



# TUTORIAL

## Using Online Registration for Academy for Lifelong Learning Spring 2021

**1** Active.com provides our online registration service. Each semester will have its own unique web page. For Spring 2021 go to:  
<https://campscui.active.com/orgs/UniversityofSouthCarolinaAiken1?season=2922134>

NOTE: Online registration will not be available until registration opens on January 8 at 9:00 am.

**2** When registration is open, this is the page you should see when you go to the online registration link at Active.com.

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

Click the blue ADD TO CART button

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

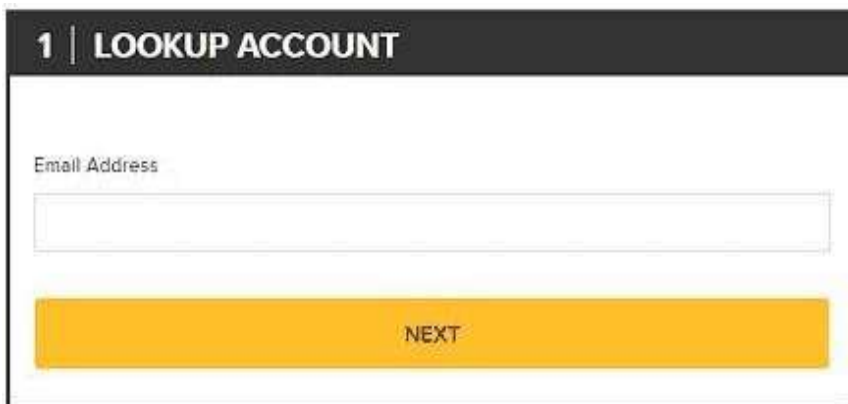
*If you want this registration to cover more than one person on a combined charge, change the “Quantity” item.*

Click the yellow CONTINUE button.

#### 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.



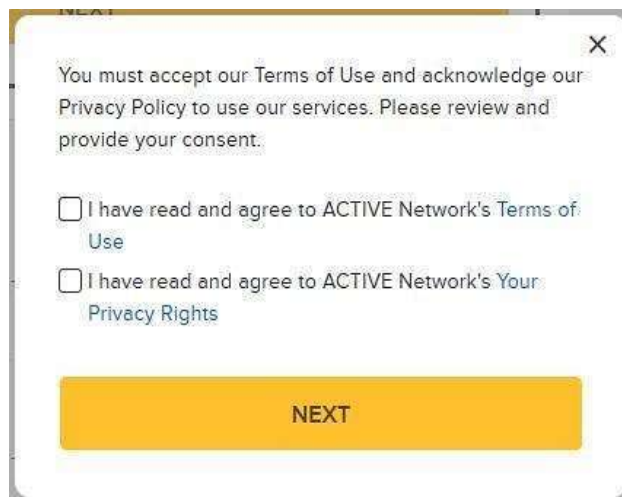
#### **If an account is found at this email**

**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.



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.

### 2 | PARTICIPANTS & OPTIONS Add sessions

**Academy Sign Up** Remove

01/08/2021 - 04/20/2021

Click ADD, then click the yellow CONTINUE button

Price \$70.00

**Who is attending?**

\* Person  ▼

\* Participant

\* Date of birth  [Why do we ask this?](#)

\* Gender  Male  Female

## 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.

Be very careful when selecting your classes. You will be choosing between IN-CLASS and ON-LINE.

Click the box to the left of the item to select. Click again to remove selection.

Session options	Qty.	Price
<input type="checkbox"/> THE POWERFUL ROLES OF EXERCISE AND NUTRITION IN ILLNESS PREVENTION AND HEALTH MAINTENANCE (IN-CLASS); Dates: 3 Fridays, January 15, 22, 29; Time: 9:00 – 10:00 a.m.; Location: Business & Education Bldg., Room 124 Instructor: Mr. Patrick Gélinas is a faculty member in... <a href="#">View More ▼</a>	1	\$0.00
<input type="checkbox"/> THE POWERFUL ROLES OF EXERCISE AND NUTRITION IN ILLNESS PREVENTION AND HEALTH MAINTENANCE (ON-LINE); Dates: 3 Fridays, January 15, 22, 29; Time: 9:00 - 10:00 a.m. Instructor: Mr. Patrick Gélinas is a faculty member in... <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 by scrolling to the top of the page and clicking the yellow "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 for the registration you're working on. Missing data will be highlighted in red.



**9 REGISTRATION FORMS PAGE**

Fill in personal information for the current registration being entered.

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.

A screenshot of a registration form titled "3 | REGISTRATION FORMS" for "Eager Learner". The form has a sub-header "Update basic information" and a list of fields: "First name" (Eager), "Last name" (Leamer), "Email address" (masked), "Home phone number" (empty), "Country" (United States), "Address" (empty), "Address line 2" (empty), "City" (empty), "State" (Select one), and "ZIP" (empty). Each field has an asterisk indicating it is required.

## 10 You must agree to ACTIVE Network's Waivers and Agreements.

ACTIVE Network is the provider of our online registration service.

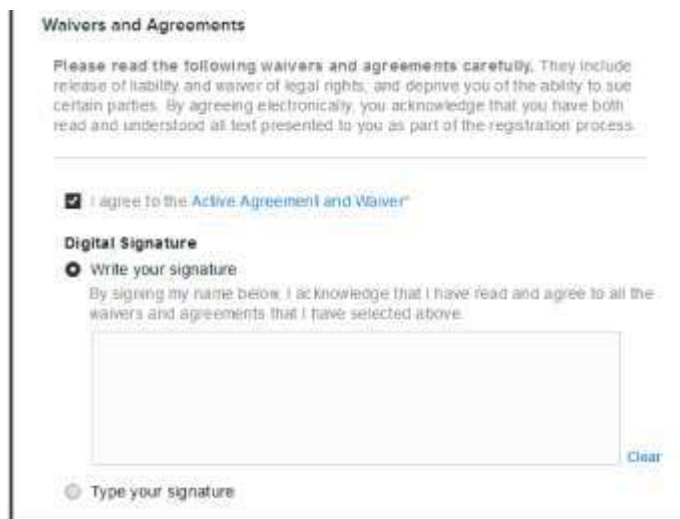
If you have registered previously, you may not be shown this page.

Click the blue link to review this document.

Click the box to indicate your agreement.

Sign the form. You may choose:

- Write your signature to sign in the box with your mouse, or if you have a touchscreen, with your finger or stylus. – OR –
- Type your signature to enter via your keyboard.



## 11 *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.

When all Registration Forms data has been entered, the CONTINUE TO CART button will be activated. Click it.

## 12 YOUR CART

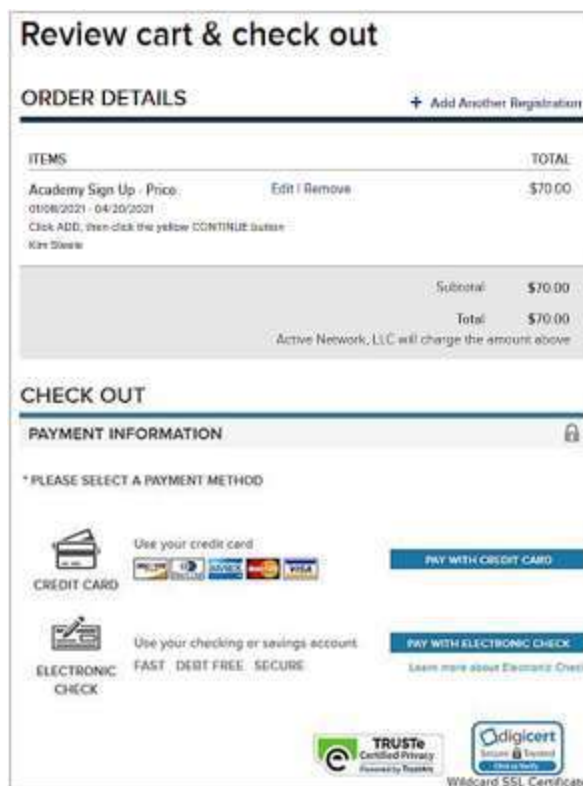
Review your order details.

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.

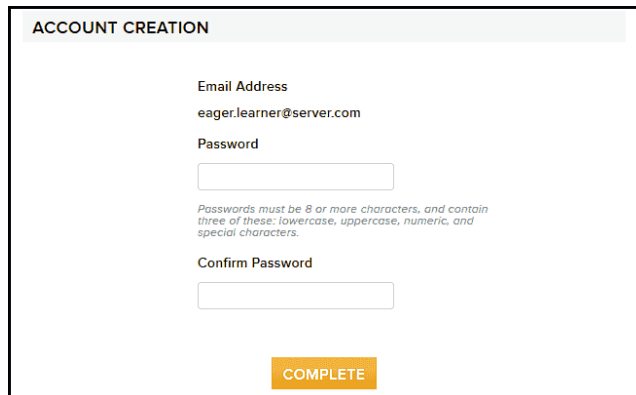


## 13 ACCOUNT CREATION

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

An ongoing 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.



The screenshot shows a web form titled "ACCOUNT CREATION". It contains the following elements:

- Email Address:** A text input field containing the email address "eager.learner@server.com".
- Password:** A text input field that is currently empty.
- Instructions:** A line of small text below the password field stating: "Passwords must be 8 or more characters, and contain three of these: lowercase, uppercase, numeric, and special characters."
- Confirm Password:** A text input field that is currently empty.
- COMPLETE Button:** A yellow rectangular button with the word "COMPLETE" in white capital letters, located at the bottom right of the form.

If you choose to create an ongoing 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 ongoing account,** leave the password fields blank.

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

The system will send a registration confirmation email to your address of record. If you don't see it in your Inbox, your system may have placed it with spam/bulk/junk mail.