

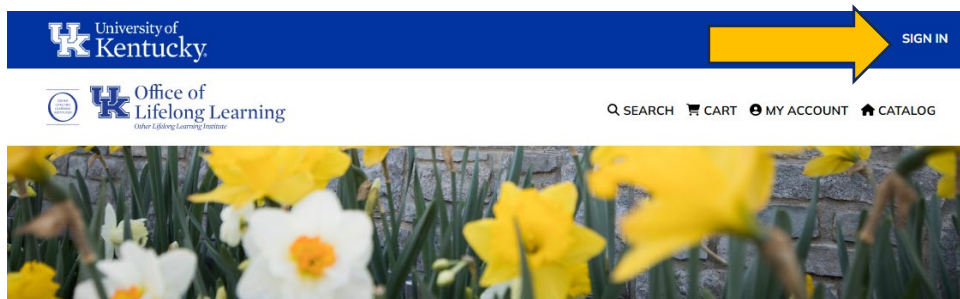


# Office of Lifelong Learning

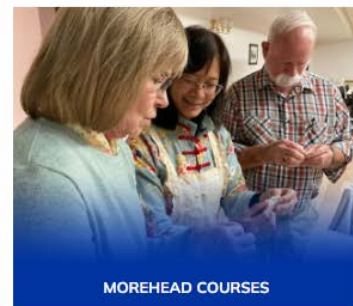
*Osher Lifelong Learning Institute*

## OLLI at UK Registration Website How to Register for Membership, Courses, & Events

1. Go to <https://olli.uky.edu/uky>
2. Click on **"SIGN IN"** in the blue bar at the top right corner of the page.



3. Go to the **"Sign In to Existing Account"** box (ignore **"Create New Account"**), then enter in your Username and Password. You will then be taken to the Catalog page.



4. On the catalog page, you will see the following categories:
  - a. **Membership:** Click on this first. Before you can register for anything else, you will need to register for a Membership by adding it to your cart. Otherwise “ADD TO CART” will not appear for courses, SIGS, events, etc. If you are planning to register for a Membership and courses/SIGs/events/etc. at the same time, be sure to add the Membership to your cart first, then you can begin to add additional items to your cart and check them out at the same time.
  - b. **Lexington:** This category will give you 2 lists of all courses taught by Lexington instructors (with the exception of a few out-of-state instructors) and Donovan Forum Lectures. There are 2 lists, subcategorized by course category in the left list and the days of the week (Monday – Friday) in the right list.
  - c. **Morehead:** This category will give you 2 lists of all courses taught by Morehead instructors. There are 2 lists, subcategorized by course category in the left list and the days of the week (Monday – Friday) in the right list.
  - d. **Special Events & Socials:** For any upcoming OLLI-sponsored events or OLLI Socials local to Lexington or Morehead, you will find these in this category.
  - e. **Travel:** For travel-based events, you will find these in this category.
  - f. **FAQs:** Frequently Asked Questions that you can refer to regarding membership information, inquiries, and questions.
5. Go ahead and click on “**MEMBERSHIP**”. **You must add the Membership to your cart first before you can add classes to your cart.** You will then be taken to the OLLI at UK Membership item page. Then click the “**ADD TO CART**” button at the bottom.

## Membership

**OLLI Membership 23-24 Annual Membership**

Fee: \$50.00

Details:

Annual memberships begin on August 1, 2023 and expire on July 31, 2024.

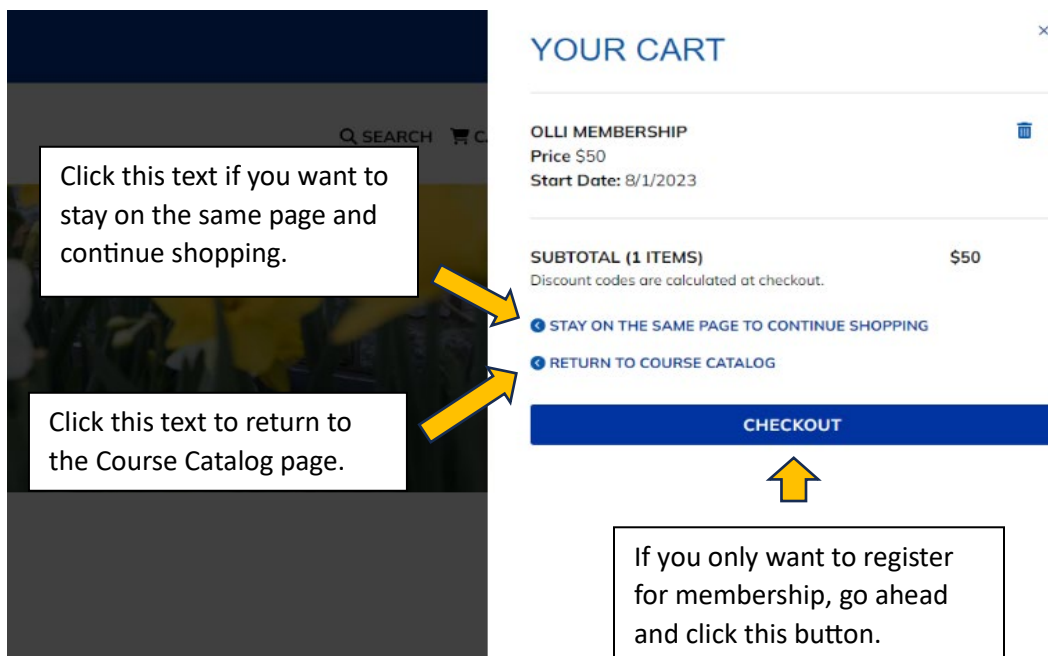
Benefits of an Annual Membership:

- Ability to register for OLLI at UK courses
- Participation in Shared Interest Groups (SIGs), Day Trips, and Member Social Events
- Home delivery of OLLI at UK catalogs
- Volunteer Opportunities
- Access UK Health and Wellness Opportunities (additional fee required for some opportunities)

ADD TO CART



6. While still on the same page, you will then see a Shopping Cart appear on the right side of your screen. This Shopping Cart window will always appear whenever you add something to your cart. It lets you see all items currently in your cart, and you can also delete items by clicking the blue trash can icon to the right of each item.
7. If you want to only purchase a membership, go ahead and click **"CHECK OUT"** (and in this guide, go to step 13 on page 6.) Otherwise, if you want to stay on the same page and add additional items (courses/SIGS/events) click on the **"STAY ON THE SAME PAGE TO CONTINUE SHOPPING"** text (you can also click the small X symbol in the top right corner or click in the dimmed area on the left). Since you are only adding Membership in this step, you will need to navigate back to the Course Catalog page to start adding courses/SIGS/events. While still in the cart, you can click **"RETURN TO COURSE CATALOG"** to quickly get to the Course Catalog page. Otherwise, if you close out of the cart, you will need to click **"CATALOG"** in the navigation bar.



8. Back on the **Course Catalog** page, you can register for a course, Donovan Forum lecture\*, or SIG by clicking either Lexington or Morehead. (\*Forum lectures are only visible in the Lexington category)



9. For this example, Lexington has been selected. You will see 2 lists: **“View Class by Topic”** (as classes are normally listed in our print catalog) and also **“View Classes by Day of Week”**. You can click one of the subcategories in blue text to view classes within that course category (everything below **“View Classes by Topic”**) or day of the week (everything below **“View Classes by Day of the Week”**). Morehead also has the same format.

## Lexington

[← CONTINUE SHOPPING](#)

### View Classes by Topic

- [Computers & Technology](#)
- [Culture](#)
- [Donovan Forum Lectures](#)
- [Experiential Learning](#)
- [Health & Wellness](#)
- [History & Government](#)
- [Languages](#)
- [Literature](#)
- [Out of the Box](#)
- [Performing Arts](#)
- [Science & Environment](#)
- [UK Wellness Opportunities](#)
- [Visual Arts](#)

### View Classes by Day of Week

- [Monday Classes](#)
- [Tuesday Classes](#)
- [Wednesday Classes](#)
- [Thursday Classes](#)
- [Friday Classes](#)
- [Saturday Classes](#)

10. Continuing the example, let's say you select the **"Performing Arts"** category. You will see a list of all the classes being offered in that course category. The format for each class will have the same formatting as the example below:

**OLLI Chorus**

Fee: \$50.00

Dates: 9/6/2023 - 11/29/2023

Times: 1:00 PM - 2:30 PM

Days: W

Sessions: 13

Building: Twin Pines Christian Church

Room: Sanctuary

Instructor: John Stegner , Bobbie Bevins

OLLI Chorus is designed so that participants are provided an opportunity for growth and development while learning and singing quality choral music. A multitude of genres and musical styles, while dealing with proper vocal and choral techniques, will be emphasized in the preparation and rehearsal of the music. Students will be encouraged to sing with sense of blend and balance, striving for a professional choral sound. Join the chorus for an enjoyable, yet challenging experience.

(Class fee includes \$10 sheet music fee)

No Class Nov. 22

**ADD TO CART**

11. Each class will have its title listed in a wide blue box, with its information listed right below the box. This formatting helps distinguish the various classes from one another. For each class, you will be able to view the following: Fee, Dates, Times, Days, Sessions, Building (Location), Room, Instructor(s), and course description, along with any additional information, such as dates the class will not meet (typically holiday days or days the instructor is not available). When you see a class you want to register for, click the **"ADD TO CART"** button underneath it.

**OLLI Chorus**

Fee: \$50.00

Dates: 9/6/2023 - 11/29/2023

Times: 1:00 PM - 2:30 PM

Days: W

Sessions: 13

Building: Twin Pines Christian Church

Room: Sanctuary

Instructor: John Stegner , Bobbie Bevins

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(Class fee

No Class Nov. 22

**ADD TO CART**



12. Once you add a class to your cart, you will always see the Shopping Cart window open on the right side of your screen (if you need a review of the Shopping Cart window, you can return to [page 3 of this guide](#)). Continuing this example, we will get ready to checkout. Click the **"CHECKOUT"** button to then navigate to the Shopping Cart page, will let you review your items again before beginning the checkout process.

13. Our shopping cart in this example includes the OLLI Membership like before, but now also includes the class that was just added (in this example, “**OLLI Chorus**”). But before we click the “**CHECK OUT**” button, notice that for both Membership and the class, there is text to the right that reads “**Remove item**”. If you ever need to remove an item from the cart, you will click on “**Remove item**” to do so. The Shopping Cart page will refresh each time you click “**Remove item**”. **NOTE: If you have not registered for membership already and click “Remove item” next to the OLLI Membership, it will delete all items from the cart.**

But for this example, we will not remove any items. Instead, we will click “**CHECK OUT**”.

## Shopping Cart

Preview the items in your cart. When you're ready to purchase, click Check Out.

← CONTINUE SHOPPING

ITEM	PRICE	DETAILS
OLLI Membership Section 01 12:00 AM-12:00 PM 8/1/2023-7/31/2024 0 Sessions , Room: Instructor:	\$50.00	Remove item
OLLI Chorus Section 1 1:00 PM-2:30 PM 9/6/2023-11/29/2023 13 Sessions Twin Pines Christian Church, Room: Sanctuary Instructor: John Stegner, Bobbie Bevins	\$50.00	Remove item
TOTAL:		\$100.00

Clicking “Remove item” will remove the item from your shopping cart. **If you remove membership, it will also remove everything else.**



How did you hear about us?

--Select One--

When you are ready to check out all the items in the cart, click here.



CHECK OUT

14. When you click **“CHECK OUT”**, you will then be taken to the **“My Information”** page. This is for if you need to change any of your contact information that you originally included when you created your account. If you need to do so, click the **“EDIT PROFILE”** button at the bottom. You will then be taken to a page where you can update this information, and once you are finished updating on this page, you will click the **“SAVE CHANGES”** button to return to the previous page. If you don’t need to update your contact information, or have already done so, click the **“NEXT”** button.

## Check Out: My Information

Enter your contact information and click Next.

### MY CONTACT INFORMATION

Required fields are indicated by an asterisk (\*)

Title:	None			▼
* First name:	Nick			
Initial:				
* Last name:	Farr			
* Address 1:	LigonHouse2			
Address 2:	658 S. Limestone			
* City:	Lexington			
* State:	Kentucky			▼
* Zip Code:	40506			
* Day phone:	859	218	- 6840	Ext. <input type="text"/>
Eve phone:	<input type="text"/>	<input type="text"/>	- <input type="text"/>	Ext. <input type="text"/>
Mobile:	<input type="text"/>	<input type="text"/>	- <input type="text"/>	
<input type="checkbox"/>	Check here if you agree to receive mobile text notifications.			
* Date Of Birth:	12/1/1992		(MM/DD/YYYY)	
* E-mail:	nick.farr@uky.edu			
* Gender:	Male			▼
What is your ethnic origin?	Undefined			▼
<input type="checkbox"/>	Check here to opt-out of occasional marketing emails			

Click here if you don't need to update your information.



Click here if you do need to update your information.



EDIT PROFILE NEXT



15. The next section will require you to agree to the photo release waiver and the risk/release form. You will need to fill out the required fields (name, Emergency contact name, phone) along with additional/optional fields such as volunteering, “how long have you been a part of OLLI?”, and check boxes for “Are you UK Alumni” and “Are you a member of the UK Alumni Association”. You will also notice a **“PREVIOUS”** button has begun to appear. This will let you easily go back a step in the Check Out process if you need to.

**Required\***

Please check the box to agree to the photo release waiver. [Click here to view the waiver](#) ☐

**\* Required\***

Please check the box to agree to the risk form. [Click here to view the form.](#) ☐

**\* Required\***

Please type your name in the box as a signature that you agree to the risk form above.

**\* Required\***

Emergency contact Name

**\* Required\***

Emergency contact Phone

Emergency contact Relationship

Would you like to serve as a volunteer for OLLI at UK? There are lots of ways to get involved! Please mark your preferences below and our Volunteer Chair will be in touch.

- ☐ Committee
- ☐ Short Term
- ☐ Long Term
- ☐ As Needed
- ☐ Specific Event

How long have you been a part of OLLI? (Please indicate year joined)

Are you a UK Alumnus? ☐

Are you a member of the UK Alumni Association? ☐

If you ever need to go back a step, click here.



PREVIOUS

NEXT



16. The next page is for promo codes. If you were to receive a promo code from the OLLI staff, you have the option of entering it into the text box, then you would click the **“APPLY”** button to use the promo. If you do not have a promo code, click the **“NEXT”** button.

If you have a code, you may type in the box then click **“APPLY”**

### Check Out: Apply promo codes

On this page, you can apply promo codes. Click the next button to continue.

APPLY

If you do not have a promo code, go ahead and click here.

PREVIOUS

NEXT

17. You will then be taken to the **“Check Out: Payment Method”** page. The only method for online registration currently is **“Credit or Debit Card”** (mail-in/check registration is handled separate from the registration website). Leave the type as is and click **“NEXT”** to continue.

18. You will then be taken to the **“Check Out: Billing Information”** page, where you will enter your billing information. If your billing information is the same as your contact information, click the checkbox for **“My contact and billing information are the same”**. Once you have completed this step, click **“NEXT”**.

### Check Out: Billing Information

Enter your billing information and click Next.

#### BILLING INFORMATION

☐ My contact and billing information are the same

Required fields are indicated by an asterisk (\*)

Title:

None

Check this box if billing and contact are the same.

19. You will then be taken to the **“Check Out: Purchase”** page. You will see all of the items in your cart, their individual prices, the Subtotal, the Balance, Billing Information, and Payment Information.

## Check Out: Purchase

Verify that your order, billing address, and payment information are correct. Click Purchase to submit your order.

ITEM	PRICE	DETAILS
OLLI Membership	\$50.00	
Section 01		
12:00 AM-12:00 PM 8/1/2023-7/31/2024		
0 Sessions , Room:		
Instructor:		
OLLI Chorus	\$50.00	
Section 1		
1:00 PM-2:30 PM 9/6/2023-11/29/2023		
13 Sessions Twin Pines Christian Church, Room: Sanctuary		
Instructor: John Stegner, Bobbie Bevins		
Subtotal:		\$100.00
Balance:		\$100.00

### BILLING INFORMATION [Change](#)

Nick Farr  
LigonHouse2  
658 S. Limestone  
Lexington, KY 40506

### PAYMENT INFORMATION [Change](#)

Nick Farr  
Credit card to be processed by an external payment service

Once you are ready to purchase, click here.



PREVIOUS

PURCHASE

**\*\*\*Be sure that you are ready to purchase the items in your cart before clicking the “PURCHASE” button. Otherwise, if you go to the external payment service then back out of it, your items will be labeled as “Registered: Not Paid”, and you won’t have a seat for any classes you tried to register for.**


20. Once you are ready to purchase the items, click the **“PURCHASE”** button. You will then be taken to an external payment service site that will handle the credit card payment.

21. The credit card information will only be used on this external payment service and will not be stored on the registration website. On this page only, you will be prompted to enter in your Card Number, Expiration Date, and Card Code (the 3 digits on the back of your credit card). You will then click the **“Pay”** button at the bottom to complete payment and registration. (if you hit the **“Cancel”** button, your item status/statuses will be labeled as **“Pending”**, and you will be taken to an error page, so you will need to return to the <https://olli.uky.edu/uky> page manually)

### Order Summary

Description	OrderID	Total	\$ 30.00
Invoice Number	1000016-uky		

 Card Number *	Exp. Date *	Card Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Billing Address

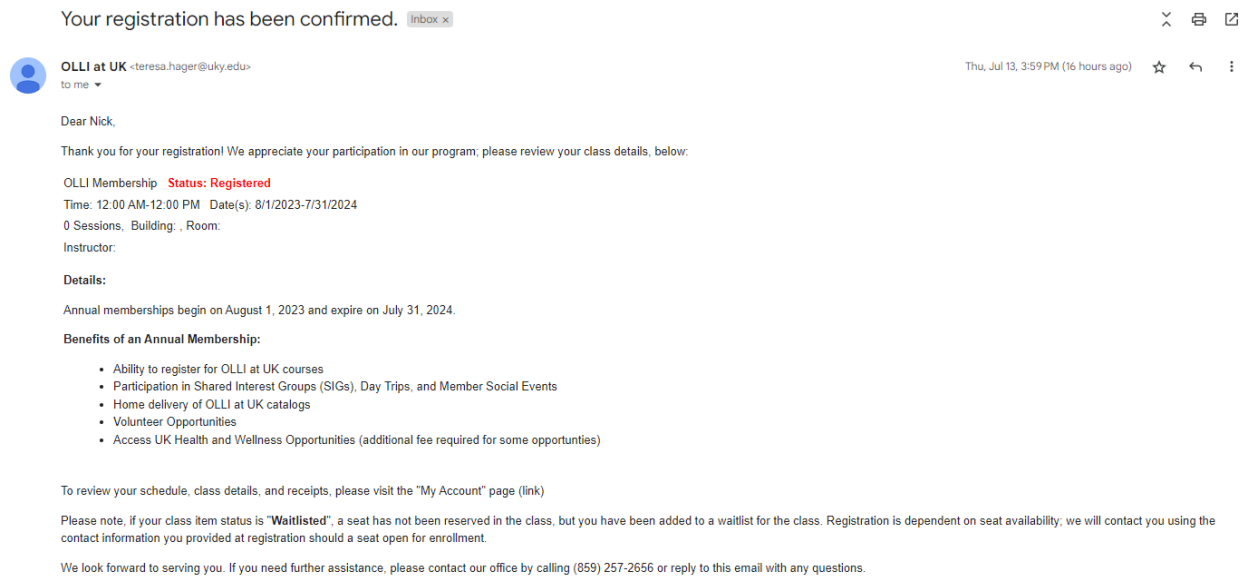
First Name	Last Name
<input type="text"/>	<input type="text"/>
Billing Country	Zip
USA ▼	40506
Street Address	City
Ligon House	Lexington
State	Phone Number
KY	<input type="text"/>



Pay

Cancel

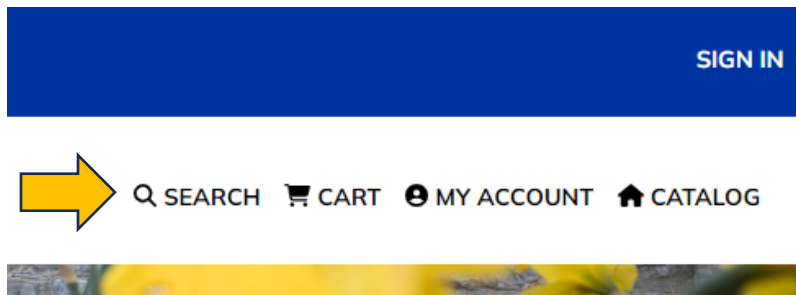
22. Once you have completed payment, you will receive an email confirmation in your inbox. The message will be from “**OLLI at UK**” and will read “**Your registration has been confirmed**”.



## Additional Information

- **Waiting List:** For classes that have reached maximum enrollment, you will see a “**WAIT LIST**” button instead. Click this to be added to a waiting list for that class.
- **Dropping a Class:** If you need to drop a membership, a class, event, etc., be sure to reach out to the OLLI Office at **(859)257-2656**, or email [teresa.hager@uky.edu](mailto:teresa.hager@uky.edu). Whenever a class is dropped, you will receive an email that will display the status of that class as “Dropped.” You can also see the status of your classes by going to My Account>Class List.
- **The Checkout Process:** If you are in the Check Out process, but then navigate back to the Catalog page to add new items, you will need to start the Check Out process over. You will need to go to Shopping Cart, then click “**CHECK OUT**” to restart the process.

- **The Search Bar:** As an alternative to looking through Categories on the Catalog page, you can also use the **SEARCH** feature in the top right menu.



## Advanced Search

Search for a course by keyword and/or advanced search criteria.

**Tip:** To select multiple items in a list, hold CTRL key as you click each item.

[SEARCH](#)

KEYWORD(S)

**CATEGORY**

--- All Categories ---

Computers & Technology

Culture

Culture

Donovan Forum Lectures

Experiential Learning

Experiential Learning

Friday Classes

Friday Classes

Health & Wellness

**Instructors**

---All Instructors---

Bae, Joon

Baldwin, Boone

Barrett, Jay

Bennett, Darryl

Bevins, Bobbie

Boone, John

Bottom, Susan

Brothers, Rebecca

Brunet, Melisse

**COURSE PRICE**

All Prices

**SCHEDULE**

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

☐ Saturday

☐ Sunday

☐ Morning

☐ Afternoon

☐ Evening

Starting on or after

(MM/DD/YYYY)

[SEARCH](#)

On this page, you will be able to search for a specific course with a variety of options: specific Keywords (such as course title, a keyword in a course description) specific Categories, specific Instructors, Course Price, Schedule, and “Starting on or after” (in MM/DD/YYYY Format). You do not have to use each field. For example, you could check certain days in the Schedule field, then click “**SEARCH**” without having to specify anything else in the other fields. Or you could choose to type in a specific keyword without using the other search fields.

Example Search: This example below has **“Friday”** and **“Afternoon”** checked in the Schedule section. All other fields have been left as is.

CATEGORY

--- All Categories ---

Computers & Technology

Culture

Culture

Donovan Forum Lectures

Experiential Learning

Experiential Learning

Friday Classes

Friday Classes

Health & Wellness

Instructors

---All Instructors---

Bae, Joon

Baldwin, Boone

Barrett, Jay

Bennett, Darryl

Bevins, Bobbie

Boone, John

Bottom, Susan

Brothers, Rebecca

Brunet, Melisse

COURSE PRICE

All Prices

SCHEDULE

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☒ Friday

☐ Saturday

☐ Sunday

☐ Morning

☒ Afternoon

☐ Evening

Starting on or after

(MM/DD/YYYY)

SEARCH

You will then see the **“Course Search Results”** page, which will give you a list of classes that meet your criteria, in this case, classes that occur on Friday Afternoons.

## Course Search Results

Click on the More Info button beside an item to view specific details, or click on the Modify Search button to change your search criteria and search again.

Page 1 of 1

Go to page:

GO

Results: 6

Appreciating World Class Japanese Cinema Ed Reeves 9/8/2023 1:00:00 PM

MORE INFO

Appreciating World Class Japanese Cinema Ed Reeves 9/8/2023 1:00:00 PM

MORE INFO

Bookbinding David Dickason 9/15/2023 1:00:00 PM

MORE INFO

China in a Nutshell David Wachtel 10/20/2023 3:00:00 PM

MORE INFO

The Axial Age - How New Answers to Old Questions Transformed the World Penny Lamb 9/8/2023 1:30:00 PM

MORE INFO

The Axial Age - How New Answers to Old Questions Transformed the World Jack Furlong 9/8/2023 1:30:00 PM

MORE INFO

Page 1 of 1

Go to page:

GO

MODIFY SEARCH

To see complete information for a class, you will click the **“MORE INFO”** button for that class. You can also click the **“MODIFY SEARCH”** button if you would like to try a new search, or if your search did not produce any results, as seen in the example below:

## Course Search Results

Click on the More Info button beside an item to view specific details, or click on the Modify Search button to change your search criteria and search again.

Results: 0

No search results matched your search criteria. Please try another search.

MODIFY SEARCH