

ELLA Spring Session 2019

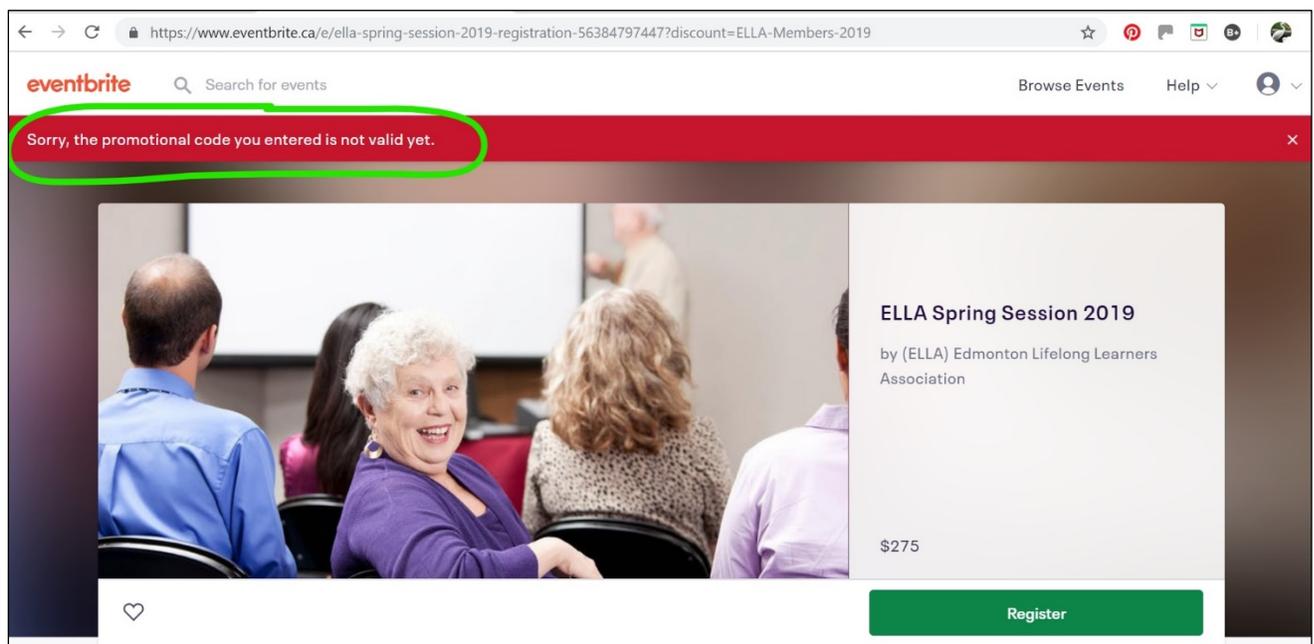
Online Registration Steps

Step 1: If you are an ELLA member, you will receive an email with an **“Access code link”** after March 5, 2019 which will allow you to register for the ELLA Spring Session online, starting Tuesday March 12 @ 10:30 a.m., using Eventbrite.

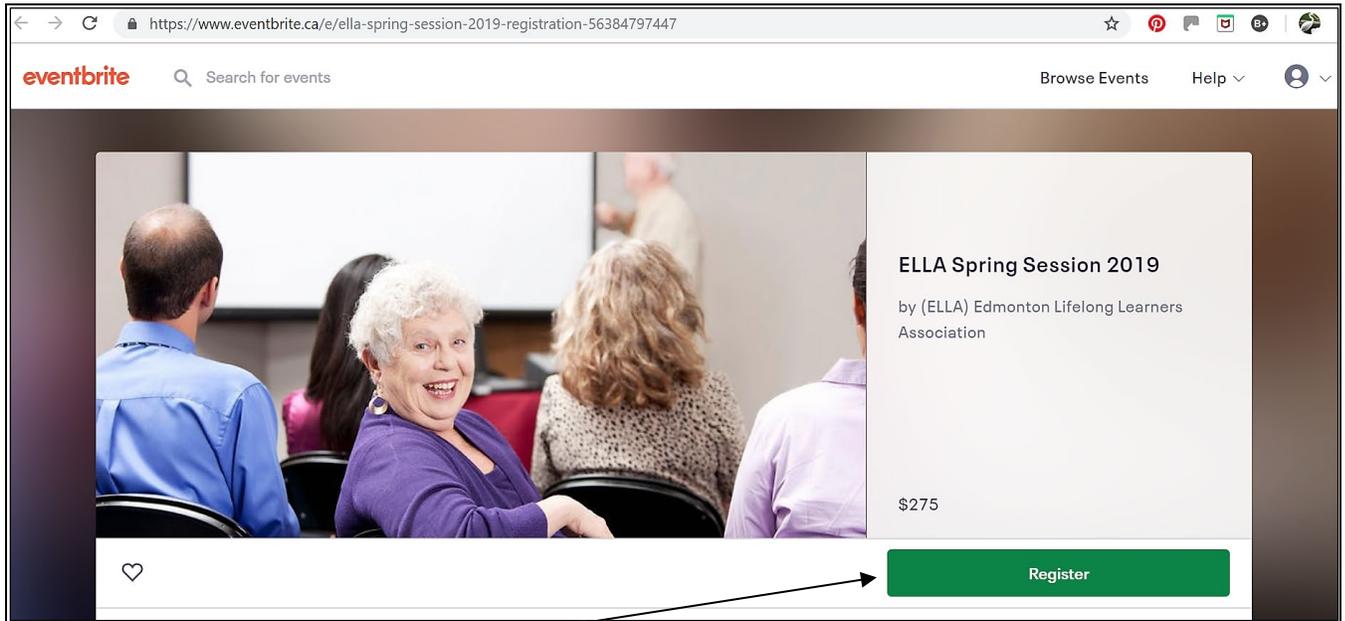
If you cannot find this email soon after March 5, check your Spam or Junk Mail folder. You can also contact the ELLA Office at 780-492-5055 and ask for the email to be resent to you. For people who become members after our mass mailing, we will try to email you the Access code link within 7 days.

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 12. 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)

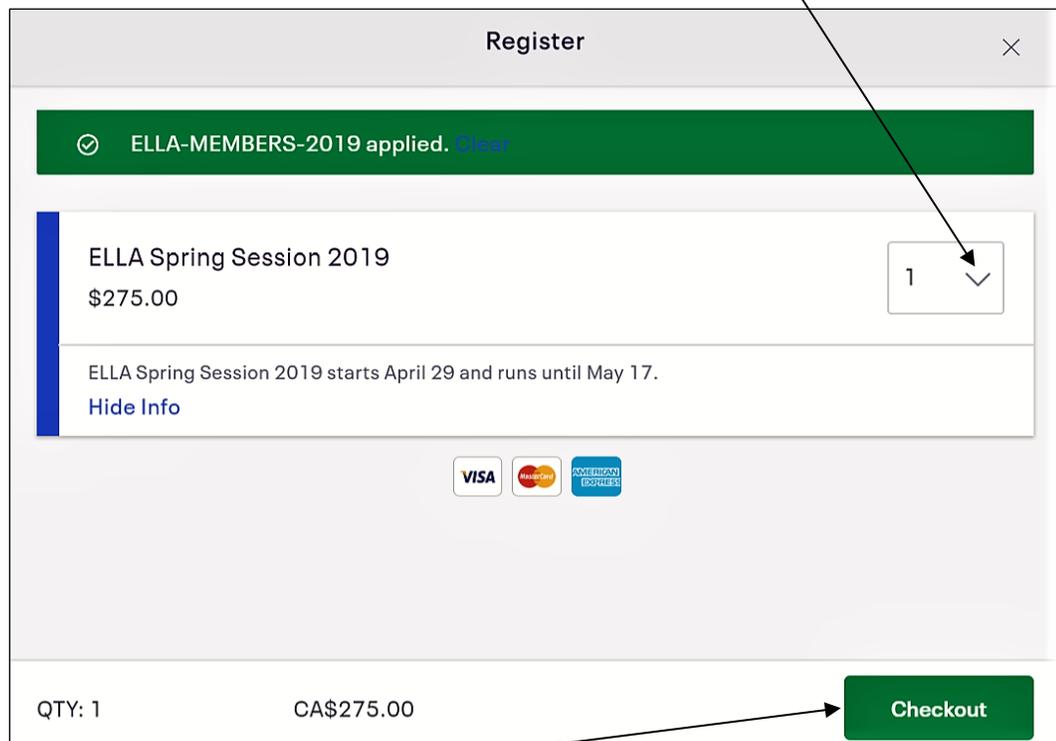


If you click on the “**Access Code link**” when registration opens on March 12, 10:30 A.M., you will see the Registration information page as follows:



Select **Register**.

A Register Box opens. Click the down arrow and select 1 as your quantity.



Select **Checkout**.

Have your course selections - 1st, 2nd and 3rd choices for each time period, your Eventbrite login information 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 2019

(ELLA) Edmonton Lifelong Learners Association
Edmonton, AB

Order Summary

REGISTRATION TYPE	PRICE *	FEE *	QUANTITY	SUBTOTAL
ELLA Spring Session 2019	\$275.00	\$0.00	1	\$275.00
			Order total:	\$275.00

* Prices include GST/HST

ELLA Spring Session 2019 Registration Information

13:59 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.

Registration is limited to ONE half-day Art course (A) and/or ONE Fitness course per attendee (F) until Mar 15, at which time you may select more than one if space is available.

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, you can set up an Eventbrite account prior to the start of registration. To do so, go to www.eventbrite.ca and click on Sign In. After entering your email address, click on Get started and follow the directions. It is worthwhile signing up as you can view and manage your order (i.e. change courses or request a refund) yourself.

* Required Field

Buyer Information

Have you used Eventbrite before? [Sign In To Your Account](#)

First Name: *

Last Name: *

Email Address: *

Confirm Email Address: *

Payment

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

Card: *

Card Number: *

Expiration Date: * CSC* [What's this?](#)

Note that all fields with a red asterisk **must be** completed. Some items must be typed in while others are a selection by clicking on the down arrow.

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. The **CSC** is the 3-digit number on the back of your credit card beside the signature box.

Billing Information

Country: *

Address: *

Address 2:

City: *

Province: *

Postal Code: *

Registration 1 - ELLA Spring Session 2019

First Name: *

Last Name: *

Email Address: *

Home Phone: *

Mobile Phone:

Registration 1 - ELLA Spring Session 2019

First Name: *

Last Name: *

Email Address: *

Home Phone: *

Mobile Phone:

Home Address

Country: *

Address: *

Address 2:

City: *

Province: *

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

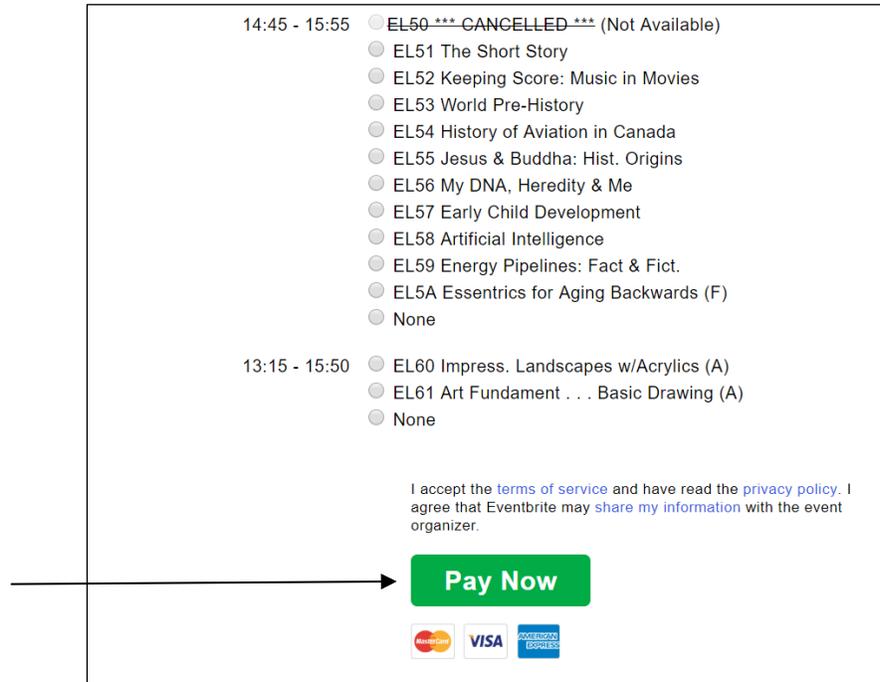
- EL10 Modern Board Games
- EL11 21st Century China
- EL12 Terrorism in the Modern World
- EL13 Bach & Beethoven
- EL14 Ideas About Witches
- EL15 Conversational Geology
- EL16 Light We ... Medical Imaging
- EL17 Behind the Barn Door
- EL18 Introduction to Genealogy
- EL19 Art of Caricature ...
- EL1A The Hunt for Amazing Treasure
- EL1B Wu Style Tai Chi (F)
- None

You do not have to click None if you do not want any class in a particular time period. You can not **unselect a class**. If you do not want the class selected, simply select another or click on the **None** button.

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.



14:45 - 15:55 EL50 *** CANCELLED *** (Not Available)
 EL51 The Short Story
 EL52 Keeping Score: Music in Movies
 EL53 World Pre-History
 EL54 History of Aviation in Canada
 EL55 Jesus & Buddha: Hist. Origins
 EL56 My DNA, Heredity & Me
 EL57 Early Child Development
 EL58 Artificial Intelligence
 EL59 Energy Pipelines: Fact & Fict.
 EL5A Essentrics for Aging Backwards (F)
 None

13:15 - 15:50 EL60 Impress. Landscapes w/Acrylics (A)
 EL61 Art Fundament . . . Basic Drawing (A)
 None

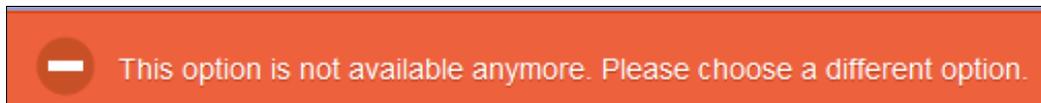
I accept the [terms of service](#) and have read the [privacy policy](#). I agree that Eventbrite may [share my information](#) with the event organizer.

Pay Now

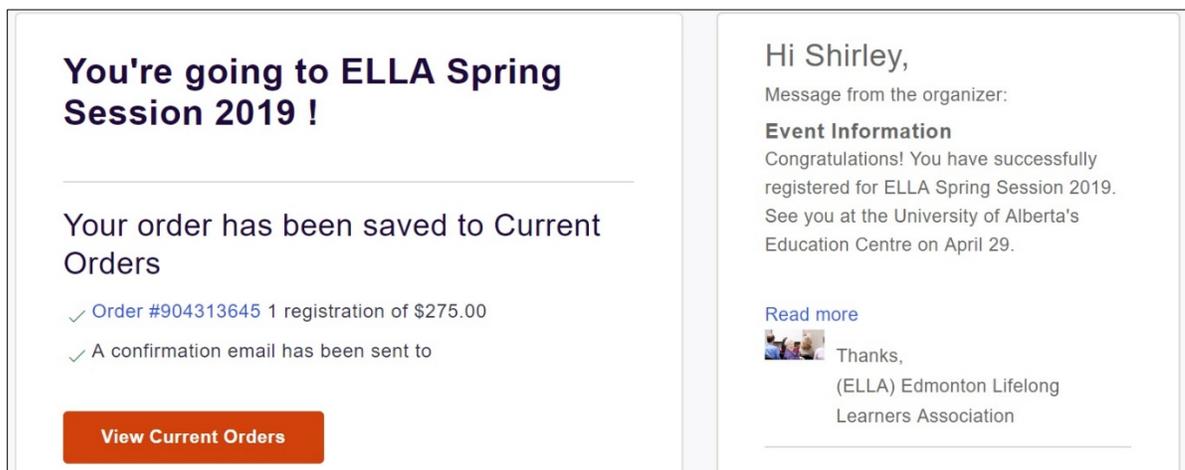
After you click “Pay Now”, you will see a screen that says “Processing Order”.

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



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 2019 !

Your order has been saved to Current Orders

- ✓ Order #904313645 1 registration of \$275.00
- ✓ A confirmation email has been sent to

[View Current Orders](#)

Hi Shirley,

Message from the organizer:

Event Information
Congratulations! You have successfully registered for ELLA Spring Session 2019. See you at the University of Alberta's Education Centre on April 29.

[Read more](#)

 Thanks,
(ELLA) Edmonton Lifelong Learners Association

[View Current Orders](#)

Registration Information

Registration #1 — ELLA Spring Session 2019

Name: Shirley

Email: @outlook.com

09:00 - 10:10: EL12 Terrorism in the Modern World

10:30 - 11:40 : EL2A North Saskatchewan Watershed

13:15 - 14:25 : EL46 Introduction to Acting

Learners Association



(ELLA)
Edmonton
Lifelong
Learners
Association

Follow

Questions about this event?

Contact Organizer

[View organizer profile](#)

You will also receive a confirmation sent to your email address. If you lose your confirmation, you can call ELLA at 780-492-5055 during business hours to resend you a confirmed list. The email looks like this:

Registration Confirmation for ELLA Spring Session 2019 - Message - Mail

↩ Reply ↶ Reply all → Forward 📁 Archive 🗑 Delete 🚩 Set flag ⋮

Registration Confirmation for ELLA Spring Session 2019

E

Eventbrite <orders@eventbrite.com>
1:45 PM

To: @outlook.com



Shirley,
you're good to go



Get the app

ELLA Spring Session 2019



1 x Registration
Order total: \$275.00

Education Centre, University of Alberta, Main
Edmonton Campus
11210 - 87 Avenue NW
Edmonton, AB T6G 2G5
Canada
[\(View on map\)](#)

[View event details](#)

(ELLA) Edmonton Lifelong Learners Association

[Follow](#)

Questions about this event?

[Contact the organizer](#)

Order Summary

Order #904313645 - 23 February 2019

Shirley	1 x ELLA Spring Session 2019	\$275.00
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\$275.00

[View and manage your order online](#)

Charged to the Visa card ending in *2010

Appears on your card statement as "EB *ELLA Spring Sessio"

[Contact the organizer](#) for any questions related to this purchase.

This order is subject to Eventbrite [Terms of Service](#), [Privacy Policy](#), and [Cookie Policy](#).

Note that the Order Summary indicates that the charge will show on your card statement as 'EB *ELLA Spring Sessio'. (And no, that's not a typo.) As you continue to scroll down your email, you will see your courses and then additional information ELLA has provided about Spring Session.

Registration Information

Registration #1: ELLA Spring Session 2019

Shirley

[@outlook.com](#)

09:00 - 10:10

EL12 Terrorism in the Modern World

10:30 - 11:40

EL2A North Saskatchewan Watershed

13:15 - 14:25

EL46 Introduction to Acting

Additional Information

The event organizer has provided the following information:
Congratulations! You have successfully registered for ELLA's Spring Session 2019. Your course selection appears above.

ELLA Spring Session 2019

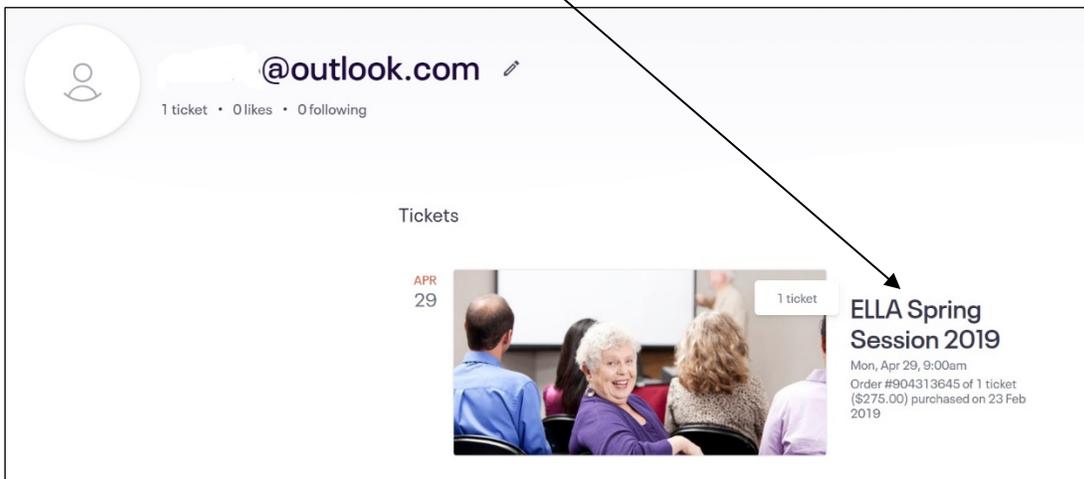
Location of Spring Session - Check-in, most classes, and noon-hour presentations will be held in the

Step 6: There is no wait list for courses, but you can check to see if a course space is available or change your courses or request a refund by logging into your Eventbrite Account. You can change your courses online up until 2:00 p.m. on April 22. If you no longer want to attend or cannot attend, and would like a refund (less a \$75 administrative fee), you can request a refund online up until 2:00 p.m. on April 24. If you need further help from the ELLA office, call 780-492-5055 during business hours.

After you are logged in, put your cursor over the logged in symbol (in red square below) and select “Tickets” in the drop-down menu.



Your current tickets will appear. Click on the ticket.



The following screen will appear that will give you several options:

Order for ELLA Spring Session 2019
 Order #904313645 for \$275.00 purchased on 23 Feb 2019
 Edmonton AB

[Request A Refund](#)

[Contact The Organizer](#)

ELLA Spring Session 2019 [Edit](#)

Contact Information

First Name *
 Shirley

Last Name *

Email *
 @outlook.com

Delivery Method
 eTicket

[+ View complete attendee info](#)

Step 6A – View Course Availability

Click on [+View complete attendee info](#) and all of the information you provided or selected will be shown, including the course list with your selection. Courses that DO NOT have available spaces will be shown with a line through them and the words (Not Available) after them. For illustration purposes, courses from 2018 are shown below.

Other Information
[Don't see the answer you selected?](#)

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 (Not Available)~~
- 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 (Not Available)~~
- EL1X Tai Chi and QiGong Yi Jin Jing (F)
- None

Step 6B – Change Courses

Scroll back to the top and click on **“Edit”**.

[← Back to Current Orders](#)

Order for ELLA Spring Session 2019
 Order #904313645 for \$275.00 purchased on 23 Feb 2019
 Edmonton AB

[Request A Refund](#)

ELLA Spring Session 2019 [Edit](#)

Scroll down to access the course list and change your selection by clicking on a button for an available class within the same time slot. Before you click Save to save your changes, scroll back to the top and click in the box beside **Send confirmation email to new attendee**.

Order for ELLA Spring Session 2019
Order #904313645 for \$275.00 purchased on 23 Feb 2019
Edmonton AB

Request A Refund
Contact The Organizer

ELLA Spring Session 2019

Contact Information

First Name *
Shirley

Last Name *

Email *
@outlook.com

Send confirmation email to new attendee

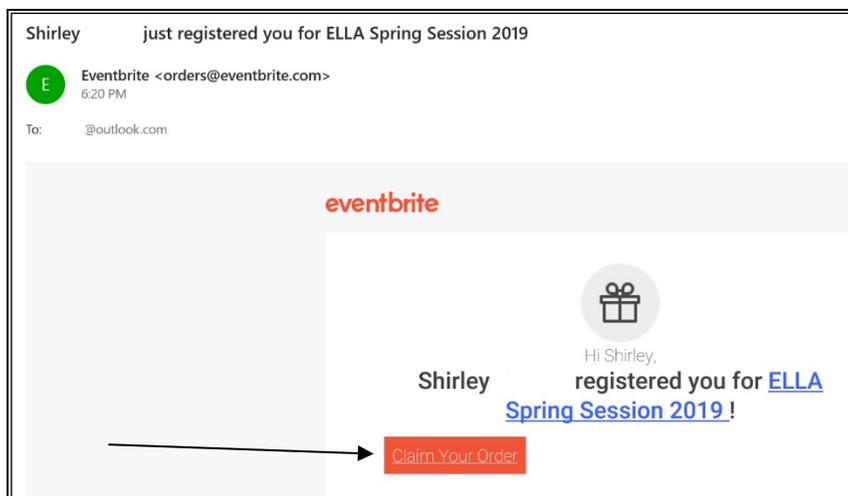
Now click on **Save** to save your changes at the bottom of the page.

13:15 - 15:50

EL60 Impress. Landscapes w/Acrylics (A)
 EL61 Art Fundament . . . Basic Drawing (A)
 None

Save Cancel

If you selected the box to send a confirmation email, your email from Eventbrite will look like this:



The email will not show you your revised courses. To access this, click on “Claim Your Order”. This takes you to the sign in page for Eventbrite. After signing in, your ticket is shown. Clicking on your ticket to open it, and then on [+View completed attendee information](#), you can see your classes. If you would like a listing of 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 6C – 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.

Order for ELLA Spring Session 2019
Order #904313645 for \$275.00 purchased on 23 Feb 2019
Edmonton AB

[Request A Refund](#) **ELLA Spring Session 2019**

[Contact The Organizer](#) **Contact Information**

First Name *
Shirley

Request Refund

Your Name
@outlook.com

Email Address
@outlook.com

Refund Reason
Select one...

Order Number
Order # 904313645
1 ticket - \$275.00

Message

[Cancel](#) [Continue](#)

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**.



We're sorry, you already have an order being processed for this event. Please wait a few minutes and try again.

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.