

# Register for Classes Online

- The first screen you see will be the **Home Page** where you can search for classes in different ways:
  - Using the search bar for a **specific class** or a **specific instructor**
  - Searching through the **categories** on the left hand side (Subject, Day of Week)
  - Using the **date** fields ('to' and 'from')
  - Using the **calendar** on the top right of the screen
- For more information about the class, click on the **Course name**. There will be a detailed description of the class, date and time and the instructor's name with a picture and a brief bio
- Once a class is chosen, add it to your cart by clicking **Add to cart**. Continue adding classes to your cart.
- When all your classes have been selected, click **Checkout** to go to the checkout screen
- **At this point you will be asked to login:**
  - **First time users:** create an account (see **How to Create an Account**)
    - Create your Username and Password
    - Enter all required information (your name, address, phone # and email address)
    - Click on *Agree and Create Account* (you must agree to the Registration Policy to continue)
  - **Already have an account?**
    - Log in using your Username and Password (**password is case sensitive**)
- All your classes and the total price are listed
- To delete a class click the "x" (for 1) or "empty cart" (to cancel all). To continue, click **Checkout**
- **Review the classes** you have selected to ensure that the classes selected are correct (remember, **LIR does not issue refunds**, unless the course is cancelled by LIR)
- You must **affirm** that you have been fully vaccinated against Covid 19 (by clicking the Affirmation Drop Down menu [bottom left side of screen] and clicking 'YES') in order to complete your registration.
- Click **Proceed to Payment** to continue
- **Choose a payment option:**
  - **Credit card:** (we do not store your credit card information) Select "Credit/Debit Card" in the "Payment Methods" dropdown box. Click **Place Order Now**. You will now be on the "Payment Information" screen. Enter your credit card information and then Scroll down the screen to "Billing Information" to enter your personal information. Click "Pay Now". You are now **registered**. **You will receive a confirmation email.**
  - **Check:** Select "Check" in the "Payment methods" dropdown box, then click **Place Order Now**; you are now **enrolled, but we must receive your check payment prior to your first class in order to be fully registered**. You can print the receipt for your records but the **confirmation email that you will receive needs to be printed and enclosed with your check payable to "Learning in Retirement"**. Please mail both to: LIR, c/o Temple Beth El, 350 Roxbury Road, Stamford, CT 06902.