

Dear VISTAS Friends,

Just a little note on signing up for classes and events online:

Go to our web page here:

<http://www.vistaslifelonglearning.org/upcoming.html>

This is what the page should say on top:

NEWS CENTER



As you scroll down, you will see the names of the events.

To open the flyer that provides all the details for each event, click on the event title. (If the title is underlined it will open; if not, the flyer has not yet been released.)

After reviewing the details on the opened flyer, if you wish to sign up for a class, use your back arrow

← to return to the News Center (see above). Remember that the flyer is for information only; you can enroll in events by going back to the website. Scroll to the course you want. Right underneath the title and dates is a button that says:



When you click on that, you will have the option of paying with your **PayPal** account (if you have one) or paying with your credit card. If you do not have a **PayPal** account, click on the lower button that says **Check Out**, and that will take you to the screen where you enter your payment information. Choose the quantity (number of registrants) and enter your information. If there is a place to enter a note, and you are signing up for more than one person or someone other than yourself, please note it there.

Order Summary	
Item total	\$**.00
Total	\$**.00 USD
PayPal Check out	
or	
Check Out	
Pay without a PayPal account	

Please note that for security purposes I do not keep credit card information on file and cannot process your online reservations for you. However, if you do need help in this process, I'm more than happy to talk you through it – just give me a call (967-6030) and we can do it together while on the phone.

I hope this is helpful, and I look forward to seeing you all in the new year!