Guide to signing up for annual OLLI membership.

- New to OLLI?
- Want to join us and take our classes?
- Please register as a new member, here are the steps:

1. We need your name and contact information first.
   
   a. Go to the OLLI Registration **Sign-Up** page at:


   b. Fill in the online form.

   c. Don't forget to hit the yellow “Submit” button at the end of the form!
2. Your name is added to the OLLI Attendee List!
3. Now, you can pay your OLLI membership fee of $25.
4. To do this please click on the black “Continue Shopping” button.

5. This will bring you to the OLLI registration home page.

6. You want to locate the **Osher Lifelong Learning Institute** button.
7. Use the left-hand menu bar with grey buttons to find your way around – run your mouse pointer over the buttons, they will turn yellow (and be easier to read!)

**Note** that two other USM departments also use the registration system for their classes.
8. Click the **Osher Lifelong Learning Institute** tab to see the dropdown menu. (Remember to run your mouse over the list to turn the tabs yellow!)

![](image)

9. Select “Annual Membership” from the Osher Lifelong Learning Institute *dropdown* menu. Click to open the tab.

10. Next, locate the OLLI Membership panel on the Annual Membership page and click on the small blue date.

![](image)
11. Next, you can use the yellow “Add to Cart” button to put the OLLI membership fee in your shopping cart.

Important note!
   a. You must be a current member to participate in OLLI Programs.
   b. Memberships run from July 1st through to June 30th.

12. You will see the membership fee has been added to your cart.
13. You can now go to Checkout. (Use the yellow Checkout button.)
14. Or, use the black “Continue Shopping” button to look for a class and Checkout later.
15. Want to add a class to your shopping cart?
   a. Click on the Courses tab in the left menu bar.
b. Now scroll through the OLLI courses.

c. Click on the date below a course for more details and the “Add to Cart” button

d. You will now see course descriptions, dates, times, fees, and the instructor names.

16. Add the course to your shopping cart with the yellow button.
17. You will now see your annual membership fee and course fee in your shopping cart.
18. You can add more classes (use the black Continue Shopping button) or go to Checkout (yellow Checkout button) and pay with a credit card.

**TIPS**

1. Review the OLLI Course Catalog and write down your top choices for classes before you use the registration page.

2. If you need help registering or paying with your credit card, please contact the OLLI office at 207-780-4406