Step-by-Step Guide [1]

I. Become a Member

Becoming a member and registering for courses and programs is a two-step process. Complete payment for membership before registering for courses.

If you share an email address with another OLLI member, one of you will have to call the office [2] to register.

1. On any page of the website, locate the ?Join Now? button in the blue bar at the top.

2. Choose the membership that is right for you.

3. Click "Join Now" at the bottom of the page.

4. Click "Go to checkout" and complete your purchase.
5. If you are a new member, follow the prompts to set up a new account.

6. After completing the new account form, you will be directed to check-out. (An asterisk "*" indicates a required field.) *Some steps require entering information and some steps only require you to click "continue."

7. On the "Checkout" screen, review your order and complete your billing information. Then continue to the next step.
8. Review your order again, and continue to the next step.

1. Registration Information  
2. Checkout  
3. Review order  
4. Payment  
5. Checkout complete

Payment

- Credit Card via Authorize.Net

Continue to next step or Go back
9. On the "Payment" page, click "Submit Order."
This is a critical step; the process will not be complete until payment is submitted.

10. You will be redirected to the secure credit card server. Enter your credit card information and submit the form. (You do not need to enter shipping information.)
Once you have submitted your payment information, you will be redirected back to the OLLI website where you can now register for courses.

II. Register for Courses

1. Click the ?Register for Courses? button in the top right corner of the site.

Once you have completed payment for your membership, you will see the correct course fees for your membership type.
2. Browse courses [3] and click "Add to cart."

3. Continue with checkout as above.

Call us [2] if you have any questions!

Enjoy your courses!

Source URL: https://olli.berkeley.edu/step-step-guide

Links
[2] https://olli.berkeley.edu/contact-us
[3] https://olli.berkeley.edu/programs/courses