

# UD OLLI SUMMER — July 6-29, 2021

## Online Registration Step-by-Step



### OLLI Wilmington members, new OLLI members, previous 'online-only' members

- **Begin at Step 1 below to create a new registration account and register online.**
- This will be a one-time-only process, using the instructions on this page. You will then be able to log in to your account each session for registration. Be sure to save your new username and password.

### OLLI Kent/Sussex members who registered online in Spring 2020 or earlier

- **Skip to Step 3 below to sign in and register online.**
- Our new system has been used in the past by OLLI Kent/Sussex, so you may recognize many features, and you may log into your existing registration account with your existing credentials if you registered for OLLI courses in spring 2020 or earlier. If necessary, reset your password using the controls on the registration site. Skip to **Step 3** below, or go directly to [olli.udel.edu/summer/registration](https://olli.udel.edu/summer/registration) and click on: REGISTER NOW – SUMMER 2021!

<b>1 – What you'll need to create your account</b>	Be prepared to create a new account when you register. You will be required to provide: <ul style="list-style-type: none"> <li>a) A new username. Your username should be between 6 and 40 characters with no spaces.</li> <li>b) A secure password.</li> <li>c) Your name, address, phone number and email address.</li> <li>d) At least one emergency contact is required, including name and phone number. We require this to allow us to provide you with assistance in the case of an emergency, whether that be in person or online. We never share this information with anyone. It is used only after 911 has been contacted.</li> <li>e) Your physician's name and phone number is required. This information is only disclosed to emergency personnel in case of an emergency.</li> <li>f) <b>Individual accounts are required</b> – Each individual OLLI registrant must have an individual account. No joint, household or partner memberships are available.</li> </ul>
<b>2 – Create your account</b>	Visit <a href="https://olli.udel.edu/summer/registration">olli.udel.edu/summer/registration</a> and click on the button: REGISTER NOW – SUMMER 2021! <ul style="list-style-type: none"> <li>a) Select "Create your new account"</li> <li>b) Complete all account information</li> <li>c) You will receive an email confirmation within 1 hour.</li> <li>d) Using the link from your account confirmation email, return to the Registration page and Sign In.</li> </ul>
<b>3 – Add "Summer Membership" to Cart</b>	Make sure you're signed into your account, then add "Summer Membership" to your shopping cart: <ul style="list-style-type: none"> <li>a) Click on the SUMMER MEMBERSHIP picture icon in the top left corner of the listings.</li> <li>b) Add Summer Membership to your cart. One membership option is available for the summer.</li> <li>c) Membership is required, and must be in your Cart, in order to request summer classes.</li> </ul>
<b>4 – Select your courses</b>	After Summer Membership is in your Shopping Cart: <ul style="list-style-type: none"> <li>a) Click the CONTINUE SHOPPING button to navigate back to the course subject options</li> <li>b) Select the classes you wish to attend</li> <li>c) Prioritize your class selections, with the class of greatest interest listed as 1. Classes are prioritized in the order you add them to your cart, but can be re-prioritized after check-out.</li> <li>d) After selecting your chosen class from the first subject, simply click CONTINUE SHOPPING to return to the previous menu to continue selecting additional courses.</li> </ul>
<b>5 – Submit membership payment &amp; class requests</b>	Once your desired classes are selected, click the Cart icon in the upper right corner of the Registration site. <ul style="list-style-type: none"> <li>a) Review your selections and modify your prioritization if necessary.</li> <li>b) Click "SUBMIT PAYMENT" to pay for your Membership (\$25).</li> <li>c) You will receive a confirmation email listing the classes you selected.</li> </ul>
<b>6 – Finalize your payment &amp; registration</b>	Registrations received during the Priority Registration period will be considered requests for registration. <ul style="list-style-type: none"> <li>a) We will use a lottery system to distribute class seats where participation is limited.</li> <li>b) You will receive a final confirmation by June 25 listing the classes for which you are scheduled.</li> <li>c) Use the link provided in the final confirmation email to make payment for the classes you will be attending. Class fees are \$15 for most classes. If you do not make payment for your classes within 4 days, you will be removed from the roster and your seat will be offered to a member on the waitlist.</li> </ul>