Add to Cart Class Selection Procedure

1. Review the list of full courses, the catalog, and schedule of classes by day of the week, downloadable via links on the Home page at ollium.augusoft.net.

2. Make a list of the # of the classes or talks that you are interested in, e.g:

255. *The Good Skates*: Viewing & Discussion with the Director
249. Saturday Matinee: Mystery Films We Loved
267. OLLI Book Club

3. Sign in at ollium.augusoft.net. If you have forgotten how to sign-in see the Returning Member Login Instructions on the Sign-in page.

4. Enter the course number in the white box in the upper right-hand corner of the page and click on GO. Here I entered 153. [These screenshot examples show SUMMER courses, you will of course see Fall courses now – but the steps are the same]

5. Now you will see:

6. At this point you can click on the title to review the course description again or the Instructor’s name to review their bio. Or if you are certain you want the class, click on ADD TO CART.
7. Sometimes you will see that you cannot add to cart, you can only ADD TO WAITING LIST. That does not mean you won’t get in. It depends on the particular class and when in the semester it is.

8. If you see: PLEASE CALL 808-956-2624 FOR REGISTRATION HELP, it means the class has already started or starts the next day and will need to ask wbarr@hawaii.edu or olliuhm@hawaii.edu to add you to the class.
9. **Before you ADD anything to your cart it is empty.** In the top right-hand corner of your screen you will see that the cart is empty, i.e. **View Cart (0)**

10. After you add a class you will see: **View Cart (1)**

11. Click on **CHECKOUT (at the TOP RIGHT of your screen)**. You will see

You must check the Agree to Policies box to proceed

Like this

After you check the Agree to Policies box, click CHECKOUT here

12. After you click on **CHECKOUT at the bottom LEFT of your screen**. You will see
13. You will be emailed a Transaction Receipt like this:

Osher Lifelong Learning Institute at the University of Hawaii at Manoa

Transaction Receipt
Osher Lifelong Learning Institute at the University of Hawaii at Manoa

2440 Campus Rd, PMB #460, Honolulu, HI 96822
Phone: 808-956-0654 Email: ollihmh@hawaii.edu

<table>
<thead>
<tr>
<th>Registration ID</th>
<th>Course/Class Number</th>
<th>Student Name (ID)</th>
<th>Class Name/Date(s)/Time/Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5679</td>
<td>3200001 / 235 Mandryk, Carole (10050)</td>
<td>Food For Thought</td>
<td>Schedule Information:</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Virtual</td>
<td>9/22/2022-10/27/2022 Weekly - Thu</td>
<td>9:00 AM - 10:30 AM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Class Cost</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>5680</td>
<td>1200003 / 255 Mandryk, Carole (10050)</td>
<td>The Good Skates: Viewing &amp; Discussion with the Director</td>
<td>Schedule Information:</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Virtual</td>
<td>9/28/2022 - 9/28/2022 Weekly - Wed</td>
<td>6:00 PM - 7:30 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Class Cost</td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Transaction Amount | $0.00
14. IF YOU WISH, Click on the GREEN “Print confirmations” link. You will see something like this:

09/12/2022
Osher Lifelong Learning Institute at the University of Hawaii at Manoa
2440 Campus Rd
Honolulu, HI, 96822
808-956-0654

Dear Carole Mandryk,

Welcome to your OLLI UHM class: The Good Skates: Viewing & Discussion with the Director which begins on 09/28/2022.

Class Name: The Good Skates: Viewing & Discussion with the Director
Class Dates: Weekly - Wed 6:00 PM - 7:30 PM; starting 9/28/2022, ending 9/28/2022 (New lessons are released None specified)

For this online class, you will need:
A computer, tablet, or smartphone with speakers and a microphone, that connects to the Internet. A camera is not required but will enhance your experience.

You can also watch this short video demonstrating the Add-to-Cart process: https://youtu.be/ISlqtYA-Zoo