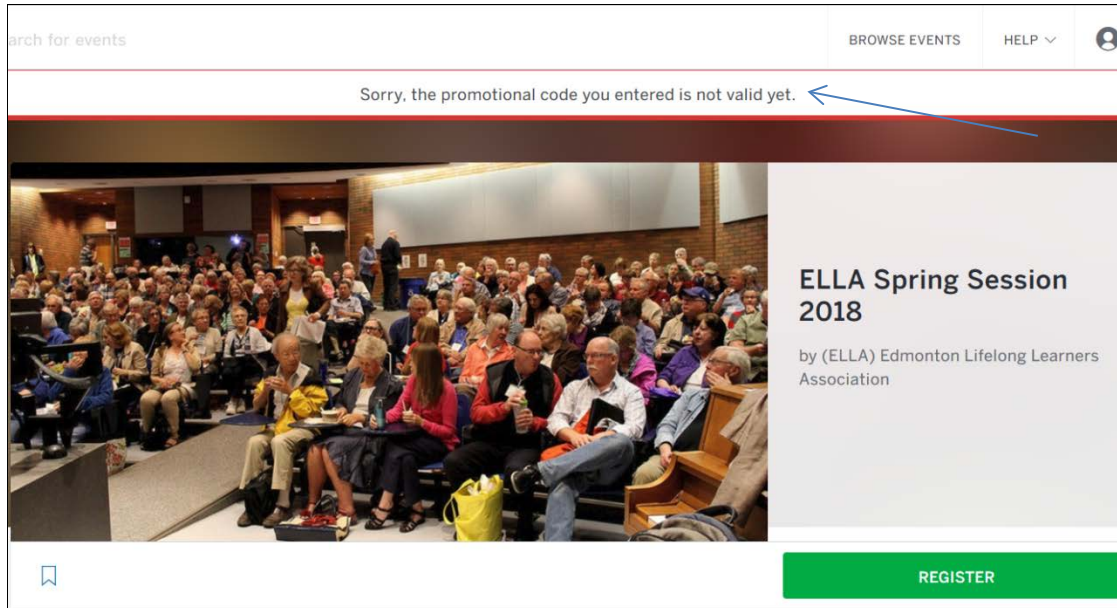# ELLA Spring Session 2018

Online Registration Steps

Step 1: If you are an ELLA member, you will receive an email with an **"Access code link"** in it after March 6, 2018 which will allow you to register for the ELLA Spring Session online using Eventbrite.

If you cannot find this email soon after March 6, check your Spam or Junk Mail folder. You can also contact the ELLA Office at 780-492-5055 and ask for the email to be resent to you. For people who become members after our mass mailing, we will try to email you the Access code link within 7 days.

Step 2: Access the ELLA registration page by clicking on the link provided in the email.
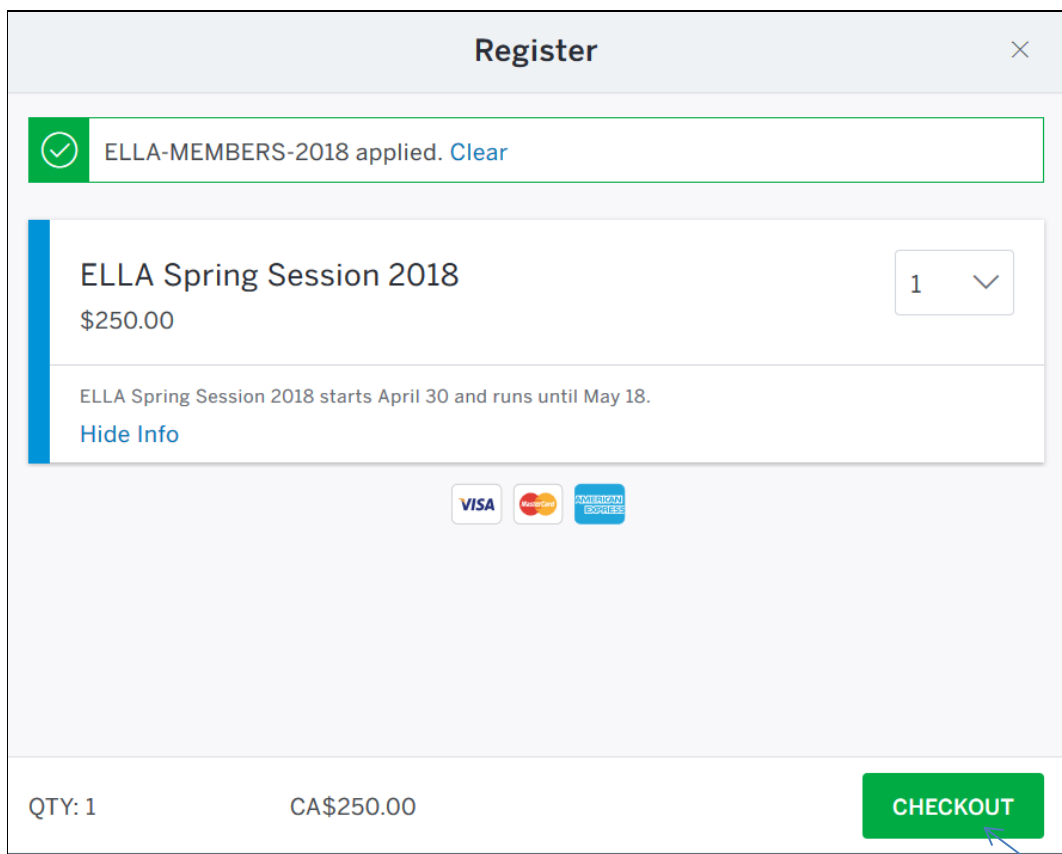
Registration opens at 10:30 A.M. on March 13. If you click on the "Access Code link" before then, you will get the message "Sorry, the promotional code you entered is not valid yet". (Promotional code and Access code mean the same thing)

If you click on the "Access Code link" when registration opens on March 13, 10:30 A.M., you will see the Registration information page as follows:

Select "Register".

Select "Checkout".

Have your course selections, 1st,2nd and 3rd choices and your credit card ready before registering. You have **15 minutes** to complete your registration; the average time to complete a registration is about 8 to 10 minutes.

ELLA Spring Session 2018
(ELLA) Edmonton Lifelong Learners Association
Edmonton, AB

Order Summary

REGISTRATION TYPE	PRICE *	FEE *	QUANTITY	SUBTOTAL
ELLA Spring Session 2018	$250.00	$0.00	1	$250.00
			Order total:	$250.00

* Prices include GST/HST

ELLA Spring Session 2018 Registration Information

14:38 Please complete registration within 15:00 minutes.
After 15:00 minutes, the reservation we're holding will be released to others.

You may select up to 4 courses: select one course from each of the 4 time blocks. If you select an all-morning or an all-afternoon art course, please ensure that you have not selected another course that runs at the same time.

Step 3: Fill in your personal and payment information.

If you have previously used Eventbrite to register for Spring Session, you can save some typing by clicking "Sign In to Your Account". Some of the fields on this page will be filled in automatically if you sign in now. If you have never used Eventbrite to register, go to Eventbrite (www.eventbrite.ca) before registration opens and set up your account with password, address and phone number.

Registration is limited to ONE half-day Art course and/or ONE Fitness course per attendee.

* Required Field

Buyer Information

Have you used Eventbrite before? Sign In To Your Account

First Name: *

Last Name: *

Email Address: *

Confirm Email Address: *

For payment, **make sure you pick a Credit Card type**. This is the field most attendees forget to select. If you miss it, you will get an error message and have to come back here to select it again.

Payment   (Your card info is not stored on Eventbrite's servers)

Card:* [Select a card type ∨]

Card Number:* [_____]

Expiration Date:* [Month ∨] [Year ∨]   CSC* [____]   What's this?

Billing Information

Country:* [Canada ∨]

Address:* [_____]

Address 2: [_____]

City:* [_____]

Province:* [Alberta ∨]

Postal Code:* [____]

Registration 1 - ELLA Spring Session 2018

First Name:* [_____]

Last Name:* [_____]

Email Address:* [_____]

Home Phone:* [_____]

Mobile Phone: [_____]

Home Address

Country:* [Canada ∨]

Address:* [_____]

Address 2: [_____]

City:* [_____]

Province:* [Alberta ∨]

Postal Code:* [____]

Step 4: Select your courses. Click on the button for the course you want to select in each time slot. If a course is full, you will see "Not Available" next to the course. Move on to your number two choice.

Other Information

09:00 - 10:10
- ○ EL10 Paleontology
- ○ EL11 China and her Neighbours
- ○ EL12 Early Childhood Development
- ○ EL13 Jazz of the 30s, 40s & 50s
- ○ EL14 Jane Austen: Then and Now
- ○ EL15 The Power of Language
- ○ EL16 A Peoples History of Canada
- ○ EL17 Behind the Barn Door
- ○ EL18 Time Travel: The Victorian Era
- ○ EL19 A Lifetime of Wellness
- ○ EL1A Mindfulness Meditation
- ○ EL1X Tai Chi and QiGong Yi Jin Jing (F)
- ○ None

10:25 - 11:35
- ○ EL20 The ELLA Community Chorus
- ○ EL21 Canadian Charter of Rights
- ○ EL22 Physics is Life
- ○ EL23 Forensic Anthropology
- ○ EL24 Painting and Sculpt. 1910-1940

Step 5: Click on "Pay Now" to complete your registration

When you are done, click the "Pay Now" button immediately. Do not wait the full 15 minutes to finish, as you may lose some of the courses that you selected when you first logged in. The course maximum may have been reached by the time you pay. The ability to select the course does not guarantee a space.

13:15 - 15:50
- ○ EL44 The Blank Page: Writing
- ○ EL60 Beginning Sketching (A)
- ○ EL61 Watercolours - Beginners Only (A)
- ○ EL62 Fabric Surface Design (A)
- ○ None
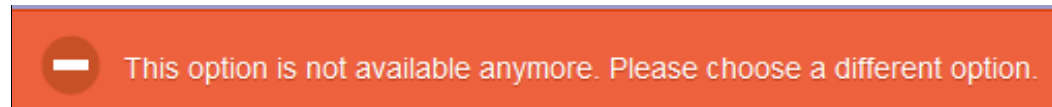
I accept the terms of service and have read the privacy policy. I agree that Eventbrite may share my information with the event organizer.

Pay Now

After you click "Pay Now", you will see a screen that says "Processing Order".

When you try to pay, you may receive the following error message:

This option is not available anymore. Please choose a different option.

If you see the above error message, scroll down to the list of courses; check to see which class got bumped and choose another class and click on "Pay Now" again.

If you are successful in registering for courses, you will see a web confirmation page with the following message and a list of confirmed courses:

You're going to ELLA Spring Session 2018!

Your order has been saved to Current Orders

✓ Order #735157020 1 registration of $250.00

09:00 - 10:10 : EL11 China and her Neighbours

13:15 - 14:25: EL49 Religious Extremism

14:40 - 15:50: EL52 East African Coast

Event Information
Congratulations! You have successfully registered for ELLA Spring Session 2018. See you at the University of Alberta's Education Centre on April 30.

You will also receive a confirmation sent to your email address with the following message. If you lose your confirmation, you can call ELLA at 780-492-5055 during business hours to resend you a confirmed list.

Eventbrite   Registration Confirmation for ELLA Spring Session 2018 -

Message from (ELLA) Edmonton Lifelong Learners Association

The event organizer has provided the following information:

Event Information

Congratulations! You have successfully registered for ELLA's Spring Session 2018. Scroll down to the bottom of this page to see your course selection.
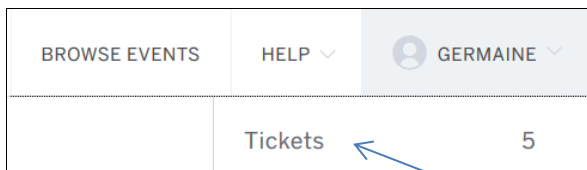
ELLA Spring Session 2018

Location of Spring Session - Check-in, most classes, and noon-hour presentations will be held in the Education Centre at 11210 87th Avenue on the University of Alberta's (main) North Campus.
The exceptions are:

- Line Dancing will be held in the East Gym of the Van Vliet Complex approximately a five-minute walk from the Education Centre.
- **All Art Classes except EL32 Learn to Carve Wood will be downtown at Enterprise Square, 10230 Jasper Ave. Please see details on Page 3 of the Spring Session 2018 Course Guide.**

Step 6: If you wish to change your courses, log back onto your Eventbrite account. Put your cursor under your name and select "Tickets". Pick the appropriate ticket if you have more than one.

You can edit your courses on or before 2:00 pm, April 23 or request a refund on or before 2:00 pm, April 25. If you need further help from the ELLA office, call 780-492-5055 during business hours.

Click on your ELLA Spring Session 2018 ticket.

After you click on your ticket you will see:

Order for ELLA Spring Session 2018

Order #735157020 for $250.00 purchased on 25 Feb 2018
Edmonton AB

REQUEST A REFUND	ELLA Spring Session 2018
CONTACT THE ORGANIZER	**Contact Information**
	First Name *

Step 6A – Change your courses

Click on "View Complete Attendee Info" at the bottom of the screen.

+ View complete attendee info

Select Edit

ELLA Spring Session 2018   ✎ Edit

This will bring you back to the page where you registered previously and you can go on to change your courses.

09:00 - 10:10
- ○ EL10 Paleontology
- ◉ EL11 China and her Neighbours
- ○ EL12 Early Childhood Development
- ○ EL13 Jazz of the 30s, 40s & 50s
- ○ EL14 Jane Austen: Then and Now
- ○ EL15 The Power of Language
- ○ EL16 A Peoples History of Canada
- ○ EL17 Behind the Barn Door
- ○ EL18 Time Travel: The Victorian Era
- ○ EL19 A Lifetime of Wellness
- ○ EL1A Mindfulness Meditation
- ○ EL1X Tai Chi and QiGong Yi Jin Jing (F)
- ○ None

Remember to save at the bottom.

13:15 - 15:50
- ○ EL44 The Blank Page: Writing
- ○ EL60 Beginning Sketching (A)
- ○ EL61 Watercolours - Beginners Only (A)
- ○ EL62 Fabric Surface Design (A)
- ○ None

SAVE   CANCEL

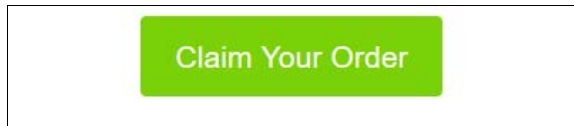If you select "Send confirmation email to new attendee"

You will receive an email from Eventbrite saying something like:

Xxxxxx xxxxxx registered you for ELLA Spring Session 2018, "Claim Your Order".

If you click on "Claim Your Order", it takes you right back to the Upcoming Events page where you can view your order and course list again. If you want a listing of all the courses you are confirmed for, contact the ELLA office by phone (780-492-5055) or email and ask a volunteer to resend you an email listing of all your confirmed courses.

Step 6B – Request a Refund

If you need to withdraw from Spring Session, click on Request a Refund, complete the form and hit "Continue". An office volunteer will receive an email notice and process your refund request during office hours. As soon as that is done, you will receive a refund confirmation. Check your credit card statement for the refund.

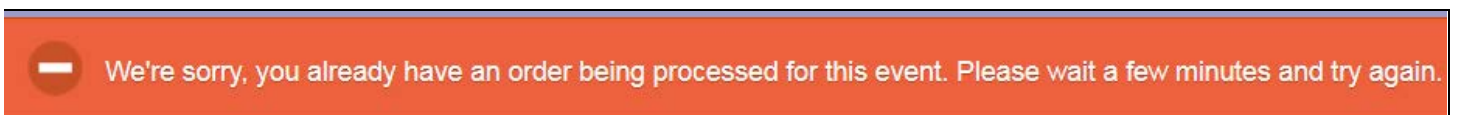## Trouble Shooting

Error Message: "We're sorry; you already have an order being processed for this event. Please wait a few minutes and try again"

If you see the following error message, please close your browser and click on your access code link again in **15 minutes**.

Error Message: "Your session has expired. Try ordering again"

If you do not complete your registration within the 15 minutes, you will be taken back to the registration selection page with the following message:

Your session has expired. Try ordering again.

February, 2018, gc