



**THE UNIVERSITY OF
SOUTH CAROLINA AIKEN**

Academy for
LIFELONG LEARNING

FELLOWSHIP • KNOWLEDGE • ADVENTURE

www.aikenlearning.org

**Online Registration Instructions
Spring 2018**

Registration Begins 9 AM, December 18, 2017

1. In your internet browser go to:

<https://campscui.active.com/orgs/UniversityofSouthCarolinaAiken1#/selectSessions/2263702>,

or, if your PDF reader supports live links, you can just [CLICK HERE](#).

Note: The system will not accept registrations before 9:00 AM, December 18, 2017.

2. You should now be on the Academy's registration page at Active.com.

Add "Academy Spring Membership".

Academy for LIFELONG LEARNING
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Session Selection

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

FILTER BY

LOCATION: All locations

SESSION LIST

Session Name	Dates	Time	Price	Action
Academy Spring Membership	12/18/2017 - 01/25/2018	Midnight - Midnight	\$70.00	ADD

Click ADD, then click the yellow CONTINUE button

YOUR SELECTIONS

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

[CONTINUE](#)

SECURE ONLINE REGISTRATION

3. Your membership for the semester will now show under “Your selections”.

**Note, if you are registering a second person, change the “Quantity” number to 2. Charges for both registrations will be combined at a single checkout.*

4. Click “Continue”

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

FILTER BY

LOCATION
All locations

SESSION LIST

Academy Spring Membership 12/18/2017 - 01/25/2018
Midnight - Midnight
Click ADD, then click the yellow CONTINUE button
Price \$70.00 **ADD**

YOUR SELECTIONS

Academy Spring Membership [Delete](#)
12/18/2017 - 01/25/2018
Price
Quantity 1

CONTINUE

SECURE ONLINE REGISTRATION

HAVE QUESTIONS?

Agency primary contact
803-641-3563
AbbyG@usca.edu

5. Enter your email and click “Next”

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Registration Information

COMPLETE THE FOLLOWING INFORMATION TO REGISTER

1 | LOOKUP ACCOUNT

To complete registration faster, let's check if you have an account.

Email address

[NEXT](#)

2 | PARTICIPANTS & OPTIONS

[Add sessions](#)

Academy Spring Membership [Remove](#)

12/18/2017 - 01/25/2018

Click ADD, then click the yellow CONTINUE button

Price \$70.00

SECURE ONLINE REGISTRATION

HAVE QUESTIONS?

Academy Spring Membership contact

803-641-3563

AbbyG@usca.edu

6. Enter your Name, Date of Birth, and click “Yourself”

Note:

Be sure to input this data completely or “Continue” at the bottom of the page (Step 8) will not respond.

The screenshot shows a registration form for 'Academy Spring Membership' with a price of \$70.00. The form asks 'Who are you registering?' and has three red arrows pointing to the 'Name' field (containing 'Sara'), the 'Date of birth' field (containing '09/1/1993'), and the 'Who are you registering?' radio button options (with 'Yourself' selected).

If you are registering a second person, enter YOUR information the first time through. You will automatically return to the top of the page after you complete step 8 to enter information for the second registration. The second time through, click “A different adult”.

7a. Select your chosen classes and events by clicking their respective boxes. Click again to unselect.

The screenshot shows a table of session options. The first row is selected, indicated by a red circle around the checkbox. The table has columns for 'Session options', 'Qty.', and 'Price'.

Session options	Qty.	Price
<input checked="" type="checkbox"/> CHEMISTRY, CLIMATE, COAL AND COWS: Tuesday, January 10 (10:00 a.m. - 11:15 a.m.) Business & Education Bldg. Room 124 Climate change is real—not much of a debate any more. Details...	1	\$0.00

Click the blue “View More” link to review the full class description.

7b. Some choices may return a notice that they have already reached their capacity.

If you'd like to be placed on the wait list for such an item, scroll down to the wait list for that item and select it.

<input type="checkbox"/> WAIT-LIST: PALMETTO AND AIKEN GOLF CLUB COURSES	1	\$0.00
<input type="checkbox"/> WAIT-LIST: LINE DANCING FOR BEGINNERS	1	\$0.00
<input type="checkbox"/> WAIT-LIST: STUDIES IN ALTERNATE HISTORY/SCI-FI: LEST DARKNESS FALL AND PARALLEL	1	\$0.00
<input type="checkbox"/> WAIT-LIST: TEAMING WITH NATURE: YARDS AND GARDENS WITHOUT CHEMICALS	1	\$0.00
<input type="checkbox"/> WAIT-LIST: SPAIN 1492	1	\$0.00
<input type="checkbox"/> WAIT-LIST: EXPLORING BALLET STEREOTYPES	1	\$0.00
<input type="checkbox"/> WAIT-LIST: LIVE FROM THE MET	1	\$0.00
<input type="checkbox"/> WAIT-LIST: THE MEDIEVAL WORLD	1	\$0.00
<input type="checkbox"/> WAIT-LIST: CHINA'S ONE CHILD POLICY	1	\$0.00
<input type="checkbox"/> WAIT-LIST: PRUNING WOODY PLANTS	1	\$0.00
<input type="checkbox"/> WAIT-LIST: CHINESE HOLIDAYS AND FOOD CUSTOMS	1	\$0.00
<input type="checkbox"/> WAIT-LIST: A WOMAN'S WORD IS NEVER DONE!	1	\$0.00
<input type="checkbox"/> WAIT-LIST: ISLAM EXPOSED: FACTS AND MYTHS	1	\$0.00
<input type="checkbox"/> WAIT-LIST: BEGINNING DRAWING (Pencils are for More Than Math)	1	\$0.00
<input type="checkbox"/> WAIT-LIST: DIABETES/PRE-DIABETES PREVENTION AND MANAGEMENT	1	\$0.00
<input type="checkbox"/> WAIT-LIST: FRIENDS AND FAMILY CPR COURSE	1	\$0.00
<input type="checkbox"/> WAIT-LIST: HOW TO BE A GOOD BROTHER AND		

8. When you have made your selections, click “Continue” at the bottom of the page.

If you are also registering a second person, this page will look like the image below, showing a second membership below “Continue”:

The screenshot shows a list of items for registration. The first item is 'EARL F. KAUFFMAN RECOGNITION DAY LUNCHEON' for \$0.00. The second item is 'AUGUSTA CANAL BOAT TRIP & DISCOVERY CENTER' for \$10.00. Below these items is a yellow 'CONTINUE' button. At the bottom of the page, there is an 'Academy Spring Membership' option for \$70.00, with a 'Remove' link next to it. A red arrow points from the 'CONTINUE' button to the membership section.

The screenshot shows a list of items for registration. The first item is 'SCIENCE: Friday, February 23' for \$0.00. The second item is 'EARL F. KAUFFMAN RECOGNITION DAY LUNCHEON' for \$0.00. The third item is 'AUGUSTA CANAL BOAT TRIP & DISCOVERY CENTER' for \$10.00. Below these items is a yellow 'CONTINUE' button. Below the 'CONTINUE' button is a grey bar with the text '3 | REGISTRATION FORMS'. Below that is a grey 'CONTINUE TO CART' button. A red arrow points from the 'CONTINUE' button to the 'CONTINUE TO CART' button.

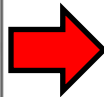
If a second membership is shown, clicking “Continue” will return you to the top of the page. Repeat entering data and selections for the second registration.

9. Enter your Name, Address, Phone number, and whether you would like to attend the Kauffman Luncheon.

The screenshot shows a registration form titled "3 | REGISTRATION FORMS" for a user named Abby Grizzle. The form includes fields for First name (Abby), Last name (Grizzle), Email address (ahm@usca.edu), Home phone number, Country (United States), Address, Address line 2, City, State (Select one), and ZIP. There are radio buttons for "Do we reserve a space at the Earl F. Kauffman Luncheon?" with "Yes" selected. A "CONTINUE" button is visible at the bottom right of the form. Below the form, there is a section for "Michael Grizzle" with an "Edit" link, and a section for "Waivers and Agreements" with an "Edit" link.

The screenshot shows a registration form titled "3 | REGISTRATION FORMS" for a user named Sahar Msalmi. The form includes fields for First name (Sahar), Last name (Msalmi), Email address (sahar.msalmi@yahoo.com), Home phone number (5555555555), Country (United States), Address (123 oak street), Address line 2, City (Aiken), State (South Carolina), and ZIP (29801). There are radio buttons for "Do we reserve a space at the Earl F. Kauffman Luncheon?" with "No" selected. A note below the radio buttons states: "If you select yes, we will send you an email confirmation a month before the luncheon."

If you are registering a second person, an additional name will be shown below "Continue" with an "Edit" link to the right. This allows you to enter the second person's information as well.



10. Click “I agree”
11. Click “Type your Signature”
12. Type your Name
13. Click “Continue to Cart”

Waivers and Agreements

Please read the following waivers and agreements carefully. They include release of liability and waiver of legal rights, and deprive you of the ability to sue certain parties. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the registration process.

I agree to the [Active Agreement and Waiver](#)*

Digital Signature

Write your signature

Type your signature

By entering my name below, I assert that I have reviewed and agree to all the waivers and agreements I selected above

* Electronic signature

Sahar

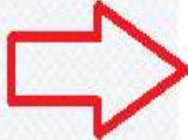


CONTINUE TO CART

14. Review your choices before proceeding to checkout and payment.

Review cart & check out

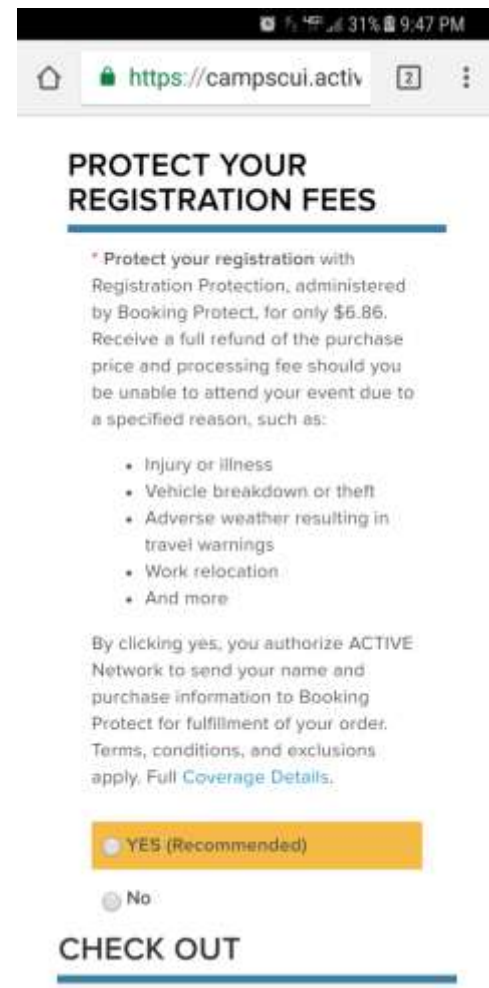
ORDER DETAILS [+ Add Another Registration](#)

ITEMS	TOTAL
 Academy Spring Membership - Price Edit Remove 12/18/2017 - 1/25/2018 Midnight Click ADD, then click the yellow CONTINUE button Sahar Msalmi	\$70.00
CHEMISTRY, CLIMATE, COAL AND COWS: Thursday, January 18 (10:00 a.m.-11:15 a.m) Business & Education Bldg. Room 124	\$0.00
	Subtotal \$70.00
	Total \$70.00

When checking out, you may be shown this “Protect Your Registration Fees” option.

This is a standard option offered by our Active Network online registration service. It is meant for situations where you pay for classes individually and it doesn’t really apply to our situation.

We are attempting to get this removed, but in the meanwhile, **you may safely decline** this option.







15. Enter your Payment Information.


CHECK OUT

PAYMENT INFORMATION

* Card number


   

* Expiration /

* Security Code 

Store this card for future use

Make this the primary payment method

 Wildcard Certificate


BILLING INFORMATION

Sehar Msalmi
123 oak street
Aiken, SC
29801
United States

16. Create an Active account so you can:
- review/add/delete your choices at a later date
 - edit your personal information
 - have your data pre-entered for you on future registrations.

ACCOUNT CREATION


An ACTIVE.com account enables you to save registration receipts, check out faster, and more.

 Email address sahar.msalmi@yahoo.com

* Password
Must be six or more characters. Passwords are case-sensitive.

* Verify password

By clicking "COMPLETE" below, I agree to the ACTIVE Network [Terms of Use](#) and [Privacy Rights](#) .

 **COMPLETE**

**Note: Be sure to enter a valid email and record your chosen password for future access.*

17. Click “Complete”

CONGRATULATIONS!!

You are done!

**You will receive an email confirming
your registration.**