How to Register for New Adventures Classes

Go to the web site www.newadventures.info and click on the Classes tab and the Orange button labeled ‘Register/Classes’.

The classes link opens the following page. Click on the Orange button labeled Register/Classes.

The orange button will take you to the registration site/log in page. There are links below the orange button to access a downloadable/printable Curriculum Guide, list of classes and table of conflicts to help you.
When you click the orange button you are taken to the registration site and a page that looks like this:

You do not need to log in to look at the class offerings. You can simply choose the current semester on the Select Semester pull down menu. Then click on the Search button. For each class you will find:

- **A short description** on the Search page (Title, instructor, dates, times)
- **A long description** that can be opened by clicking the class title on the Search page (showing a full description of the class, instructor biography, and other details)

**Step 1  Register for classes**

To register for classes you must be a paid member and log in with your UserName and Password. If you do not remember your user name or password, follow the instructions in the document “Create Your Online Account” that can be accessed from a link below the orange button on the classes page.

When classes are open for registration, a turquoise button is visible below each class summary on the search page. The button may say:

- **Begin Registration, or Register**: This class is open for registration. Clicking the button will add the class to your shopping cart.
- **Wait List**: This class has reached maximum enrollment. Clicking the button will put you on a wait list in case an opening occurs. It will appear as wait listed in your shopping cart.
- **Select Membership**: This will appear if your dues are not paid. Clicking it will take you to a page to pay your dues. After you pay your dues, you may return to the Search page to begin registration.
Choose the classes you want by clicking on the turquoise button for that class. With each selection you will see a pop-up message that says **Continue** or **Checkout**. To continue adding classes, click continue and keep adding classes to your cart.

You will have **30 minutes** to complete your registration before items disappear from your cart.

**Step 4  Check out**

To check out, click checkout on the pop-up menu or click on the tiny turquoise shopping cart at the top of the page. This will take you to a check out page.

- If you want to remove a class, click the X on the Action column to remove it.
- If you want to add another class, click the Search term on the turquoise navigation bar. It will return you to the Search page to continue adding classes to your cart.

If all the classes you want are on the list and you do not want to add any more, click the button labeled **Continue** at the bottom of the page.

**Note:** If there is not a **Continue** button at the bottom of the page, you have probably chosen classes that conflict. The header above your class list will tell you:

```
“The following scheduling conflict exists.
  X1001 conflicts with X3002
  You must remove conflicting items from your cart before proceeding. “
```

To remove a class, click the X under the Action header for the class you want to remove. Once you have removed conflicting classes, the **Continue** button will appear. Click it.

**Step 5  Pay semester fee**

You will be asked to provide a credit card to pay the $15 college fee. Follow the instructions. This is a secure site. Your credit card number will be encrypted to be sent to the bank and will not be stored.

**Step 6  Confirmation**

Upon completing your registration, you will receive a message that you have successfully registered. Your class list will be sent to you by email and a receipt for your payment will be sent to you by email.