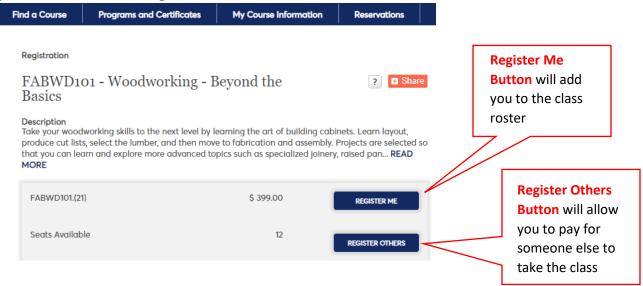


## How to Register Me and/or Someone Else for a Non-Credit Class

LifeLearn provides a great opportunity to purchase a class for a friend or family member!

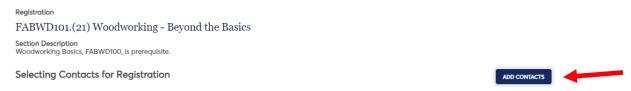
1. Once you have found the class you would like to purchase for someone other than yourself, click the 'Register Others' button.



- 2. If you would like to take the class with your friend, spouse or other family member, click the Register Me button as well. Click the Continue Shopping button to select the same course again and hit Register Others button. This will register you and an additional seat in the class. If you do not want to take the class, do not click the Register Me button.
- 3. Click 'Checkout' or the Shopping Cart icon in the upper right hand corner
- 4. Login or create a LifeLearn account if you do not already have one.
- 5. At the 'Selecting Contacts for Registration' screen, choose the person you want to take the class. If you do not have any contacts associated with your account, you can add them now.
  - a. **If you have contacts listed**, simply click in the box by their name, next click the 'Register Selected' button and then click the 'Submit' Button. Your cart now shows the name of the class and the student who is registered. Click the Checkout button to process your credit card.



b. **If you do not have contacts listed**, click the 'Add Contacts' button and complete all fields that contain the asterisk symbol (\*).



*Note*: it is important to fill in the person's actual birthday so our system does not generate two accounts for one person. If you do not know the birthday, enter 2/29/1940.

- i. Relationship Definitions:
  - a) Child anyone under the age of 16
  - b) Contact spouse, relative, friend, neighbor
  - c) Employee Only choose if you purchase classes for your employees. To learn about the benefits on becoming an Affiliate Organization, click here

Once all the information is entered, click Save. You are brought back to the Selecting Contacts for Registration Screen. Select the person for the class and click the 'Register Selected' button and then click the 'Submit' Button. Your cart now shows the name of the class and the student who is registered.



- 6. School District Question: This question is required for all students. Once answered the question will no longer appear. Please complete the school district question for the person you are registering for the class. If you do not know the school district in which your contact lives, please choose the school district within their City/County or if not sure choose "School District in PA but NOT Northampton or Monroe". If the person lives outside of PA, choose "Out of State School District"
- 7. Click the Checkout button and the payment screen will appear to process your credit card.