



## TUTORIAL

### Using Online Registration for Academy for Lifelong Learning

- 1 Active.com provides our online registration. Each semester will have its own unique web page. For the Fall 2019 online registration page, go to:  
<https://campscui.active.com/orgs/UniversityofSouthCarolinaAiken1?season=2661413>

Note: The online registration page will not become active until registration opens on December 10 at 9:00 am.

- 2 This is the page you should see when you go to the online registration page at Active.com. Active provides our online registration service.

**Academy for LIFELONG LEARNING**  
FELLOWSHIP • KNOWLEDGE • ADVENTURE

### Session Selection

SELECT YOUR SESSION BELOW. YOU CAN REGISTER MULTIPLE PEOPLE AT THE SAME TIME.

**FILTER BY**

LOCATION  
All locations

**SESSION LIST**

**Academy Sign Up**  
MM/DD/YYYY - MM/DD/YYYY

Click ADD, then click the yellow CONTINUE button

Price \$70.00

**ADD**

**YOUR SELECTIONS**

You have no sessions selected. Get started by adding a session on the left.

**CONTINUE**


“Academy Sign Up” for this term will be the only “session” selection available. This establishes your membership for the semester.

Click the blue ADD button

**3** “Academy Sign Up” will be added to “YOUR SELECTIONS” on the right side of the page.

*If you want this registration to cover more than one person on a combined charge, change the “Quantity” item.*

Click the yellow CONTINUE button.



The screenshot shows a section titled "YOUR SELECTIONS" with a dark header. Below the header, the item "Academy Sign Up" is listed with a "Delete" link. The date range is "08/20/2018 - 12/31/2018" and the price is listed. A "Quantity" dropdown menu is set to "1". A yellow "CONTINUE" button is at the bottom right.

**4** **LOOKUP ACCOUNT PAGE**

Enter your email address and press NEXT.

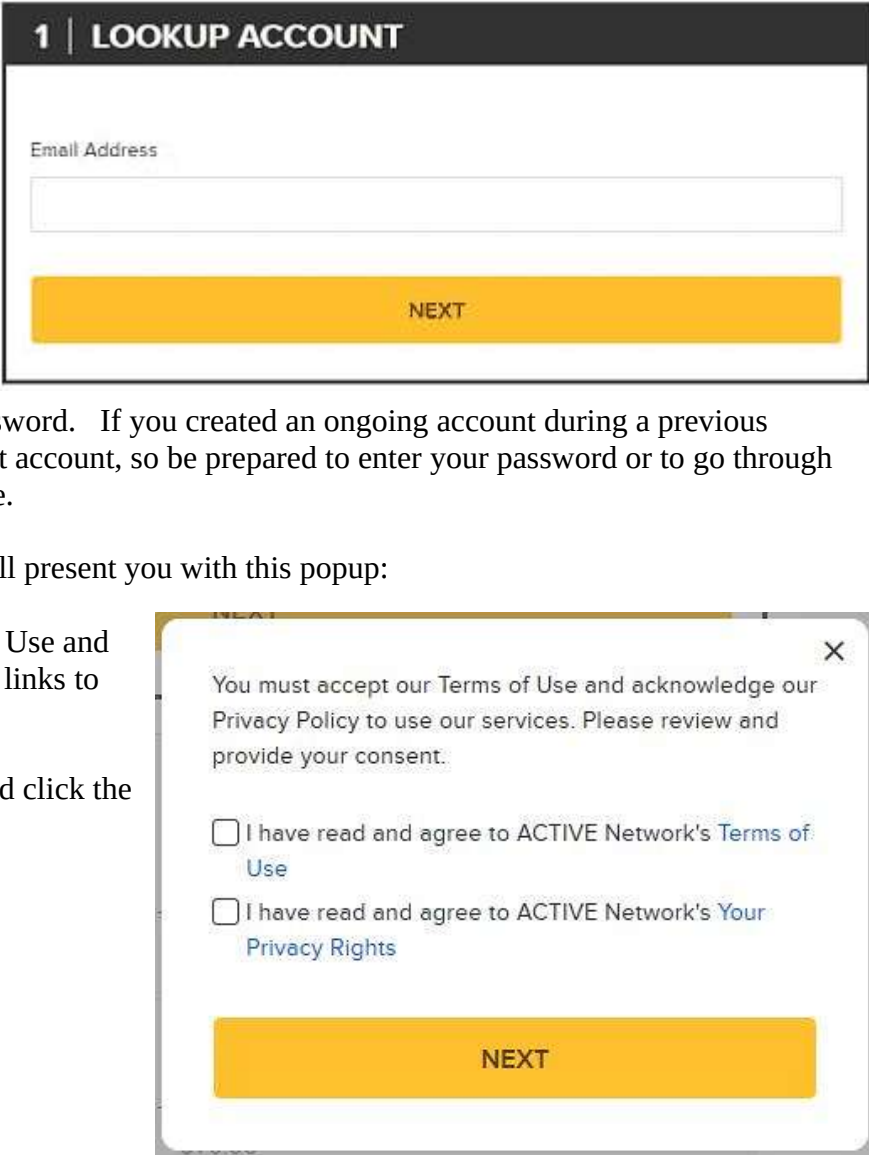
The system will look to see if it already has your information from a previous registration using this same email address.

**If an account is found at this email address**, you'll be asked for your password. If you created an ongoing account during a previous registration, you'll be logging into that account, so be prepared to enter your password or to go through the online process to obtain a new one.

**If no previous account** is found it will present you with this popup:

Review ACTIVE Network's Terms of Use and Privacy Rights documents (click blue links to read).

Check both boxes to agree to them and click the yellow NEXT button.



The screenshot shows two parts. The top part is the "LOOKUP ACCOUNT" page with a header "1 | LOOKUP ACCOUNT", an "Email Address" input field, and a yellow "NEXT" button. The bottom part is a popup window with a close button (X) in the top right. The popup text reads: "You must accept our Terms of Use and acknowledge our Privacy Policy to use our services. Please review and provide your consent." Below this are two checkboxes: "I have read and agree to ACTIVE Network's Terms of Use" and "I have read and agree to ACTIVE Network's Your Privacy Rights". A yellow "NEXT" button is at the bottom of the popup.

**5** This completes the LOOKUP ACCOUNT step. Your email address will be shown.



At the end of this process, your registration receipt will be sent to this email address. **Be sure it is entered correctly and represents an address at which you can receive mail.** You may edit your email address, if necessary, before proceeding.

**6** **PARTICIPANTS & OPTIONS**

Indicate whether you are registering yourself or somebody else.

Enter the registrant's Name, Date of birth, and gender.

If you have previously registered with the Academy with this same email address, this information may be pre-entered for you. You may edit if necessary.



**7** Scroll down through the selection of course and event offerings.

Any additional fees for these items are shown on the right.

The blue "View More" link will show you information about the course or event.

Click the box to the left of the item name for any item you wish to select. Click it again to remove the selection.

Session options	Qty.	Price
<input type="checkbox"/> RELATIVITY AND THE GENIUS OF ALBERT EINSTEIN Dates: 4 Mondays, September 10, 17, 24, October 1 Time: 10:00... <a href="#">View More</a>	1	\$0.00
<input type="checkbox"/> ANTEBELLUM SOUTH CAROLINA-THE ROAD TO WAR Dates: 4 Mondays, September 10, 17, 24; October 1 Time: 11:00... <a href="#">View More</a>	1	\$0.00

**8** When you've completed your selections, click the yellow CONTINUE button at the bottom of the list.

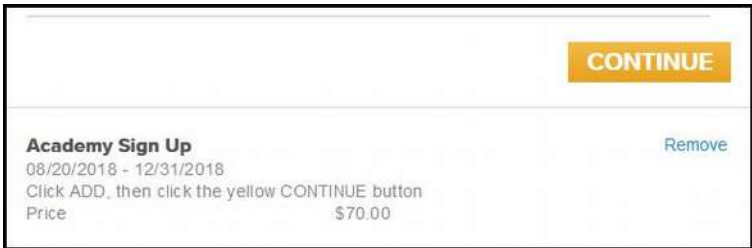
**ADDITIONAL REGISTRATIONS**

*If you did NOT indicate you wanted to create more than a single registration in Step 3, you can still add another in by scrolling to the top of the page and clicking the blue "Add session" link.*

*If you have already indicated you want to register more than one person, you will see one or more additional registrations listed. In this case, pressing CONTINUE takes you back up to enter your data for the next registration, so return to step 6 for each additional registration.*

When you've completed your selections for all registrants, click the yellow CONTINUE button at the bottom of the list.

If the system doesn't respond to clicking the CONTINUE button, scroll back up to the top of the page and be sure you've entered all the data there.



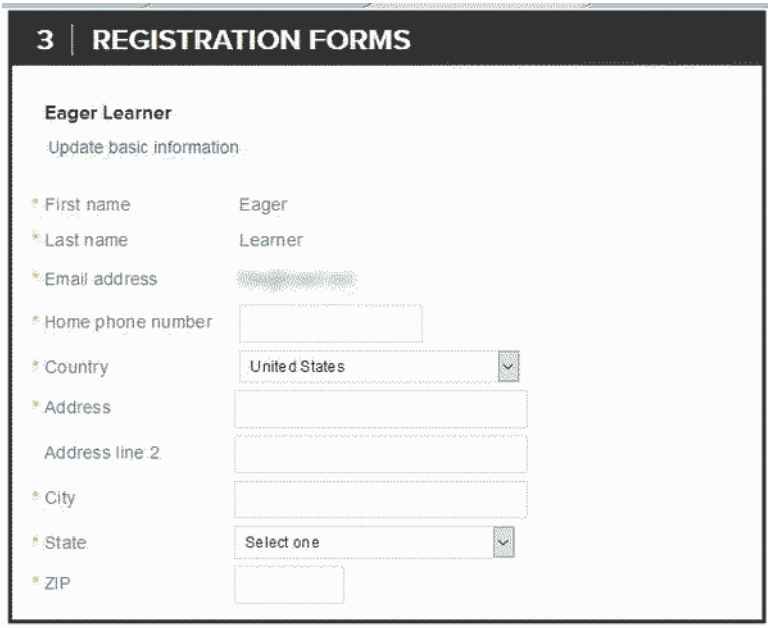
**9 REGISTRATION FORMS PAGE**

Fill in your personal registration information.

If you have previously registered with the Academy with this same email address, this information may be pre-entered for you. You may edit if necessary.

*If you are registering additional individuals, they will be shown below the CONTINUE button. Click the Edit link by each additional name to fill out this screen for them.*

Press the yellow CONTINUE button.



<p><b>10</b></p>	<p>You must agree to ACTIVE Network's Waivers and Agreements.</p> <p>ACTIVE Network is the provider of our online registration service.</p> <p>If you have registered previously, you may not be shown this page.</p> <p>Click the blue link to review this document.</p> <p>Click the box to indicate your agreement.</p> <p>Sign the form. You may choose:</p> <ul style="list-style-type: none"> <li>• <i>Write your signature</i> to sign in the box with your mouse, or if you have a touchscreen, with your finger or stylus. – OR –</li> <li>• <i>Type your signature</i> to enter via your keyboard.</li> </ul>	
<p><b>11</b></p>	<p><i>If you are registering additional individuals, they will be shown below the CONTINUE button. Click the Edit link by each additional name to fill out this screen for them.</i></p> <p>Press the yellow CONTINUE button.</p> <p>When all Registration Forms data has been entered, the CONTINUE TO CART button will be activated. Click it.</p>	

## 12 YOUR CART

Review your order details.

You can still make changes via the Edit|Remove link.

You have one more chance to add an additional registration via the link in the upper right.

Enter your payment information. You may pay via:

- Credit Card OR
- Electronic Check  
You'll need your bank's routing number and your account number. You can find these at the bottom of a check or deposit slip.

### Review cart & check out

#### ORDER DETAILS

[+ Add Another Registration](#)


ITEMS	TOTAL
Academy Sign Up - Price 08/20/2018 - 12/31/2018 Click ADD, then click the yellow CONTINUE button Eager Learner SOCIAL MEDIA AND YOU	\$70.00 <a href="#">Edit   Remove</a> \$0.00
Subtotal	\$70.00
Total	\$70.00


Active Network, LLC will charge the amount above


#### CHECK OUT

##### PAYMENT INFORMATION



\* PLEASE SELECT A PAYMENT METHOD

 Use your credit card

CREDIT CARD  [PAY WITH CREDIT CARD](#)

 Use your checking or savings account

ELECTRONIC CHECK FAST DEBT FREE SECURE [PAY WITH ELECTRONIC CHECK](#)  
[Learn more about Electronic Check](#)

   
Wildcard SSL Certificate

## 13 ACCOUNT CREATION

If you have not already established an account at Active.com, you can optionally do so by entering your chosen password.

An Active.com account will enable you to:

- review and add to your choices at a later date
- edit your personal information
- have your data pre-entered for you on future registrations.

If you choose to create an account, make note of your chosen password, as you'll need it for subsequent log ins to your account.

If you prefer not to establish an account, leave the password fields blank.

ACCOUNT CREATION

Email Address  
eager.learner@server.com

Password

Passwords must be 8 or more characters, and contain three of these: lowercase, uppercase, numeric, and special characters.

Confirm Password

[COMPLETE](#)

## 14 Click the yellow COMPLETE button to finish your registration.

You will be sent an email to your address of record to confirm your registration.