OLLI Online Registration Guide

Before registering

1. You must be a current, paid-up member to register for classes ("Sessions"). To become a member or renew your membership, go to olli.uga.edu, click the green **Join** button or the purple **Renew** button on the left and follow the instructions. After joining or renewing your membership, you will need to **Logout** and log back in before registering.
2. Before registering, we suggest that you browse the catalog, select your Sessions, and then highlight them in your catalog for quick reference to the start date and times of your classes.

Initial online registration

1. Go to olli.uga.edu and choose the red **OLLI Online** button at the top right of the page.
2. Select Register for…: Classes and Luncheons from the menu on the left.
3. Scroll to the bottom of the Event Details page. Register for the curriculum event by clicking **Register for this event**
4. Enter your email and password and Sign in.
5. Click **Next** until you get to the page Selecting Your Classes ("Sessions").
6. Search for your desired Sessions by Name (*pick one full word from the title for best results*) and select them by placing a check in the box to the left of the title. To continue adding Sessions, simply replace the text in the search field with a full word from the title of your next selection. After you have finished selecting all of your Sessions, click **Next.**
7. If a session is full, there will be a checkmark in the far right waitlist column. If you choose to join the waitlist, you will be charged for the session. If you don't get into the session, the fee will be refunded as a Credit on Account.
8. Once you have selected all your Sessions, select **Next**, and then **Register Now** and follow the **Check-out** prompts through to the payment screen. Complete your transaction by selecting **Purchase Now***
9. If you're on a public computer (coffee shop, public library…), remember to **Logout**.

Adding Sessions: *(if you have already registered for the Curriculum event)*

1. Go to olli.uga.edu and choose the red **OLLI Online** button at the top right of the page.
2. Select Register for…: Add'l Classes to Existing Registration from the menu on the left.
3. Locate the Curriculum event and choose Add Sessions on the right.
4. Follow steps 6-10 above.

* Paying with a credit on your account

1. If you have a credit on account (COA) it will be displayed on the Payment page.
2. Check the box and indicate how much of your available credit you'd like to apply. If necessary, adjust the amount to charge your credit card.
3. If your COA will cover the entire amount, select "Pay in full with credit" from the Form of Payment pull-down menu.
4. Look for the phrase "(+partially applied credit)" on your screen once the order is complete to verify that your credit has been applied. The auto-generated email receipt is a payment-in-full receipt. It is not designed to show the breakdown of payment by COA and payment by credit card.

Registration Notes

➢ Mailed in or dropped off registration forms are date-stamped and processed in the order received once registration opens. Registrations will NOT be processed over the phone.
➢ Your membership must be current. If you have not updated your membership you will not see the Curriculum event item listed and you will not be able to register for classes. Once you have updated your membership to the current year, you will need to log out and then log back into the program in order for the membership to sync with the system.

850 College Station Road, Athens, GA 30602-4811   706-542-7715   olli@uga.edu