Spring 2016 Registration Notes

To Register
1. Go to the main OLLI webpage - www.olli.uga.edu
2. Choose the red LOGIN button at the top right of the page.
3. Enter your email address and password on the Login page. You will be directed to your personal community dashboard page.
4. To register for classes choose Course Registration from the Courses menu option at the top.
5. Scroll to the bottom of the Event Details page and REGISTER for the Event (2016 Spring Curriculum).
6. On the Enter Registration Information page, check your name and add a preferred phone number if necessary.
7. Click "Next" until you get to the Select Sessions page.
8. Search for your desired class(es) and select them by placing a check in the box to the left of the title.
9. Do NOT click “next” until you have finished selecting all of your classes. Simply keep searching for and selecting courses.
10. Once you have finished selecting your classes, select NEXT and follow the prompts through to payment.
11. Remember to Logout.

Adding classes: use this when you have already registered once for the 2016 Spring Curriculum
1. Go to the main OLLI webpage - www.olli.uga.edu
2. Choose the red LOGIN button at the top right of the page.
3. Enter your email address and password. You will be directed to your personal community dashboard page.
4. To add additional classes to your schedule choose Course Registration from the menu option at the top.
5. Choose My Registered Events from the left menu.
6. Locate the 2016 Spring Curriculum event and choose Add Sessions.
7. Follow steps 7-10 above.

Paying with credit on your OLLI 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 would like to apply.
3. If your COA will cover the entire amount, select from the "form of payment" pull down menu “Pay in Full with Credit.”

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.
- If a class is full, there will be a checkmark in the waitlist column to the left of the title. If you choose to join the waitlist you will pay for class. If you do not get in the class, the fee will be refunded as a Credit on Account.
- Your membership must be current. If you have not updated your membership you will not see the 2016 Spring 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
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out and then log back into the program in order for the membership to sync with the system.