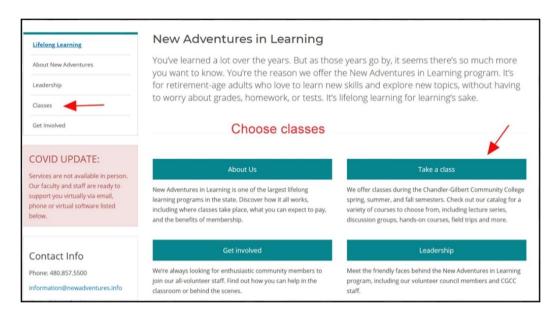
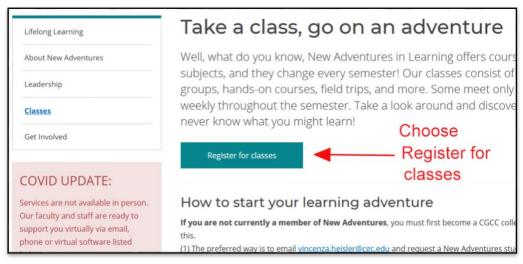
How to Register for New Adventures Classes

1. Open New Adventures 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.

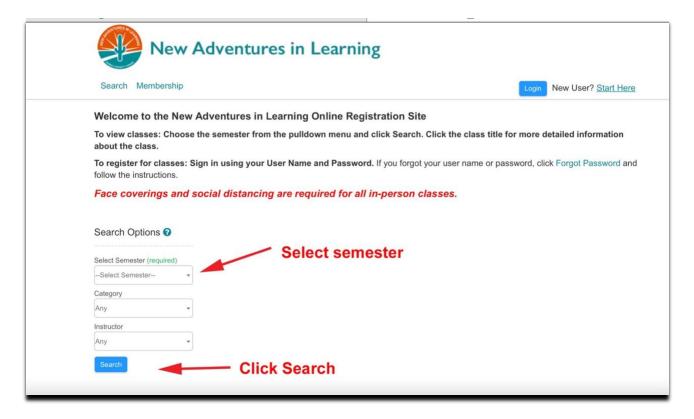


The turquoise button will take you to the registration site/log in page.

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.

2. View class offerings

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:

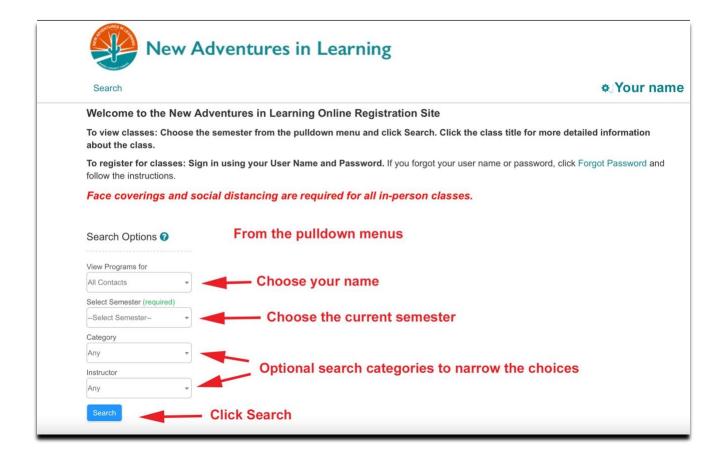
A **short description** on the Search page (Title, instructor, dates, times)
A **long description** can be opened by clicking the blue class title to see a full description of the class, instructor biography, and other details.



3. 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.

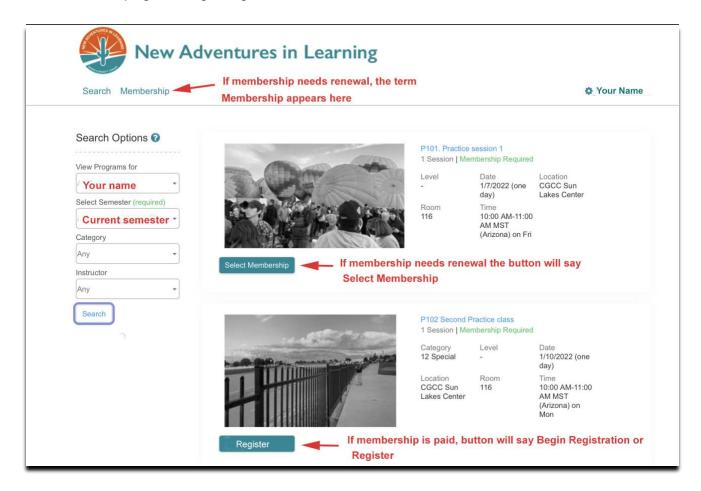
Once you are signed in, choose your name and current semester from the top two pull-down menus. Click the Search button. You can also use the optional pull downs to narrow your search.



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:

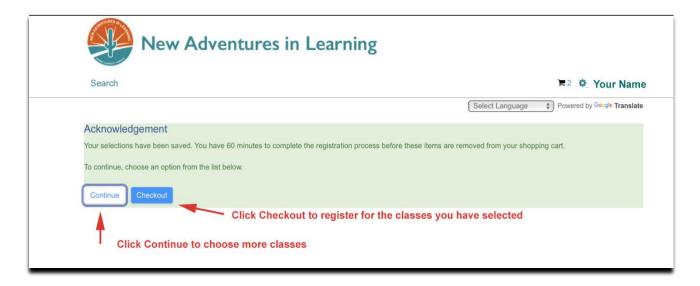
- **Begin Registration, or Register**: This class is open for registration. Clicking the button will add the class to your shopping cart.
- Wait List: This class has reached maximum enrollment. Clicking the button will put you on a wait list in case an opening occurs. It will appear as wait listed in 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.



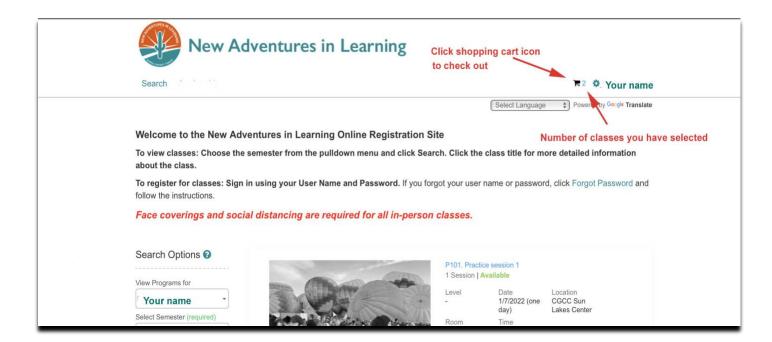
You have **60 minutes** to complete your registration before items disappear from your cart.

Step 4 Continue choosing classes or Check out

After each class is chosen, the Acknowledgement page below appears. To check out, click checkout on the pop-up menu. To continue choosing classes, choose Continue.

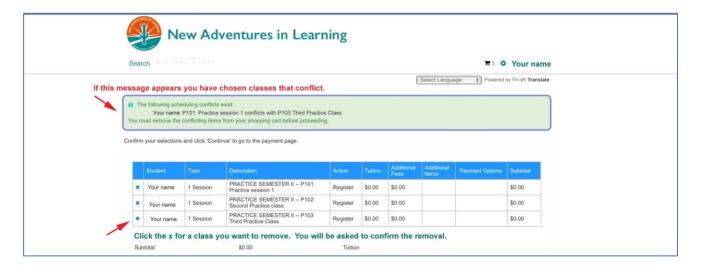


To check out from the Search page, click on the tiny shopping cart icon next to your name. This will take you to the check out page



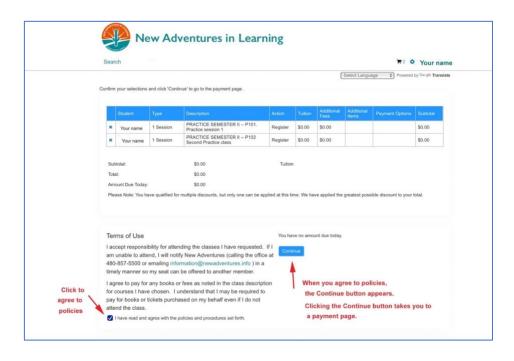
Step 5 Check out page

If, upon checkout, you receive a message about conflicting classes you must remove any conflicts before you will be allowed to check out.



To remove a class, click the X on the Action column to remove it. To add another class, click the Search term on the navigation bar, under the logo.

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.



Step 6 Payment

Once you click the Continue button, 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 7 Confirmation

Upon completing your registration, you will receive a message that you have successfully registered.

You can print a schedule of your classes from the confirmation page by clicking the word here in the message.

Your class list and a receipt for payment will be also sent to you by email.

