IF YOU ARE NEW TO OLLI

To become a member and enroll or to enroll in an event open to the public.

(Membership is required to register for most OLLI course and events unless otherwise indicated.)

1. To register to be a member or for a public/open event, you must create an account. Go to https://olli.unl.edu/

2. Scroll down and Click on the "ONLINE REGISTRATION" icon.

3. You are now on the "QuickPick Registration" page.

4. At the bottom of the Step 1 box, click on the BOX that says "CREATE ACCOUNT"

Become a Member

CREATE ACCOUNT

5. Fill out the Add New Account information and Personal Information. Every item with an asterisk (*) must be completed. If you want a catalog mailed to you, check the Information Request box.

Add New Account

Please note: if you've taken courses with us before, you may already have an account. You can log in to your existing account--if you don't know or have forgotten your password, you can reset it.

ACCOUNT INFORMATION

*Required - email and password are used when logging into your account.

*Email Address: _____

*Password: _____ (6-10 characters with no spaces)

*Verify Password: _____ (enter password again to ensure accuracy)

6. Click on ADD ACCOUNT.

ADD ACCOUNT   CANCEL

7. You are now logged in to start your registration.

IF YOU ARE RETURNING OR ARE A MEMBER OF OLLI

To renew your membership and enroll in courses/events.

1. Go to https://olli.unl.edu/

2. Scroll down and Click on the "ONLINE REGISTRATION" icon.

3. You are now on the "QuickPick Registration" page.

   NOTE: IF you have been a member of OLLI in the past but have never logged on before, login using the email we have on file AND for the password, use your first initial, your last initial and your zip code (i.e. – bm68505)

4. If you have logged on before, enter your existing e-mail and password, then click the LOG ON button.

   Log On or Sign Up
   Please log on to start the registration process.
   Email Address:
   [Email Address]
   Password:
   [Password]
   LOG ON   Create/Forgot Password?

   If you've forgotten your password, experience difficulty, or not sure if you ever had one, select CREATE/FORGOT PASSWORD? You will receive an email message to reset your password.

5. You are now logged on to start your registration.

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QuickPick Registration

Click here for instructions on how to register.

1 Log On or Sign Up

Welcome Dee Boo!

1. To purchase an OLLI membership

   Scroll to **Step #2:** Select a Membership

   2 Select a Membership

   A membership option must be selected in order to register unless otherwise indicated.

   ☑ 19-20MEMBER - 2019-20 Membership
   Annual Membership: $75.00
   Status: Open
   Promotional Code:

   NET

   Click on the box to the left of the membership option. If you qualify for a promotional discount
   - o   Enter **NET** in the white box if you are a current member of NET
   - o   Enter **NAA** if you are a first-time new OLLI member and a UNL Alumni Association Member
   - o   Otherwise, leave that box blank.

Scroll to **Step #3**: Select Courses

3 Select Courses

Expand the sections to view available courses and make your selections.

▾ MONDAY

☐ 19503CR - The Impact of Royal Inbreeding

Begin/End Date: July 8-15, 2019
Course Fee: $10.00
Status: Open

☑ 19504CR - Volleyball 101

Begin/End Date: July 1-15, 2019
Course Fee: $10.00
Status: Open

Hold your cursor over titles to view descriptions

▸ TUESDAY

▸ WEDNESDAY

▸ THURSDAY

▸ FRIDAY

▸ SATURDAY

▸ SUNDAY

▾ EVENT

☑ 19 40MAILREQ - Add my name to your mailing list.

Begin/End Date: August 1, 2019 - July 31, 2020
Registration Fee:: $0.00
Status: Open

☑ 19 EV - The Case for Grover Cleveland Alexander Day Trip

Begin/End Date: July 6, 2019
Course Fee: $45.00
Status: Open

Hold your cursor over titles to view descriptions

▸ PUBLIC

▸ TRAVEL

1. Click anywhere in the bar next to the day of week, event, public, or travel, to see options available for enrollment. (For example, if you want to see everything offered on Monday, click on the small arrow to the left of MONDAY to expand that section.)

2. Hold your cursor over the title to view the description when a text box opens

3. Click on the small box to the left of any title for which you would like to enroll. A small check mark will appear in the box.

4. Repeat steps 1-3 for other days of weeks, event, public, and travel to complete your selections.

Scroll to **Step #4 –** click on PROCEED TO CHECKOUT

NOTE: Amount due will only show the balance due for your registration. All promotional discounts (such as NET or NAA members) are taken at Checkout. Total balance due will show at checkout.

(If you want to register someone else, now please skip to page 4 of this document.)

Step #6: CHECKOUT PAGE

1. Review your enrollment and balance due. This balance should reflect any promotional code discounts.

2. To edit your enrollment, if necessary, use the blue buttons below the Enrollment Cart Entries. The system will take you to the QuickPick Registration page to repeat Step 3 if you select one of the first two buttons listed below.
   - "CHANGE SELECTIONS" box allows you to edit any courses you select
   - "ENROLL ANOTHER PERSON" allows you to enroll another person at this time
   - "CLEAR ALL SELECTIONS" allows you to start over
   - "CANCEL AND LOG OFF" cancels any registration and logs you off of the registration system

3. If everything appears to be accurate, scroll down the page and confirm the PAYER INFORMATION is accurate or edit and enter the correct information.

4. Click on the Blue PAYMENT SERVICES button.

Complete the SALE
- Complete all of the required fields with a red asterisk (*)
- Click the PROCESS button when finished

DO NOT CLICK THE BACK BUTTON WHILE YOUR PAYMENT IS BEING PROCESSED.
- **Be Patient**! During peak registration periods, this may take some time.

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COLLEGE OF EDUCATION AND HUMAN SCIENCES

We only accept Visa, Mastercard and Discover.

SALE

ORDER SECTION

CREDIT CARD NUMBER:	✱
CARD SECURITY CODE:	✱
EXPIRATION DATE(MMYY):	✱
AMOUNT:	140.00 ✱
DESCRIPTION:	Olli Registration

BILLING ADDRESS

FIRST NAME:	Testing ✱
LAST NAME:	Testing ✱
ADDRESS1:	Testing ✱
ADDRESS2:	
CITY:	Testing ✱
STATE/PROVINCE:	NE ✱
POSTAL CODE:	55555 ✱
PHONE:	✱
EMAIL ADDRESS:	✱

PROCESS

Click the process button to submit your payment information and return to the originating site.

Be patient and wait for the originating site to respond. Don't click the back button.

A receipt will be sent to your email address.

IF YOU WANT TO ENROLL SOMEONE ELSE

NOTE: BEFORE STARTING THIS PROCESS, YOU NEED THE OTHER PERSON'S EMAIL ADDRESS

You need to have this person's email address to register for them or set up a new account if they are not an OLLI member or have never participated in OLLI before.

Scroll to **Step 4.** Click ENROLL ANOTHER PERSON.

You will be asked to confirm, "Do you really want to enroll another user? Click "YES."

The system will redirect you to the "Enroll Someone Else" page. ***Be patient.***

Enter the email address and click "OK" on the blue box to the right.

NOTE: If the email address you entered is in the system, you will see this page. If the email address you entered in NOT in the system, skip to the next page of this instruction guide.

- If the name displayed is correct, click "CONFIRM AND CONTINUE"

- The system will take you to the QuickPick Registration page
- You can repeat the registration process as outlined in Step 2 and Step 3
- Repeat the process (ENROLL SOMEONE ELSE) for each person you want to enroll

ENROLL SOMEONE ELSE

- When you are done, click on the "PROCEED TO CHECKOUT" button at the bottom of the QuickPick Registration page

PROCEED TO CHECKOUT

NOTE: If the email address is **not in the system**, you will see this page

- You will then need to set up an account for the new person
- Complete the required fields indicated by as asterisk (*)
- Click Confirm and Continue
- Wait (patiently) for you to be redirected back to the Quick Pick Registration Page.
- You will then have to repeat the registration process

Enroll Someone Else

*Email: mmm@mmm.com

We currently have no other records matching that email address.

Please create a new account by providing the following information:

Default values match those of the logged on user. Modify as needed.

*Indicates Required Information

*First Name:	First Name
*Last Name:	Last Name
*Address:	Xxxxxx
*City:	Xxxxxx
*State:	Nebraska
*Zip/Postal Code:	12345
Day Phone:	
Special Needs:	

CONFIRM AND CONTINUE   CANCEL AND START OVER

When completed, you can repeat the process for a third (and fourth, fifth, etc. person) by clicking on ENROLL ANOTHER PERSON

WHEN YOU HAVE COMPLETED ENROLLMENT, you can proceed to checkout. You should see the "cart entries" and "amount due" for each person you have registered.

6 Checkout Page

To return to the registration form and edit your order click the "Change Selections" button.

ENROLLMENT CART ENTRIES FOR ZZZ ZZZ		
2019-20 Membership	Aug 1, 2019 - Jul 30, 2020	75.00
Volleyball 101	Jul 1-15	10.00
Add my name to your mailing list.	Aug 1, 2019 - Jul 31, 2020	0.00
		Amount due: $85.00

ShowDetails

ENROLLMENT CART ENTRIES FOR XXXX XXXX		
2019-20 Membership	Aug 1, 2019 - Jul 30, 2020	75.00
Volleyball 101	Jul 1-15	10.00
		Amount due: $85.00

ShowDetails

Total amount due: 170.00

CHANGE SELECTIONS	ENROLL ANOTHER PERSON	CLEAR ALL SELECTIONS	CANCEL AND LOG OFF

PAYER INFORMATION

The name and address MUST match the Credit Card account information.

If necessary, please edit the name and address before clicking the appropriate Pay button.

NAME ON CARD:	Testing Testing
ADDRESS:	Testing
CITY:	Testing
STATE:	NE
ZIP CODE:	55555
PHONE:	
EMAIL:	testing@testing.neb.rr.com

PAYMENT SERVICE

When you are satisfied with your course selections, scroll down to the PAYER INFORMATION. Please note the name and address MUST match your credit card information. (NOTE: OLLI accepts Mastercard, Visa, and Discover…. Or personal checks.)

Click on the Blue PAYMENT SERVICES button.

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We only accept Visa, Mastercard and Discover.

SALE

ORDER SECTION

CREDIT CARD NUMBER: � *

CARD SECURITY CODE: *

EXPIRATION DATE(MMYY): *

AMOUNT: 140.00 *

DESCRIPTION: Olli Registration

BILLING ADDRESS

FIRST NAME: Testing *

LAST NAME: Testing *

ADDRESS1: Testing *

ADDRESS2:

CITY: Testing *

STATE/PROVINCE: NE *

POSTAL CODE: 55555 *

PHONE: *

EMAIL ADDRESS: *

PROCESS

Click the process button to submit your payment information and return to the originating site.

Be patient and wait for the originating site to respond. Don't click the back button.

a.   Complete the ORDER SECTION (credit card #, security code, expiration date)

b.   Complete the billing address

c.   Select PROCESS button to submit your payment information.

NOTE: BE PATIENT!!!! WAIT FOR THE ORIGINATING SITE TO RESPOND! DO NOT CLICK THE BACK BUTTON!!!!!!

This concludes the registration and enrollment process.