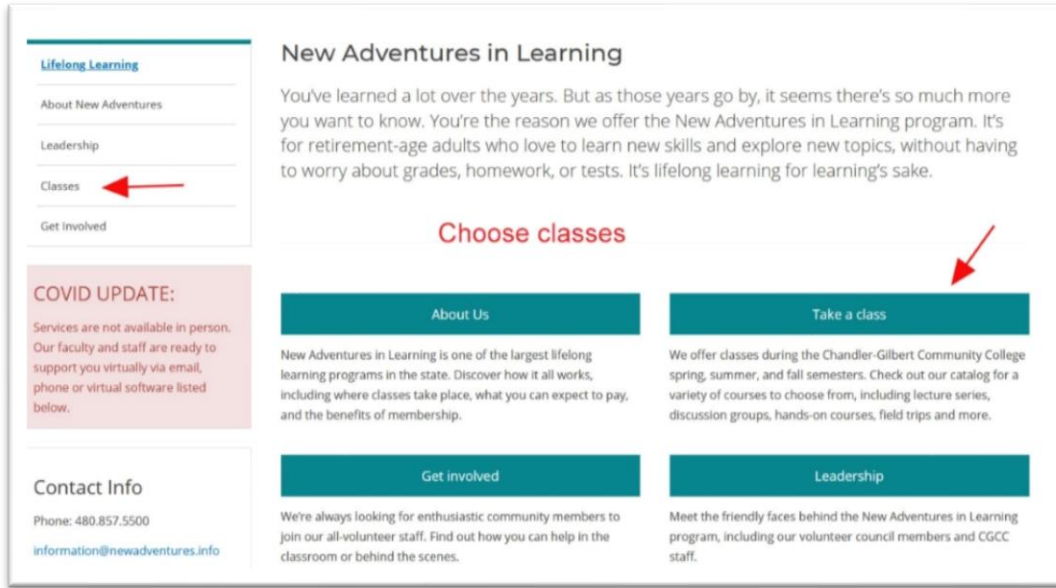
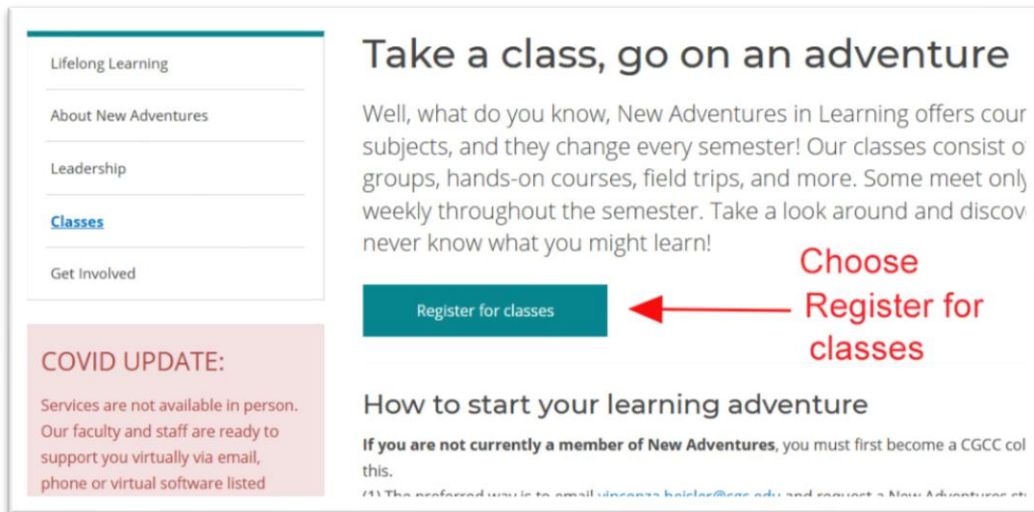


# How to Register for New Adventures Classes

1. Open New Adventures [www.newadventures.info](http://www.newadventures.info) , then click “classes” on the left sidebar or click the “Take a classes” tab.



The classes link opens the following page. Click on the Turquoise button labeled Register for classes.



The turquoise button will take you to the registration site/log in page. There are also helpful links below the turquoise button to access a downloadable/printable Curriculum Guide, list of classes and table of conflicts to help you.

**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 blue class title to see a full description of the class, instructor biography, and other details.

**New Adventures in Learning**

Search Membership Login New User? [Start Here](#)

Select Language [Powered by Google Translate](#)

Welcome to the New Adventures in Learning Online Registration Site

**Current and former members:** Sign in using your User Name and Password.

If you forgot your user name or password, click [Forgot Password](#) and follow the instructions.

**Select Semester**

Search Options ?

Select Semester (required) [Fall 2020](#)

Category [Any](#)

Instructor [Any](#)

[Search](#)

**Click Search**

**F1001 Get Your Ducks in a Row...Before Something Happens!**  
1 Session | Registration opens 9/21/2020 10:00 AM MST (Arizona)

Category	Level	Date	Location
09 LegalFinance	-	10/7/2020 (one day)	Online
Room	Time	Instructor(s)	
ZOOM	1:00 PM-2:30 PM MST (Arizona) on Wed	Burns, Marie	

**F1002 Cutting the Cord - Watching TV (Legally) Without Cable**  
1 Session | Registration opens 9/21/2020 10:00 AM MST (Arizona)

Category	Level	Date	Location
06 TechComp	-	10/8/2020 (one day)	Online
Room	Time	Instructor(s)	
ZOOM	10:00 AM-11:30 AM MST (Arizona) on Th	Truman, Robert	

**F1003 Gmail -- Beginner to Pro**  
1 Session | Registration opens 9/21/2020 10:00 AM MST (Arizona)

Category	Level	Date	Location
06 TechComp	-	11/18/2020 (one day)	Online
Room	Time	Instructor(s)	
ZOOM	10:00 AM-11:30 AM MST (Arizona) on Wed	Truman, Robert	

## 2. 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 Username or password, follow the instructions in the document “Create Your Online Account” that can be accessed from a link below the turquoise button on the classes page of the web site.

Once you are signed in, choose your name and current semester from the top two pull-down menus. Click the Search button. You can also use the optional pull downs to narrow your search.

The screenshot shows the top navigation bar with the logo "New Adventures in Learning" and a user profile link "Your name". Below the navigation bar, there are links for "Membership" and "Help". A language selection dropdown is set to "Select Language" and is powered by Google Translate. The main heading reads "Welcome to the New Adventures in Learning Online Registration Site". Below this, instructions for current and former members are provided, including a link for "Forgot Password".

The search options section is titled "Search Options" and includes the following fields:

- View Programs for:** A dropdown menu currently showing "All Contacts". A red arrow points to this field with the text "Choose your name".
- Select Semester (required):** A dropdown menu currently showing "--Select Semester--". A red arrow points to this field with the text "Choose the current semester".
- Category:** A dropdown menu currently showing "Any". A red arrow points to this field with the text "Optional searches to narrow the choices".
- Instructor:** A dropdown menu currently showing "Any". A red arrow points to this field with the text "Optional searches to narrow the choices".
- Search:** A blue button labeled "Search". A red arrow points to this button with the text "Click Search".

Red text above the search options reads "From the pulldown menus".

On the Search page there is a listing of classes. Clicking on the title will take you to a more complete description of the class and some information about the presenter.

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.

The screenshot shows a search results page with a 'Search Options' sidebar on the left and three class listings on the right. The sidebar includes filters for 'View Programs for' (Your name), 'Select Semester (required)' (Current semester), 'Category' (Any), and 'Instructor' (Any), along with a 'Search' button. The class listings are as follows:

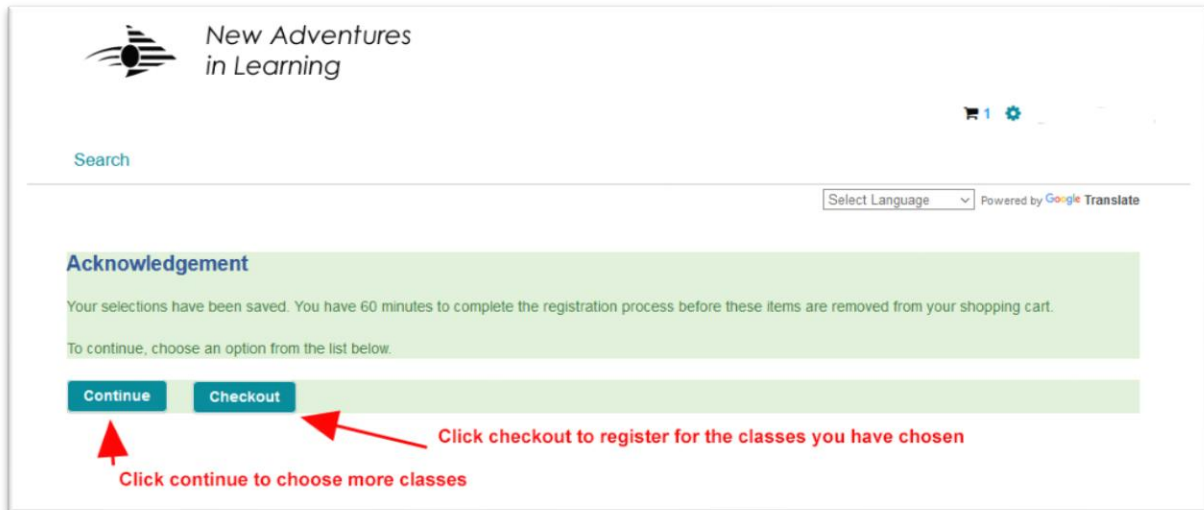
Class Title	Registration Opens	Button Label	Condition
S1001 What Your Doctor Didn't Tell You about Diabetes	1/20/2021 10:00 AM MST (Arizona)	Select Membership	If membership needs renewal, button will say Select Membership
S1002 What Your Doctor Didn't Tell You about Diabetes	1/20/2021 10:00 AM MST (Arizona)	Begin Registration	If membership is paid, button will say Begin Registration or Register
S1003 Social Security News, latest Services and Benefit Overview	1/20/2021 10:00 AM MST (Arizona)	(Not visible)	(Not visible)

Each class listing includes details such as Category, Level, Date, Location, Room, Time, and Instructor(s).

You have **60 minutes** to complete your registration before items disappear from your cart.

## Step 2 Check out

To check out, click checkout on the pop-up menu or click on the tiny shopping cart at the top of the page. See below.



New Adventures in Learning

Search

Select Language Powered by Google Translate

**Acknowledgement**

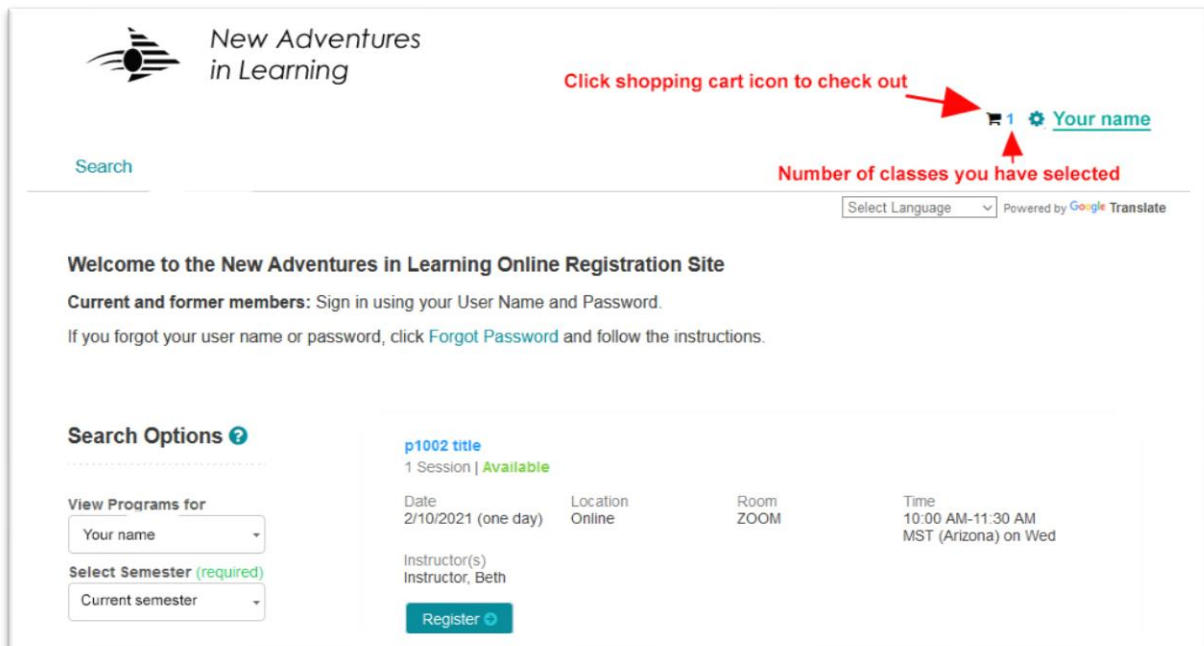
Your selections have been saved. You have 60 minutes to complete the registration process before these items are removed from your shopping cart.

To continue, choose an option from the list below.

**Continue** **Checkout**

Click continue to choose more classes

Click checkout to register for the classes you have chosen



New Adventures in Learning

Search

Select Language Powered by Google Translate

**Welcome to the New Adventures in Learning Online Registration Site**

**Current and former members:** Sign in using your User Name and Password.  
If you forgot your user name or password, click [Forgot Password](#) and follow the instructions.

**Search Options**

View Programs for  
Your name

Select Semester (required)  
Current semester

**p1002 title**  
1 Session | Available

Date	2/10/2021 (one day)	Location	Online	Room	ZOOM	Time	10:00 AM-11:30 AM MST (Arizona) on Wed
------	---------------------	----------	--------	------	------	------	---

Instructor(s)  
Instructor, Beth

**Register**

Click shopping cart icon to check out

Number of classes you have selected

This will take you to a check out page.



New Adventures  
in Learning

1 Your name

Search

Select Language Powered by Google Translate

Confirm your selections and click 'Continue' to go to the payment page.

Click the X to remove a class



Student	Type	Description	Action	Tuition	Additional Fees	Additional Items	Payment Options	Subtotal
Your name	1 Session	Practice classes -- p1002 title	Register	\$0.00	\$0.00			\$0.00

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 navigation bar, under the logo. 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. You may need to check the statement agreeing to the conditions if you have not already done so.

You will be asked to enter a credit card number to pay for the semester fee. Follow the instructions. For security the credit card information is not saved.

### Step 3 Confirmation

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