Adult Education Seminars Registration Guide

We are pleased to offer a streamlined registration process through the online platform Learning Stream, which will simplify the registration experience for both participants and AES staff members. **Registration will open on Wednesday, January 19, 2022 at 9:00am (Central Time).** You are welcome, though not required, to review this guide and set up an account (see instructions below) to expedite your registration.

1) How to Register

1. Visit the Adult Education Seminars landing page, linked here. This calendar lists all seminars, searchable by title as well as by category (Arts, History and Social Science, Literature and Theater, etc.)
2. Set up your account by clicking **Create Account** in the top right hand corner. Create your account by entering your contact information and confirming. Please save your newly created password for future login purposes, and document it for your own records.
3. When registration opens on January 19, follow the link to the landing page and login to begin registering for seminars.
4. You can scroll through the entire list of seminars or sort by category. When you are ready to register for a seminar, select a seminar from the list by selecting **Learn More**.

5. Then click the **Register Now** button on the seminar page.

6. Select **Register** next to your name when prompted on the next page.
7. Review and fill out the registration form. Choose the pricing tier (member, senior, student, or regular registration) that corresponds to your purchase.
8. Click Submit Registration. You can go back to My Account at any time to review, update, or change your information or registration details.
9. You can choose to register for additional seminars by repeating Steps 4 through 8.
10. When you are ready to checkout, click Click Here to Checkout Now.
11. You will be prompted to make a payment selection. You can pay for seminars via credit card.
12. Once the payment option has been selected and submitted, your statement will appear on the screen. You will receive email confirmation shortly following each transaction.
13. Registration and account information can be changed, edited, and updated at any time by logging into your account.
14. NOTE: If you choose to donate to the Newberry when filling out the registration form, the system will automatically insert that donation amount in any additional seminars that you register for. Please select Click here to clear selection for question above or No, Thanks to change the response for additional registrations.

2) How to Register Additional Participants

1. Visit the Adult Education Seminars landing page, linked here. This calendar lists all seminars, searchable by title as well as by category (Arts, History and Social Science, Literature and Theater, etc.)
2. Set up your account by clicking Create Account in the top right hand corner. Create your account by entering your contact information and confirming. Please save your newly created password for future use, and document it for your own records.
3. Click on My Account that is now in the top right hand corner.
4. Choose the button to Add Another Person to Your Account.

5. Add participant information. Please note the password you create is for the participant. We suggest using the same password for each participant for ease of record-keeping. Please share this password with the participant upon completing their registration. These login credentials will allow the registrant to individually access their registration and seminar information, update their personal contact or participant information, and cancel and/or change their registration if necessary.

6. Repeat Steps 4 and 5 for each guest you would like to register for seminars on January 19 and thereafter.

7. When you are ready to register a participant for a seminar, select a seminar from the list by selecting Learn More and then click the Register Now button on the seminar page.

8. Select Register when prompted on the next page next to the person you are registering for this seminar.

9. Review and fill out the registration form. Choose the pricing tier (member, senior, student, or regular registration) that corresponds to your purchase.

10. Click Submit Registration. You can go back to My Account at any time to review, update, or change registrant information or registration details.

11. You can choose to register guests for additional seminars by following Steps 9 through 10.

12. Once you have registered all guests for their respective seminars, review all seminar registrations by clicking View Cart.
13. When you are ready to checkout, click **Click Here to Checkout Now**. Please note, the cart will expire in 60 minutes.

14. You will be prompted to make a payment selection. You can pay for seminars via credit card.

15. Once the payment option has been selected and submitted, your statement will appear on the screen. You will receive email confirmation shortly.

16. You can access a full registration summary under **My Account** at any time. This is also where you can edit or change registrations before or after checking out.

### 3) How to Withdraw from a Seminar

If you or your registered guest have a change of plans, in **My Account** navigate to the registrations view to see all of your seminars. Select **Cancel** to begin the process of withdrawal, and Learning Stream will return the funds to your card. Please note that our cancellation timeline policy remains the same:

- For one-day and two-session seminars, tuition is refundable up to 24 hours before the seminar begins.
- For multi-session seminars longer than two sessions, tuition is refundable until 24 hours after the first seminar meeting.
4) Waitlists

If you wish to register for a seminar that is listed as full, follow the above registration procedure and the prompts to be added to the waitlist. Learning Stream will automatically add your email and contact information, and send you a notification if a space becomes available.

5) Confirmation and Materials

Learning Stream will automatically send confirmation emails as well as reminder emails before the seminar begins. To access any digital materials from your instructor, you will log into your Registrant Portal, found here. Your login info are the same credentials that you used to register for seminars on Learning Stream. You can also find a link to the Registrant Portal on the Newberry Learning Stream calendar home page.

Questions? Please contact Alicia Zeimet, Program Coordinator, via email at zeimeta@newberry.org or by phone, (312-255-3700).