Fall 2016 Online Registration Guide

Before registering
1. You must be a current, paid-up member to register for courses (“Sessions”). To renew your membership, just go to olli.uga.edu, click the purple Renew button on the left and follow the instructions. After renewing your membership, you’ll need to Logout and log back in before registering for Sessions.
2. Before registering, we suggest that you browse the catalog, select your Sessions, and then highlight them on this insert. Then use your marked-up insert to find your Sessions during online registration.

Initial online registration
1. Go to the OLLI website, olli.uga.edu and choose the red LOGIN button at the top right of the page.
2. Login with your email address and password. This will take you to your dashboard.
3. On the top menu, choose Courses, then Course Registration.
4. Click the link for Register Online.
5. Scroll to the bottom of the Event Details page and click Register for this Event (2016 Fall Curriculum).
6. On the Event Registration Wizard page, verify your name and add a phone number if necessary.
7. Click Next until you get to the Select Sessions page.
8. Search for your desired Sessions by Name (pick one full word from the title for best results) and then select them by placing a check in the box to the left of the title.
9. If a Session is full, there will be a checkmark in the waitlist column to the right of the title. 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.
10. Do NOT click Next until you have finished selecting all of your Sessions. Simply keep searching for and selecting all your additional Sessions.
11. Once you have selected all your Sessions, select NEXT and follow the prompts through to payment.*
12. If you’re on a public computer (coffee shop, public library...), remember to Logout.

Adding sessions: (if you have already registered for the 2016 Fall Curriculum Event)
1. Follow steps 1-3 above.
2. Choose My Registered Events from the left menu.
3. Locate the 2016 Fall Curriculum event and choose Add Sessions on the right.
4. Follow steps 9-12 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 2016 Fall Curriculum 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.

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