Agenda

- Prepare for online registration
- Review online catalog access
- Overview of online registration process
- Questions
Can I really do this? 

YES YOU CAN! AND WE ARE HERE TO HELP!!
PREPARING

• Have a unique email address.
• Make OLLIWest@du.edu an address your computer recognizes by adding it to your contacts.
• Review the OLLI catalog(s) in advance to decide which courses you want to take.
• Register with the OLLI at DU site from which you are taking the most courses.

• When you pay your registration fee at one site, you can take courses at any of the other sites (materials/interactive fees for site-specific courses must be paid to the site where that course is held).

• Review the OLLI catalog(s) in advance to decide which courses you want to take.
OLLI CATALOGS ARE ON EACH SITE’S WEBPAGE

OLLI WEST: http://portfolio.du.edu/olliwest/

OLLI CENTRAL: http://portfolio.du.edu/olli/

OLLI SOUTH: http://portfolio.du.edu/ollisouth

OLLI ON CAMPUS: http://portfolio.du.edu/ollioncampus

OLLI EAST: http://portfolio.du.edu/ollieast
The online registration button on the OLLI West site will provide only the OLLI West courses.

- For each of the other OLLI sites, please go to their web page (address on prior slide)
- South’s registration button will provide only the South courses.
- OLLI Central, East and On-Campus are in one, combined registration site.
KEEP IN MIND (continued)…

• All fields designated with an asterisk (*) MUST be completed.
• If you time out while registering, you need to start from the beginning.
• If you are paying by credit card, have the card available and ready so you won’t time out.
• OLLI West has two locations for classes and those locations will be noted in the online registration.
# LET’S GET STARTED!

## How to Register for Courses Online

### Getting Started

| On OLLI West’s homepage, [http://portfolio.du.edu/olliwest](http://portfolio.du.edu/olliwest), click on the large “REGISTER ONLINE” button. | To access the easy to use online registration system click this button - |

Have questions? Contact Susan at susanolliwest@gmail.com or Dara at daraolliwest@gmail.com
REMEMBER: If there is an asterisk * that field MUST be completed.

If you are a new member, please complete the question "how did you hear about OLLI."

Have questions? Contact Susan at susanollwest@gmail.com or Dara at daraollwest@gmail.com
Note: for second item that you leave OLLI West as the selection unless you have registered and paid one of the other OLLI sites. The site that you take the MOST classes from is the one that you should be paying the membership fee to.

If you are paying by check, the address for the OLLI West payment is: OLLI West, 12081 W Alameda Pkwy #436, Lakewood, CO 80228.
Next screen: based on your selection on previous screen as to how you will pay—credit card or check—the first item defaults to that selection.

Now we start the courses by day of the week and time of the day.
If there is a fee, a field will be displayed with the amount of fee and payment will be populated by the system with the method of payment you selected (credit card or check).
<table>
<thead>
<tr>
<th>When you select a course:</th>
<th>![Course Selection Image]</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST, who is attending – it will ALWAYS BE YOU.</td>
<td>![Course Selection Image]</td>
</tr>
<tr>
<td>SECOND, what is your order of preference for that course? <strong>For West</strong>, if <strong>the course has no maximum enrollment</strong>, you won’t have this selection—you will be enrolled in that class.</td>
<td>![Course Selection Image]</td>
</tr>
<tr>
<td>THIRD: Will you be a CA for the class, if needed?</td>
<td>![Course Selection Image]</td>
</tr>
</tbody>
</table>

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**FINAL STEPS**

**FEEDBACK**—open ended

**DONATIONS**—Drop-down box for you to select amount.

**SAVE AND CONTINUE.**

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**FEEDBACK**

Susan, you can enter feedback, potential volunteering, new class ideas, comments here:

*Select who is attending*

- Susan Schmetzer (You)

Enter your feedback here:

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**DONATIONS TO OLLI AT DU**

Susan, check the box below if you would like to donate by Credit Card to OLLI at DU:

*Select who is attending*

- Susan Schmetzer (You)

How much would you like to donate?

- Please Choose...
- $25.00  pay by Credit Card
- $50.00  pay by Credit Card
- $100.00 pay by Credit Card
- $200.00 pay by Credit Card

Back  Save and Continue

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BILLING REVIEW

CREDIT CARD PAYMENT REVIEW

Please review all information for accuracy.
If all the information is correct, click “Submit” at the bottom of the page to continue.
Should you find any errors, please select the back button to make your corrections.
Below you will find the details of your transaction.
The Transaction Summary only includes your fee-based classes. Please see below “Classes” below to view your complete list of classes.

TRANSACTION SUMMARY

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>OLLI Registration Regular Member Fee:</td>
<td>$130.00</td>
</tr>
<tr>
<td>Quantity 1 - pay by Credit Card OLLI West</td>
<td>$130.00</td>
</tr>
<tr>
<td>Excel Spreadsheets MonPM Fee</td>
<td>$30.00</td>
</tr>
<tr>
<td>Quantity 1 - pay by Credit Card</td>
<td>$30.00</td>
</tr>
<tr>
<td>Total:</td>
<td>$160.00</td>
</tr>
</tbody>
</table>

Billing Information
Full Name: 

Have questions? Contact Susan at susanollwest@gmail.com or Dara at daraollwest@gmail.com
PAY BY CHECK
Amount will show 0, but in the description the total amount owed is noted—$130.
SEND CHECKS TO:
OLLI West, 12081 W Alameda Pkwy #436, Lakewood, CO 80228

Have questions? Contact Susan at susanollwest@gmail.com or Dara at daraollwest@gmail.com
Verify the information.

Is all the information you provided correct?

Congratulations, your class registration has been received. Review the classes below to make sure they match what you want. Look for and save the confirmation email that is arriving within a few minutes.

<table>
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Are these the courses you wanted to sign up for?

Check it carefully.
The email **verifying you registered** will look like the final screen of the online registration—billing information and a listing of courses for which you registered.

**THIS IS NOT YOUR CONFIRMATION.** You will be notified of courses you are enrolled in after March 12th.
At the end of your registration verification email is an invitation to go back to edit the registration information. This is what clicking on that link in the email looks like.

Welcome back, _____!

Continue to edit the information you submitted previously.

Edit your previous submission

Not Susan? Begin a new registration for this event.

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If you have questions, contact:
Dara: daraolliwest@gmail.com
or
Susan: susanolliwest@gmail.com