



Instructions for Users of the LLI/NOVA Website

Class & Event Registration

You may view the Class & Event Calendar at any time, but if you wish to register for a class or event you must be logged in as a member. For information on logging in to your account, see **Instructions for Users – Membership Accounts**.

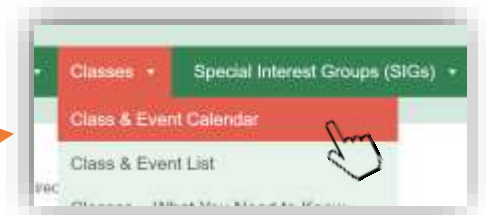
Please Note: For classes, you may only register for yourself. Each member must **log in separately** to register for classes.

Registration for classes is on a first-come, first-served basis.

Accessing the Class & Event Calendar

There are several ways to access the Class & Event Calendar.

1. On the top navigation menu click **Classes > Class & Event Calendar**.
2. On the Home Page, scroll down to the **Classes & Events** heading and click the **View Classes & Event Calendar** button.
3. You can also view the Class & Event Calendar as a list under **Classes > Class & Event List**.



Viewing the Class & Event Calendar

When you click on a link or a button to open the Class & Event Calendar, this is what you will see:



Color Code Examples

Yellow means SIG meetings.

Green means classes.

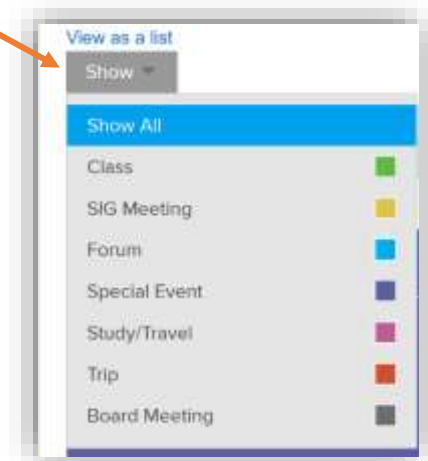
Blue means Forums.

Red means Trips.

If you click **Show** at the top left corner, you can select to view only specific types of events such as **Classes, SIG Meetings, Forums**, etc.

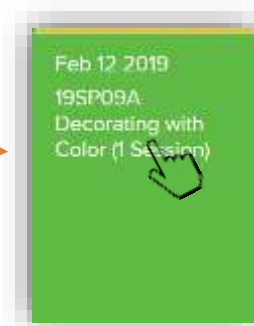
This list also shows you which color each type of event is in the calendar.

Click **Show** again to make the list disappear.

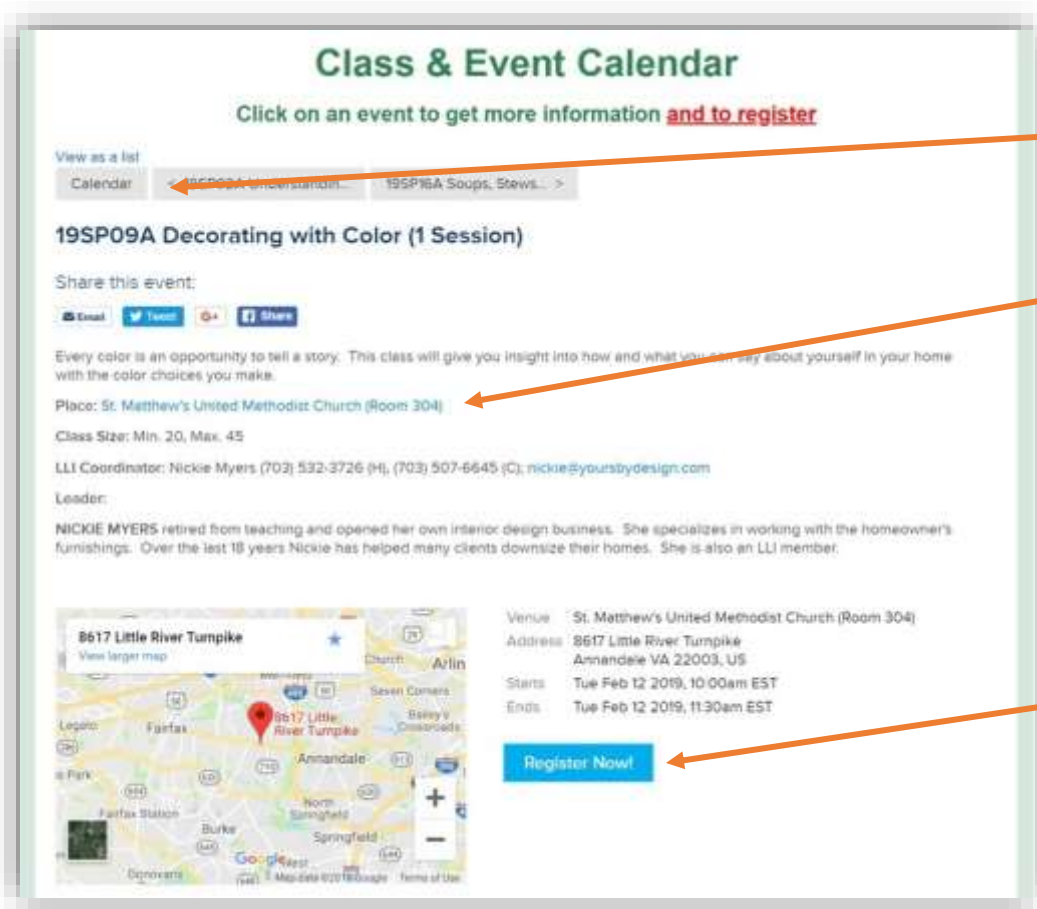


Viewing a Class or Event

1. If you see a class or event you are interested in, click on the name of the class or event.



2. This will open the class or event to the information screen:



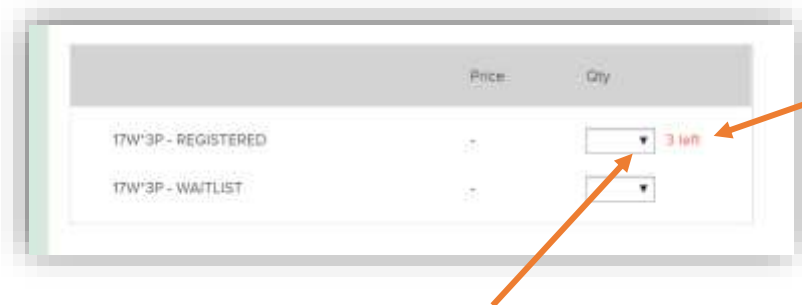
Click to return to the calendar.

You can click on the location to get written directions.

Click here if you want to register.

Registering for a Class or Event

1. In the information screen above, click the **Register Now!** button. The registration screen will open:



Here you can see how many spaces are left in the class, if there are fewer than 10 (3 in this example).

2. Click on the down arrow and select **one (1)** ticket. **Never select 2.** (Ticket is the term our system uses to register participants for a class. Only one ticket is allowed per member. Each member must register separately.)
3. **Note:** For multi-session classes, you may only register in the first session. This will automatically register you for all the sessions.

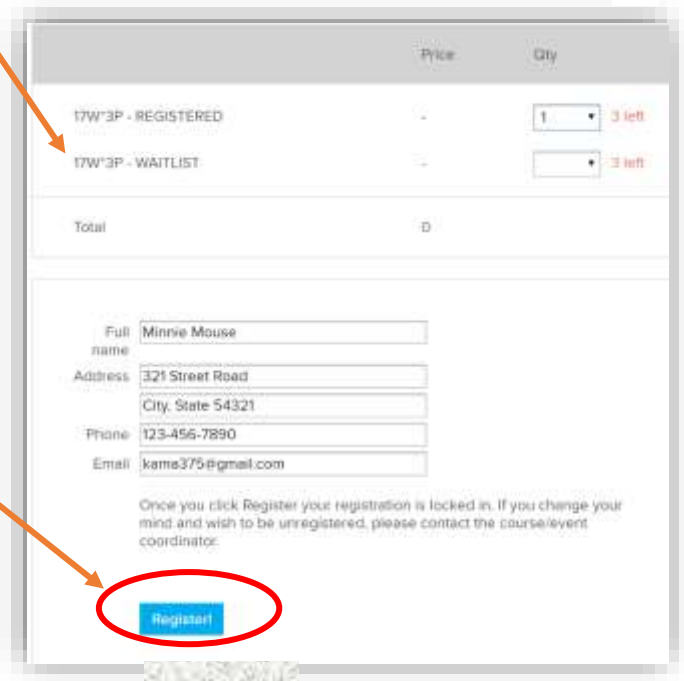
4. If there are no “registered” spaces left in the class, you can select “waitlist.” Once again, use the down arrow and **select only one (1) ticket.**

5. Once you select your ticket, the rest of the form appears. Your membership information will be automatically entered.

6. Click **Register** to complete the form.

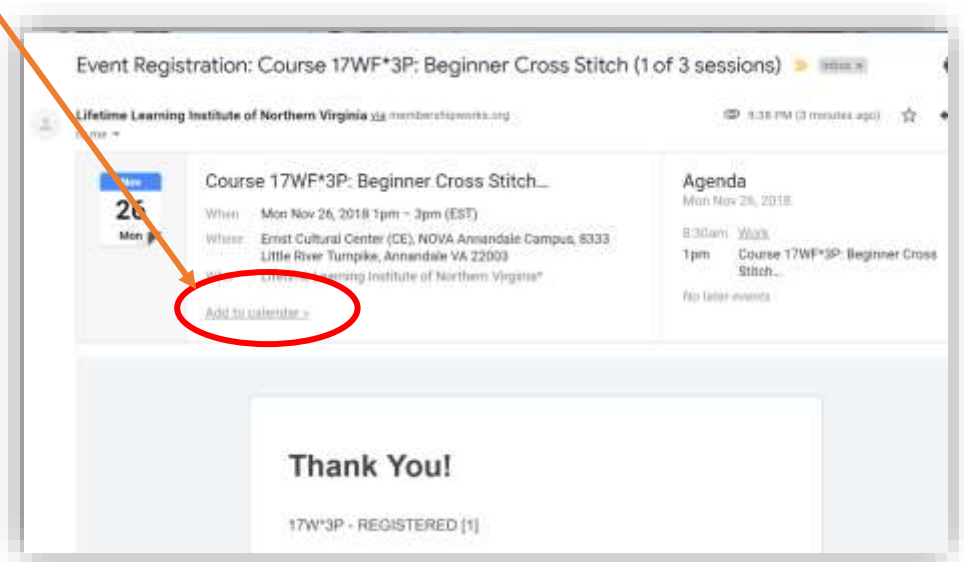
7. You will get an immediate on-screen confirmation, and you will receive an email confirmation.

8. You can then return to the calendar and register for another class.



9. In the email confirmation, you will have the option to add the class or event to your personal electronic calendar.

The class or event will be added to the **calendar that is associated with your email account.** For instance, if you use a **Gmail** account for LLI, then the class or event will be added to your **Google** calendar in that account. If you are registered as a member with an **exchange** account such as **Cox** or **Verizon**, and you use **Outlook** or **Apple** to receive your email, then the class or event will be added to your **Outlook** or **Apple** calendar.



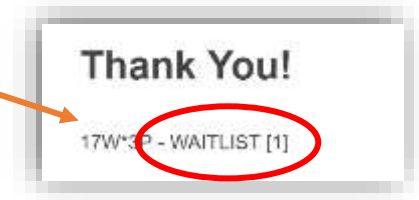
10. Prior to the date of the class you will receive a reminder email from the LLI/NOVA Administrator or the Class Coordinator.

11. You will also be able to see a record of your registration in your Membership Account under the **Profile** tab.

If you are Waitlisted

Important! If you choose a “waitlist” ticket, you will still be given the option to add the class to your calendar. However, you **are not registered to attend the class!** Please wait until you **receive a notification from the Class Coordinator** that you have been added to the class, before attending the class! If you are not sure, please contact the Class Coordinator to check.

If you choose a “waitlist” ticket, you will see the word **WAITLIST** in your confirmation email.



Classes or Events that Require Payment

Most LLI/NOVA classes are free, but for some there is a small charge, e.g., for supplies for the class. When this is the case, you will see information in the class description on the fee amount and how/when it is to be paid.

- Most frequently, the fee is paid in cash “at the door” directly to the class coordinator or the instructor in the first class session.
- Some classes may require payment by check in advance to the class coordinator. Your registration is not complete until this payment is made.
- Some other classes or events, however, may require payment to LLI, e.g., by check or credit card, to complete the registration process.

Important! If you register for a class/event that has a fee, you are committing to attending that class/event and paying the fee. If you cannot attend and you cancel less than 4 days before the class, unless a substitute is found, e.g., from the waitlist, you must still pay the fee because the instructor has already purchased the necessary supplies assuming your attendance.

Cancelling Your Registration

If you need to cancel your registration, you **must** contact the **Class Coordinator** or the **LLI/NOVA Administrator** (admin@lilnova.org). It is important that you cancel your registration as soon as you know that you will not be able to attend because this will open a space for someone on the waitlist.

Have a Problem Registering for a Class?

If you run into a problem registering contact us. You can send an email to admin@lilnova.org or to webmaster@lilnova.org or you can contact the **LLI HelpDesk** by clicking on LLI Website HelpDesk in the Quick Connect Box on the Home Page, or you can call our LLI office at **703-323-3746** and leave a message.