A short prearranged introduction on a topic is presented by a volunteer followed by a general discussion by the group. Participants with special interests are encouraged to address the group and outside experts are occasionally invited. Despite the problems of our world today, our sessions are fun.

Mandatory membership:
- ElderCollege 2016 First Term Membership

Available: 17/17

Price: $60 Taxes not included

Required age: 0+ on the day of the activity

Share this activity:

[f] [t] [in] [g+] [✉]

Registering

From a course **summary**, click the orange **Session** button to add it to your shopping cart.

What's News Westerleigh
Wednesday 9:30 AM, Westerleigh PAR...

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Spring 2016 | Wednesday | West Vancouver   ↰ **Back**

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Price: $60 Taxes not included

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Share this activity:

Mandatory membership:

• ElderCollege 2016 First Term Membership

A window will appear asking for the names of participants to be registered. Simply click on the **orange button** next to the person's name.

Select participants to register

What's News Westerleigh

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📍 Westerleigh PARC, 725-22nd Street, West Vancouver V7V 0B3

💳 $60 Taxes not included

Kate Weiss

Add another person
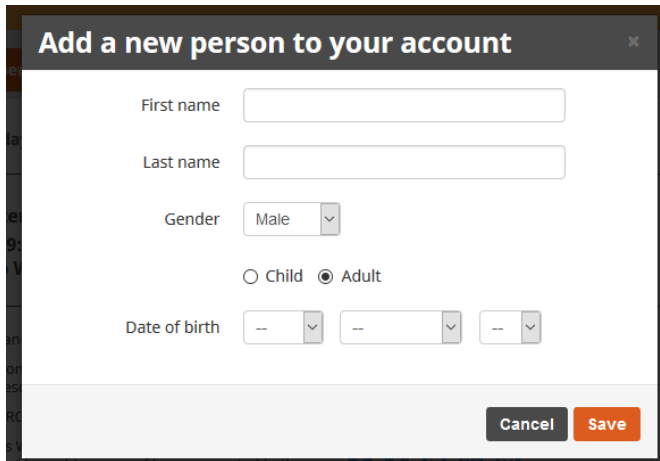
Continue Shopping

💳 $60 Taxes not included

✅ Kate Weiss

Add another person

When a person has been successfully added, the button will change to a green **checkmark**.

Continue Shopping to add more courses.

If you want to add another person onto your account (such as a spouse or sibling) and register them for the **same course**, simply click the blue **add another person** text, and the following window will appear:
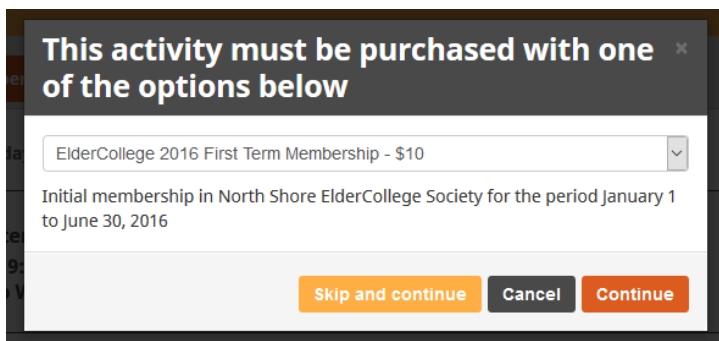

Complete the details and save.

This person is now permanently added to your account, so when you wish to register for courses in the future, this person's name will appear automatically in the choices of participants. Only you will be able to access this person's account.

All Payments will be processed to your account.

ElderCollege membership is mandatory. Simply click the orange **Continue** button, and the membership will be added to your cart.
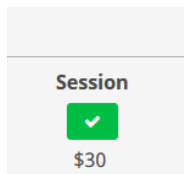
Items that have been successfully added to your cart will appear with a **green checkmark**.

Reviewing Your Selections
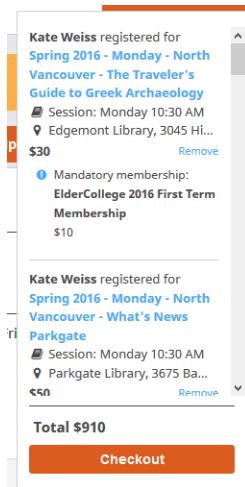
When you have finished shopping for courses, you can select the shopping cart item to review your purchases and proceed to the payment stage.
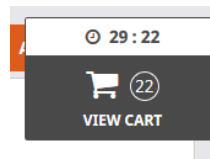
In the top right hand corner, simply click the shopping cart button.

The time indicator shows how long you have to complete the check-out process before your shopping cart is automatically emptied
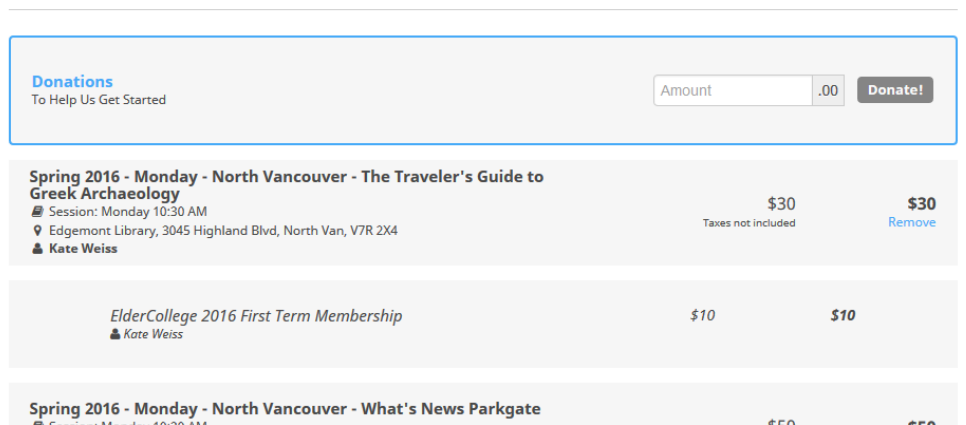
You can review all items in your cart and remove any courses before selecting the **Checkout** button.

You can also proceed straight to **Checkout**, and review your purchases at the next step.

Completing the Registration

When you click the **Checkout** button, the following window will appear.
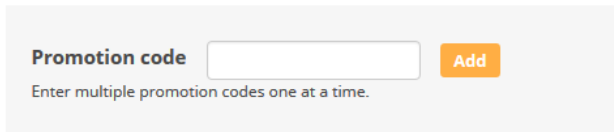
If you wish to make a **Donation**, you may do so at this point.

Scroll up and down to see the full list of items in your cart, and **remove** any unwanted items or **Continue Shopping** to add more courses.
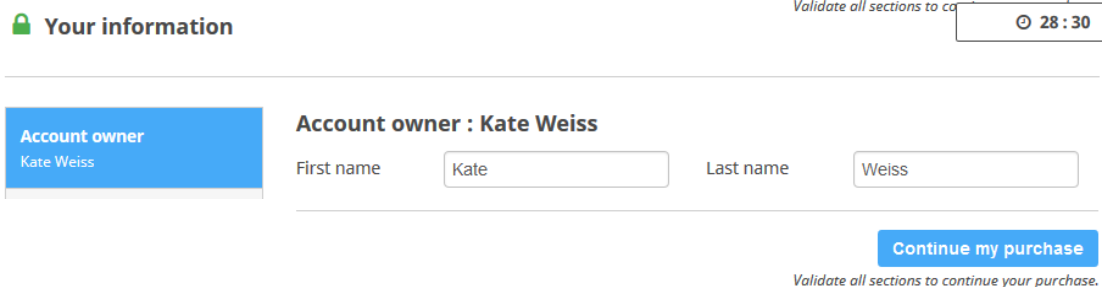
Scroll to the bottom of your shopping cart summary to add any **Promotion codes** and see the total.

You may have been given **A Gift of Learning** or other certificate(s) containing a Promotion code, simply enter the code and click the **Add** button.

Promotion code [   ] **Add**
Enter multiple promotion codes one at a time.

You will be asked to confirm your account details. Make any necessary changes, then click **Continue my purchase**.

Validate all sections to co...

🔒 **Your information**   ⏱ 28:30

Account owner : Kate Weiss

Account owner	First name	Kate	Last name	Weiss
Kate Weiss				

Continue my purchase
Validate all sections to continue your purchase.

Paying for Your Purchases

We offer convenient methods to complete payment:
1. Offline – by cheque
2. Online – by direct debit or credit card

> Help to keep our costs low so we can continue to keep your course fees low.
>
> Banking and processing fees can become costly. Our preferred way to receive payments is (in order of cost effectiveness):
>
> 1. Pay by cheque
> 2. E-check (Direct Debit)
> 3. Credit Card

Cheque Payments

For **Offline** payment, click on the Offline button to be redirected to the final confirmation screen.

You can **Print** this page for your records if you wish (this is the best format), and you will also receive an **email confirmation** which can also be printed.

To complete your payment, please send a cheque:

- write the **Invoice Number** on the cheque
- made payable to **North Shore ElderCollege Society**
- send to PO Box 30087 Parkgate, North Vancouver, V7H 2Y0

Direct Debit Payments

For **Online** payment, enter the amount in the Online payment box, then press Enter to be directed to the next step.

For a Direct Debit payment, you will need to have a cheque available. Click on the E-Check button.

Complete the details in the following screen, then click **Pay Now** to process the payment. *The funds will be withdrawn from your account immediately.*

You will be directed to the Confirmation screen. You can **Print** this page for your records if you wish (this is the best format), and you will also receive an **email confirmation** which can also be printed.

Credit Card Payments

For a credit card payment, click on the Credit card button.

Complete the details in the following screen, then click **Pay Now** to process the payment.

You will be directed to the Confirmation screen. You can **Print** this page for your records if you wish (this is the best format), and you will also receive an **email confirmation** which can also be printed.

Enjoy Your Learning Adventure

The printed or email confirmation has all the details you will need to find your class, as well as any special requirements. Our website www.nseldercollege.org will also have any extra details such as downloadable waivers, reading lists, etc.