



## How to Use Online Registration

An outside company, Active.com, provides our online registration service. The steps below will walk you through the process of registering one or more persons for Center classes.

Online registration is available only after registration opens. Go to the Registration Information page at [www.aikenlearning.org/register.html](http://www.aikenlearning.org/register.html) to get the date and time that registration opens.

### 1 Purchase Your Membership

- Go to [www.aikenlearning.org/online.html](http://www.aikenlearning.org/online.html) to open the online registration page in your web browser (Chrome, Safari, Edge, Firefox, etc.).

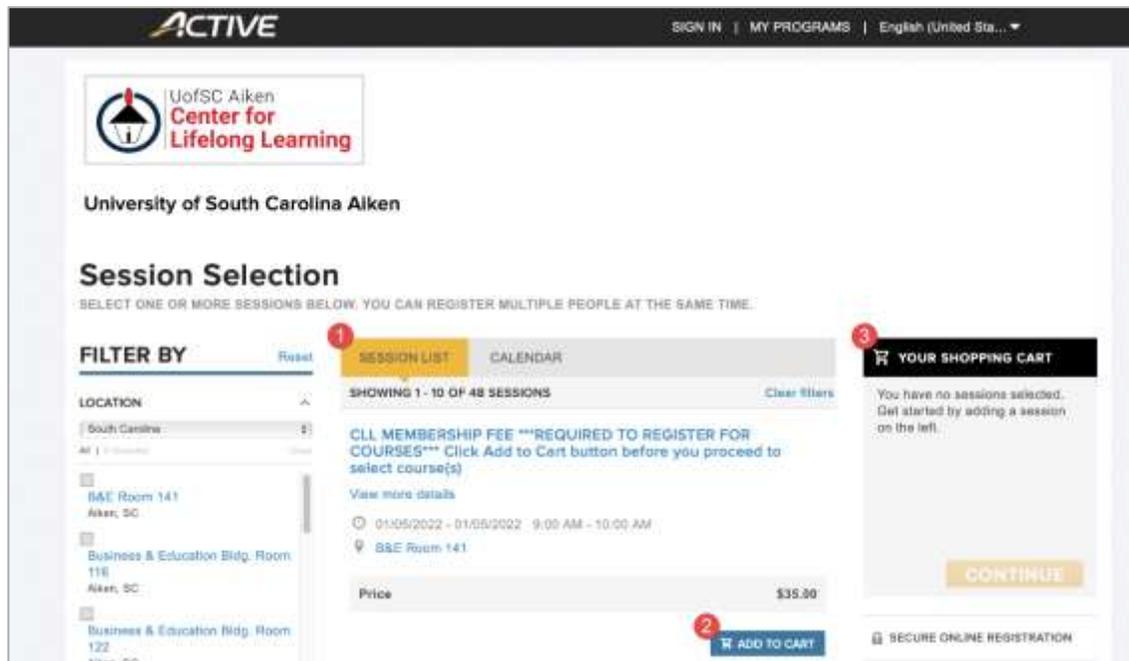


Figure 1: Opening Screen of Online Registration System

- Your browser will open to the screen shown in Figure 1, entitled Session Selection. (A session is a course, event, or membership.) Overall, registering is a process of adding

courses (sessions) to YOUR SHOPPING CART, entering your personal information, and checking out to submit your payment.

- Under the label SESSION LIST (noted on Figure 1 by a circled (1)), the first entry will be "CLL MEMBERSHIP FEE." You must be a member to take any courses or attend any sponsored events, thus **you must purchase a membership for each person you are registering**.
- Click the ADD TO CART button, (3) on Figure 1. Your selection will be added to the YOUR SHOPPING CART (4).

## 2 Select Your Courses

- Scroll down the SESSION LIST, (1) on Figure 2, to review the courses that you wish to take. There are 10 sessions (courses) per page, so you may have to continue to the next page to find the one you want. Click the link "View more details," (2) on Figure 2, to see the description of the course in a popup window. When you find a course that you want to register for, click the ADD TO CART button. You should select all the courses you want to take at this point although you may come back to this page to add other courses later in the registration process.

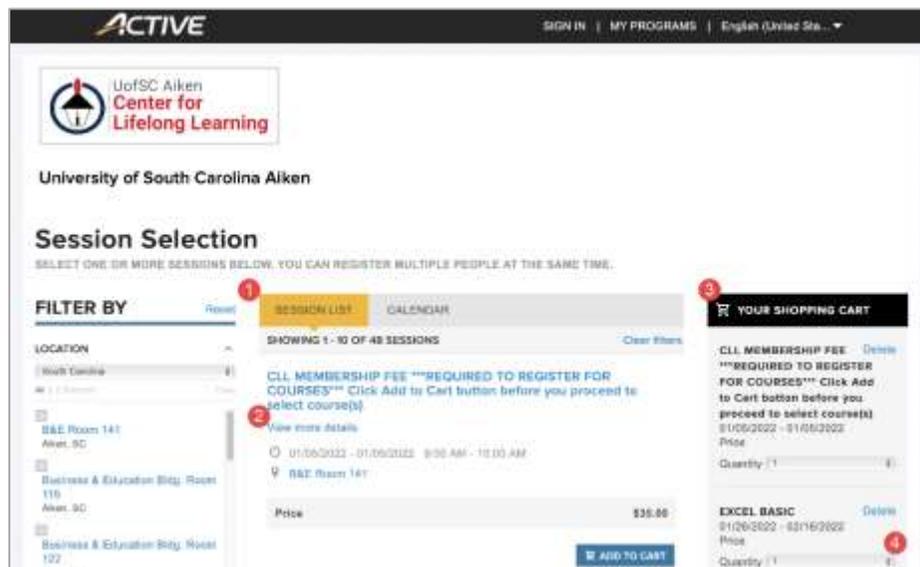


Figure 2: The YOUR SHOPPING CART box filled with your selections.

- YOUR SHOPPING CART, (3) on Figure 2, lists all of your selections. If you are signing up more than one person for a membership or course, select the Quantity of signups by clicking the down arrow (4). You must purchase a membership for each person you are registering. Each membership is \$35 per semester and each course is the price shown.
- To finish with this screen, click the yellow CONTINUE button below YOUR SHOPPING CART. The Registration Information screen will open.

### 3 Registration Information

- Enter your email address in the input box labeled "Email address," (1) on Figure 3. Be sure that the email address is valid, typed correctly, and an address where you regularly receive email. This is important as it is the identity of your account on the system and the address to which your receipt will be sent.
- Click the NEXT button, (2) on Figure 3. The system will check if there is already an account associated with your email address. **If you already have an account, go to step 4. If not, go to step 5.**

Figure 3: The Registration Information initial screen.

### 4 You Already Have an Account

- To sign in, enter your password in the box labeled (1) on Figure 4.
- If you have forgotten your password, you may reset it by following these steps:
  - o Click the link "Forgot your password?" (2) on Figure 4.
  - o The screen will change to one with a SEND PASSWORD LINK button; click that button. The system will send you an email to use to reset your password.
  - o Find the email that the system sent in your email program. Click the link in the email. You will be returned to the registration system. A window will pop up to allow you to reset your password (see Figure 5).

- o Note the requirements for an acceptable password. Enter the new password twice. Click the RESET PASSWORD button. After the system accepts it, you will be returned to the Sign In screen (Figure 4).
- Enter your password and then click the SIGN IN button, (3) on Figure 4. **Proceed to step 6.**

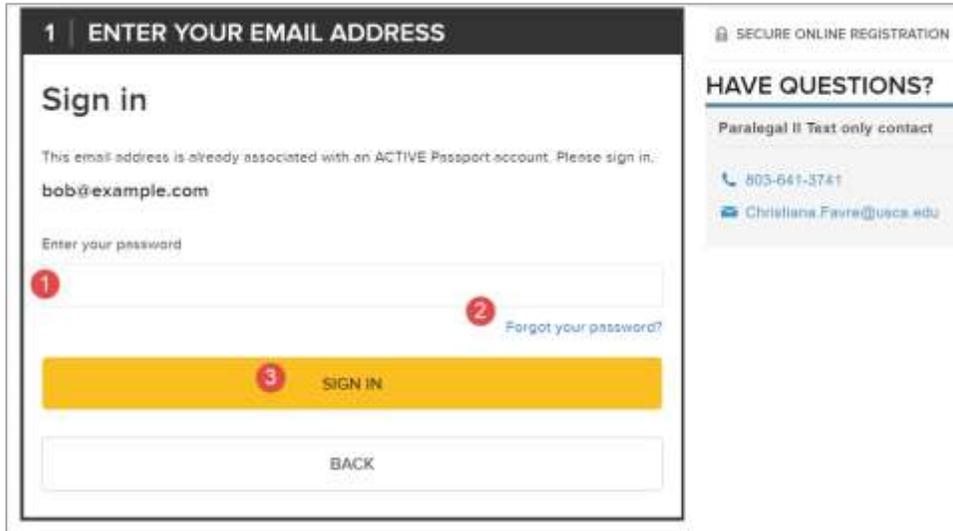


Figure 4: Password Entry Screen

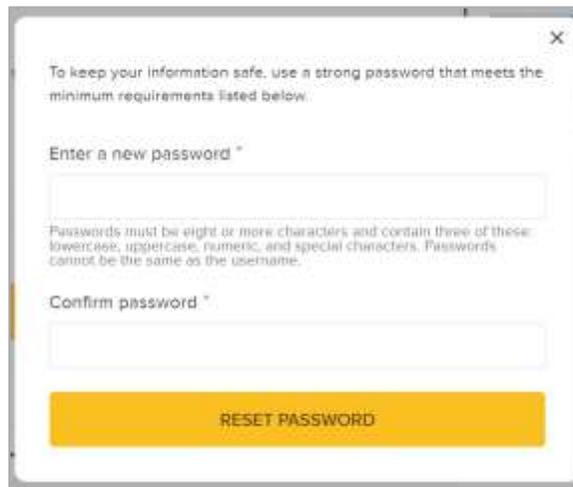


Figure 5: Password Reset Popup Window

## 5 You Do Not Have an Account

- If the system did not find an existing account in step 3, a window to accept Terms of Use and Privacy Policy will pop up (see Figure 6).
- Click both checkboxes (1) to agree to them.
- Click the NEXT button (2). The PARTICIPANTS & OPTIONS box will become active.

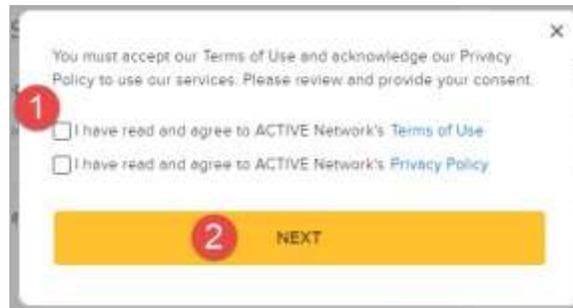


Figure 6: Accept terms popup

## 6 Who Are You Registering

- The PARTICIPANTS & OPTIONS box is where you will confirm who is attending the class(es) you are registering for. If you are registering for more than one person or if you already have an account, you will select the person you are registering by clicking the down arrow, (1) on Figure 7, and selecting the person.

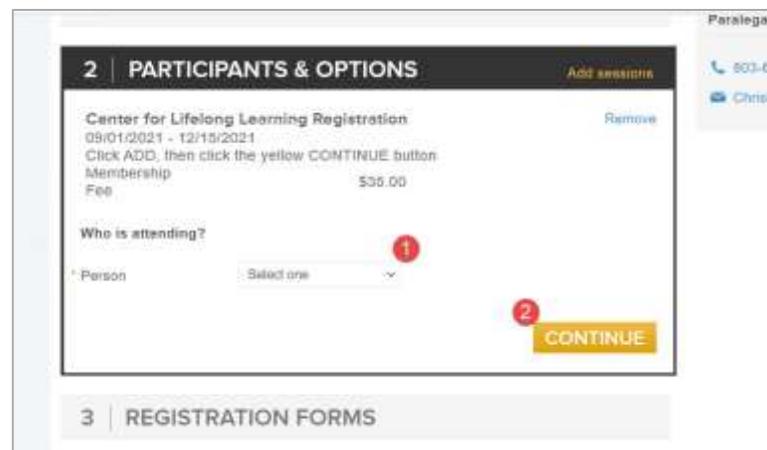


Figure 7: Initial PARTICIPANTS & OPTIONS box

- Click CONTINUE, (2) on Figure 7. The PARTICIPANTS & OPTIONS box will change to look like Figure 8.

**2 PARTICIPANTS & OPTIONS** [Add sessions](#)

**CLL MEMBERSHIP FEE \*\*\*REQUIRED TO REGISTER FOR COURSES\*\*\*** [Remove](#)  
 Click Add to Cart button before you proceed to select course(s)  
 01/05/2022 - 01/05/2022  
 B&E Room 141  
 Price \$35.00

**Who is attending?**

\* Participant  First name  Last name

\* Date of birth  MMDD/YYYY [Why do we ask this?](#)

\* Gender  Male  Female

**CONTINUE**

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**EXCEL BASIC** [Remove](#)  
 01/26/2022 - 02/16/2022  
 Center for Lifelong Learning Tech Center  
 Price \$22.00

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**HOME SECURITY** [Remove](#)  
 01/27/2022 - 01/27/2022  
 Business & Education Bldg. Room 138  
 Price \$15.00

Figure 8: PARTICIPANTS & OPTIONS box for specifying who is registering

- Fill in your name, date of birth, gender, and who you are registering (yourself or a different adult). Note that if you already have an account some of this information will be automatically entered for you.
- Scroll to the bottom of the PARTICIPANTS & OPTIONS box and click the CONTINUE button. The PARTICIPANTS & OPTIONS box will change to show each course you have selected. For each, select "Who is attending?" by clicking the input box labeled "Select one" and clicking a name. Click CONTINUE after each name. The system may display a new screen to continue your input until all courses are completed.

*Note: you may see a warning that says, "Please note, registrant has another session at same time." Ninety-nine percent of the time you may ignore this warning and proceed. You should check the courses you are registering for to ensure there is no actual overlap.*

- After answering "Who is attending?" for the final course selected and clicking CONTINUE, the REGISTRATION FORMS box will be activated.

Note: If the system does not appear to respond, scroll back to the top and look for any red highlighted areas that indicate that your input is required.

## 7 Add or Edit Personal Information and Sign Your Application

- In the REGISTRATION FORMS box (see Figure 9), fill in or correct any of the information in the "Update basic information" section, (1) on Figure 9.

Note: to change the registrant's name or email address, click the link "Update basic information." This will take you back to the PARTICIPANTS & OPTIONS screen. On this screen, click the "Edit" link beside the Person selection box to correct or change the person attending. If you need to change the email address, scroll up to the box labeled ENTER YOUR EMAIL ADDRESS and click the link "Change email address." Note that if you change the email address, you will have to fill out all the "Who is attending?" information again. Click CONTINUE as needed to go back to the REGISTRATION FORMS box.

The screenshot displays a registration form titled "3 | REGISTRATION FORMS". At the top, it shows the name "Joe Smith" and a red circle with the number "1" next to the "Update basic information" link. Below this are several input fields: "First name" (Joe), "Last name" (Smith), "Email address" (YourEmail@address.com), "Home phone number" (803-000-0000), "Country" (United States), "Address" (123 Main St), "Address line 2", "City" (Town), "State" (South Carolina), and "ZIP" (29801). A section titled "Waivers and Agreements" contains a paragraph of text and a checkbox labeled "2" with the text "I agree to the Active Agreement and Waiver". Below this is the "Digital Signature" section, which has two radio button options: "3" "Write your signature" (selected) and "Type your signature". A note states: "By entering my name below, I assert that I have reviewed and agree to all the waivers and agreements I selected above". There is an "Electronic signature" field containing "Joe Smith". At the bottom right, there is a red circle with the number "4" next to a yellow "CONTINUE TO CART" button.

Figure 9: REGISTRATION INFORMATION box

- Read the "Waivers and Agreements" paragraph. At the bottom of the REGISTRATION FORMS box, click the checkbox, (2) on Figure 9, to agree to the Active Agreement and Waiver.
- Choose which method to sign your application, (3) on Figure 9: "Write your signature" or "Type your signature." You "write" with a mouse, your finger on a trackpad, or your finger on a touchscreen. (Note: typing is easier.)
- If you indicated in step 2 that you are registering additional individuals, they will be listed below the CONTINUE button. Click the Edit link by each additional name to fill out the information for them. After you enter information for each additional registrant, click the CONTINUE button.
- After you enter information for all registrants, click the CONTINUE TO CART button, (4) on Figure 9. The "Review cart & check out" page (Figure 10) will open.

*Note: If the system does not appear to respond, scroll back to the top and look for any red highlighted areas that indicate that your input is required.*

**Review cart & check out**

**ORDER DETAILS** [+ Add Another Registration](#)

ITEMS	TOTAL
Center for Lifelong Learning Registration - Membership Fee 09/01/2021 - 12/31/2021 Click ADD, then click the yellow CONTINUE button Joe Smith	\$35.00
Who's Afraid of Opera by Maureen Simpson - Price 09/01/2021 - 12/31/2021   11:00 AM - 12:15 PM Ball Room 122 Joe Smith	\$18.00
Great Decisions with John Karas - Price 09/09/2021 - 10/28/2021   Tu, Wed - 2:00 PM Ball Room 102 Joe Smith	\$20.00
Book for class	\$15.00
<b>Subtotal</b>	<b>\$88.00</b>
<b>Total</b>	<b>\$88.00</b>

Active Network, LLC will charge the amount above.

**CHECK OUT**

**PAYMENT INFORMATION**

\* PLEASE SELECT A PAYMENT METHOD

**CREDIT CARD** Use your credit card: **PAY WITH CREDIT CARD**

**ELECTRONIC CHECK** Use your checking or savings account. **FAST DEBIT FREE SECURE** **PAY WITH ELECTRONIC CHECK** [Learn more about Electronic Check](#)

**Secure | Trusted | Encrypted**  
Wildcard SSL Certificate

Figure 10: The "Review cart & check out" page

## 8 Review Your Selections and Check Out

- On the "Review cart & check out" page, review your ORDER DETAILS, (1) on Figure 10. Ensure that all the courses are ones that you would like to take. Review the costs. **Ensure that you have purchased a membership for each person you are registering.**
- Note the link labeled "Add Another Registration," (2) on Figure 10. Click this to go back and add additional registrants or courses. You may also use the "Edit/Remove" link beside each course name, (3) on Figure 10, to delete a course.
- You are now ready to submit payment. Click either PAY WITH CREDIT CARD, (4) on Figure 10, or PAY WITH ELECTRONIC CHECK, (5) on Figure 10.

## 9 Pay with a Credit Card

- Fill out the information for your credit card, (1) on Figure 11.
- Note the check box to allow your card information to be stored for future use, (2) on Figure 11. Storage is safe, secure, and optional. Storing a card will make future reservations easier. You must have an account or create one below in order to store card information.

The screenshot shows a 'CHECK OUT' page with a 'PAYMENT INFORMATION' section. It lists accepted card types: Discover, American Express, Mastercard, and Visa. The form fields are: 'Name on card' (JOE SMITH), 'Card number' (0000 0000 0000 0000) with a red error message 'Please enter a valid credit card number', 'Expiration date' (3 / 2025), and 'CVC/CVC' (222). A checkbox 'Store this card for future use' is checked. Below the card fields, there is an 'Or' separator and an 'Electronic Check' option. The page also displays logos for accepted card types and a Digicert Wildcard SSL Certificate logo.

Figure 11: PAYMENT INFORMATION screen for credit card

## 10 Pay with Electronic Check

- Fill out the information for your electronic check (a.k.a. bank draft), (1) on Figure

12.

Figure 12: CHECK TRANSACTION AUTHORIZATION page

- Note the check box to allow your account information to be stored for future use, (2) on Figure 12. Storage is safe and secure. Storing this information will make future reservations easier. You must have an account or create one below in order to store account information.

## 11 Create an Account for Future Registrations and Complete Your Registration

- At the bottom of the "Review account & check out" page, there is a section to create an account on Active.com for future registrations (see Figure 13). Enter a password, then enter it again to confirm it. Store your account email address and password securely so that you may retrieve it the next time you register for a course at the Center for Lifelong Learning.
- **Make sure that you have purchased a membership for each person you have registered.**
- Click the COMPLETE button at the bottom of the ACCOUNT CREATION section. You have finished your registration. You will receive a receipt at the email address you entered at the beginning of the online registration process.

**ACCOUNT CREATION**

Email address:  
YourEmail@address.com

Password \*

Passwords must be eight or more characters and contain three of these: lowercase, uppercase, numbers, and special characters. Passwords cannot be the same as the username.

Confirm password \*

**COMPLETE**

Figure 13: ACCOUNT CREATION page