

Registration User Guide

As an LLIR member, in February, you will receive an email inviting you to log into the LLIR website in order to:

- review/update your phone number, address, email address and emergency contact information
- sign up to volunteer
- renew your membership for another year for a set annual fee
- register your course requests **for both the fall and winter terms** for a fee per course

Courses are assigned based on the number of years of membership. If you are a new member, you may not get your first or second choices during the first few years of membership as some courses are very popular. **Therefore, it is a very good idea to submit your top 4 choices, in order of preference.**

Members may sign up for one course per term but must take at least one course each year (either Fall or Winter term) to maintain their membership in good standing.

You may request a Leave of Absence and pay the \$45 membership fee. This allows you to maintain your membership and standing in LLIR and is usually done when you can't attend for personal, medical or care giving circumstances. During that year you do not take any courses. You may take up to three Leave of Absences during your tenure with LLIR. For more details, please refer to [LLIR Membership and Course Registration Policies](#).

Members must have a unique email address and **not** share one with another member. You cannot register for courses if you have an email that matches anyone else who has registered. For information on registration issues, contact registrar@llir.ca

Registration Instructions

Please note that this year the registration page and instructions have been slightly changed. We hope that this will make it easier to make your choices.

Please read the following instructions carefully before you go online to register and pay your fees. Remember these are only instructions. Do not click on the pictures here. They show what you will see after you log in.

When you go to **llir.ca** and click on the Login button on the menu bar you go to the Member's Login shown to the right.

You enter your **Membership ID** and **Password** there.

Clicking on Login takes you to the Registration **Member Profile and Registration** Menu shown on the next page.

Members' Login

LLIR members can sign in here to:

- register for courses during registration periods
- update their personal information

Membership Number:  **Enter you Member ID**

Password:  **Enter your password**

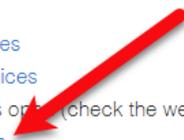
Member Profile And Registration

When registration is open and you click on **6. Register for courses** you go to the Registration Page.

If you have tried to register, but were unable to make the payment, registration will be closed as your courses have gone in. You will need to contact the registrar at registrar@llir.ca to reopen registration for you.

1. Logout
2. View Update Profile
3. Change Password
4. View Current Courses
5. View Volunteer Choices
6. Register for courses

Click on



When registration is open (check the web site for dates) you may

Registration Page

1. My Information:

Please check and update your personal information including your emergency contact. Remember that you must have a unique email address not shared with any other member. We recommend that in addition to contact name phone numbers, you enter the person's relationship to you such as "son" or "wife". The field has lots of room and will expand as needed. You can have more than one emergency contact.

Make sure that you indicate any vision, hearing or mobility problems so we can place you appropriately.

We have expanded this section using a larger box for you to provide us with more specific information as to further assistance required. We need this information to make sure that people who must be on the first floor get placed in a class on the first floor.

Assistance Required: Please check if assistance is required

I have vision, hearing, mobility or other issues that require reserved seating. (assigned on your first day)

I am limited to ground floor classes (A100)

Further Explanation: (Be specific as to any further assistance required. Please state if you use a walker or a motorized wheelchair and the reason why, if you are limited to ground floor classes).

2. Leave of Absence

If you decide to take a Leave of Absence for the coming year, you check the box **Leave of Absence**. If you do this, you can skip all the way down to the Online Payment Instructions button to pay the \$45 membership fee.

If you do NOT wish to take any courses this Fall and Winter, but wish to maintain your LLIR membership, you may take a Leave of Absence for the year. There is a \$45 membership fee for a LOA. Note: you are only allowed 3 LOAs.

To take a LOA, check the box below.

Leave Of Absence

▪ Skip down past Volunteering and Course Selection sections to **6. Submit Personal Information and Make Payment Section**.

▪ Click the **Submit and Payment Instructions** button at the end of that section.

3. Volunteering

LLIR is entirely run by volunteers. We would greatly appreciate your help. To volunteer, when online, click the appropriate check boxes to indicate where and when you would like to volunteer. The volunteer section of the registration page is shown to the right. Remember this is only a picture and you check the boxes when you are online.

1. Classroom Support Roles

- | | | |
|--|-------------------------------|---------------------------------|
| a. Audio Visual Operator (Training provided) | Fall <input type="checkbox"/> | Winter <input type="checkbox"/> |
| b. Greeter for 5 weeks (Arrive 1 hour early) | Fall <input type="checkbox"/> | Winter <input type="checkbox"/> |
| c. Thank guest lecturer | Fall <input type="checkbox"/> | Winter <input type="checkbox"/> |

2. Classroom Leadership Roles

- | | | |
|---|-------------------------------|---------------------------------|
| a. Co-chair or Backup Co-Chair
(Work with an experienced Course Chair, usually a Board member) | Fall <input type="checkbox"/> | Winter <input type="checkbox"/> |
|---|-------------------------------|---------------------------------|

3. Board of Directors

- | | |
|---|--------------------------|
| a. Serve on a Board Committee (Time commitment varies) | <input type="checkbox"/> |
| b. Serve as a Director on the Board (Three-year term)
(You are eligible after two years LLIR membership) | <input type="checkbox"/> |

4. Course Selection

Enter your course choices for **both the fall and winter terms**. For each term, make a priority list of the courses you would like to take. We suggest that you list four for each term. This ensures that you get into at least one course you chose.

FALL TERM	Click on the arrowhead to show the courses in a drop down list	WINTER TERM
1 st Choice		1 st Choice
-Select Course-		-Select Course-
2 nd Choice		2 nd Choice
-Select Course-		-Select Course-
3 rd Choice		3 rd Choice
-Select Course-		-Select Course-
4 th Choice		4 th Choice
-Select Course-		-Select Course-

Course assignments are done in order of member seniority. Some courses are very popular and not everyone gets their first choices. When you enter your courses, the system requires you to enter at least two courses for a term. **We recommend you check four courses for each term for which you wish to come.**

There are more instructions on this section of the registration page itself.

If you are travelling with a friend, make sure that you both pick courses at the same time of day (AM or PM). If you both have the same level of seniority, there is a very good chance that you will be scheduled together if you choose the same course.

Check that your actual course selections are what you want, as you will not be able to change them after you pay. Note that you can request a change if you do so before courses are assigned in March. To do so, email registrar@llir.ca

5. Membership and Course Fees

The fees are calculated automatically. The amounts shown will be \$45 for membership and \$30 for each course. The total is \$75 if you chose courses for only one term and \$105 for courses in both terms. If you chose to take a Leave of Absence, the amount shown will be \$45.

6. Submit Personal Information, Course choices and Make Payment

Make sure the choices you entered above are what you want **before** you click on the

[Submit and Online Payment Instructions](#) button at the bottom of the page. When you click on this button all your personal information and choices are sent to LLIR and you go into the secure PayPal credit card processing system. When you do, you will see the Payment Instructions as below.

Make sure your courses are correct before you click on the Submit... button.

Once you click on Submit... you can't go back, and this part of registration will be closed for you. You are now going to the Payment process. (If you need to go back, you will have to contact the Registrar at registrar@llir.ca to reopen registration for you.)

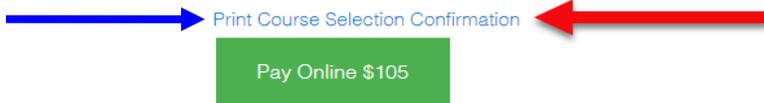
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Payment Instructions for PayPal

When you click on the **Submit and Online Payment Instructions** button at the bottom of the registration page, you go to the **Online Payment Instructions** page. Just read it. At the bottom left is the green Pay Online button that takes you to the PayPal system to make your payment.

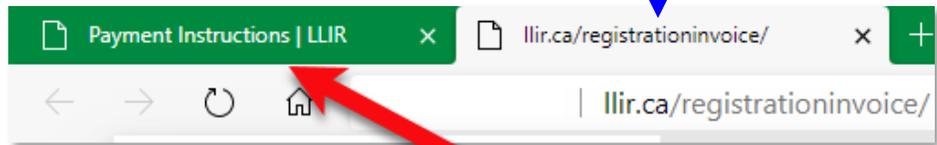
Optional: If you do not wish to print the Course Selection Confirmation, skip down to the bottom left of the page and click on the green Pay Online \$75 (105) button.

If you do want to print your course selection confirmation click on the **Print Course Selection Confirmation** line just above the Pay Online button.



This will bring up another tab, the registration invoice, showing your course choices, your volunteer choices and the amount you will pay. Print/save that page for your records.

When the page has printed, go back to the **Payment Instructions LLIR** Tab by clicking on that tab.



Click on this tab to go back to the payment page

Pay Online

[Print Course Selection Confirmation](#)

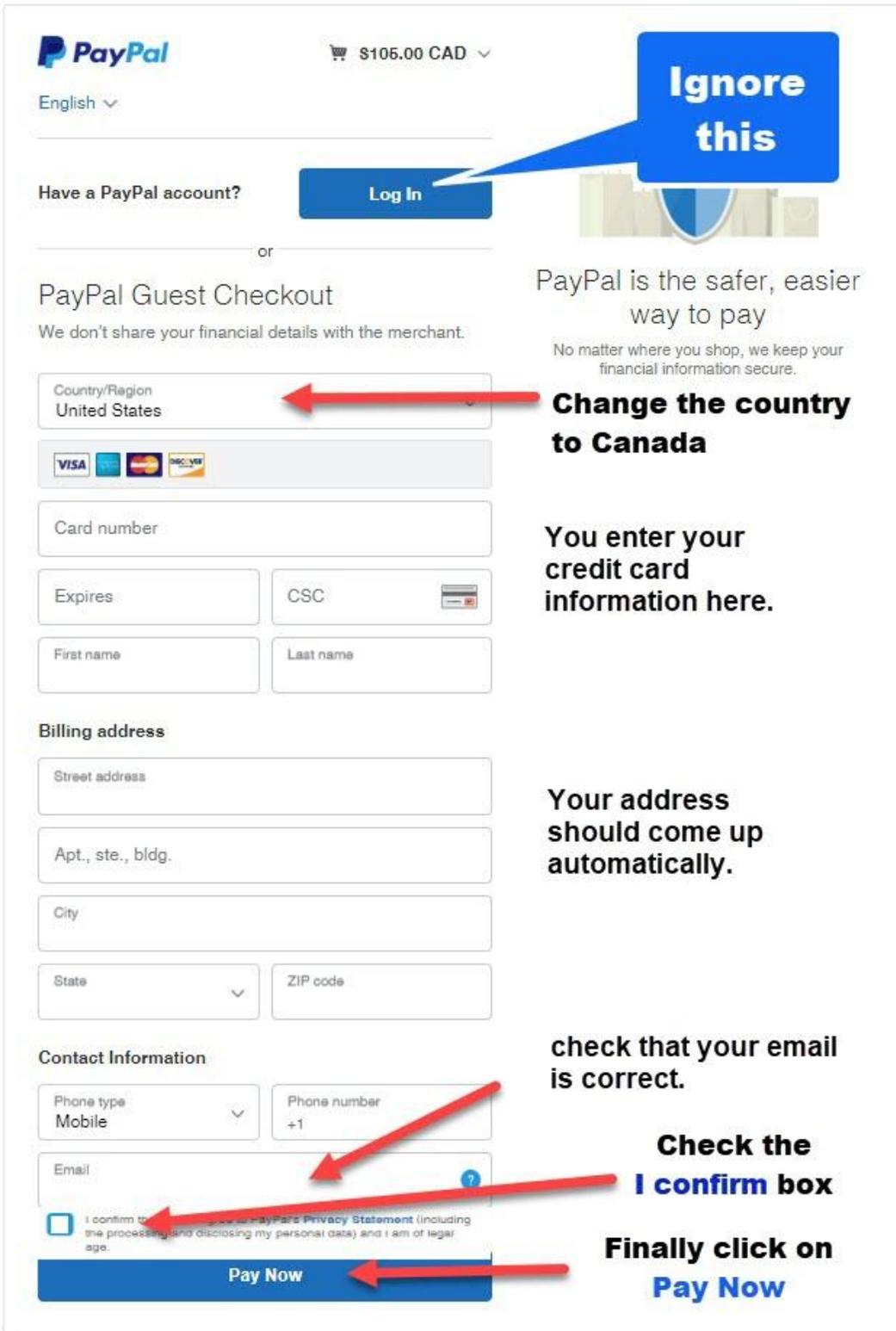


Finally, when online you can click on the green **Pay Online** button at the bottom left of the page, enter the PayPal system and make your payment.

This may take a few seconds – just wait!

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When you get to PayPal you will see a form as below, without all the comments on it. [Some people see a form before this that asks if they want to pay using PayPal or a credit card. If you see this click on pay by Credit card. This does not come up for everyone.]



Ignore this

Have a PayPal account? **Log In**

or

PayPal Guest Checkout
We don't share your financial details with the merchant.

Country/Region
United States

Change the country to Canada

VISA

Card number

Expires

CSC

First name

Last name

You enter your credit card information here.

Ignore this

PayPal is the safer, easier way to pay
No matter where you shop, we keep your financial information secure.

Change the country to Canada

Your address should come up automatically.

Billing address

Street address

Apt., ste., bldg.

City

State

ZIP code

Contact Information

Phone type
Mobile

Phone number
+1

Email

I confirm to review and accept PayPal's Privacy Statement (including the processing and disclosing my personal data) and I am of legal age.

check that your email is correct.

Check the I confirm box

Finally click on Pay Now

Pay Now

If you just want to pay by credit card do Not log into PayPal.

What you want to use is the **PayPal Guest Checkout.**

Do not put in any spaces or / here. PayPal will insert them automatically

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Once you have clicked on the PayPal **Pay Now**, most people will see a page similar to one at the right, that asks you to set up an automatic PayPal Login or something similar. Ignore that and click on, **Not Now**, in small type at the bottom of the image.

For some reason not everyone sees this page. Some just see a notice that the payment has been made.

If you actually do have a PayPal account, you will definitely not see this at all.

(About half the people do not see this page and only see a notice that they have made a payment for \$75 Or \$105 and then they are sent back to the LLIR web site.)



Only do this once. It will take a few seconds for PayPal to process the credit card information. **Just Wait.**

When it is done it will say you made a payment of \$75 or \$105 and you will be sent back to an LLIR page.

You will receive an email from PayPal (usually within a minute or two) confirming your payment. And we will receive a payment notification.

Congratulations: Then your registration is complete!

Registration User Guide

Let's review ... here are the steps to complete your registration:

1. Study the instructions and pictures in this guide.
2. Make a priority list of your course choices for each term.
3. Have your credit card in hand.
4. Go to the LLIR.ca website and click on "Login".
5. Use your **Membership ID** and **Password** to enter the "members only" area
6. Click on "6. register for courses" in the **Member Profile and Registration** page.
6. Check and update your personal information (if required), your volunteering interests and make your course choices.
7. Finish the registration process by paying online, as described in these instructions.
- 8. If you do not receive an email confirmation of your payment from PayPal within a day, or have a problem, please email registrar@llir.ca and we will follow up with you.**

You might like to print, or have these instructions open, as you complete the registration process. In addition, there is a video that goes through the registration process that you might find helpful. It is very similar to the instructions here. To view the video, click on the link below.

[LLIR 2020/21 Registration Video](#)