

## ASH Adult Education - How to Register Online

It is quick and easy to register for ASH Adult Education Courses online.

Go to [www.ash.nl/adulted](http://www.ash.nl/adulted) and follow the link to the [Online Registration](#).

A screen like the one below is displayed. Some comments have been entered in green.

ASH Adult Education  
Register for Courses

Already have an account? Then login here [Login](#)

Course Search  
Printed Brochure  
My Account

Welcome to ASH Adult Education. The Adult Education Program is an enrichment project for the ASH Community, offering classes and activities for those living in communities near the American School of the Hague (ASH).

The program is organized by the parent volunteers on the Adult Education Committee of the ASH Parent Teacher Organization (PTO).

Each semester, instructors/teachers offer new courses, so there are always some new surprises as well as the popular established courses!

**New Users create an account by clicking My Account**

**SEARCH**

Spring 2012 Classes are now available to browse.

To view the courses we are offering in the Spring 2012 Semester, just click **Search** below. Online Registration for Spring 2012 Courses will open on January 9, 2012. In person registration will be available at ASH on January 18-19, 2012.

To search for a particular course or group of courses (in Arts, Culinary, Health and Fitness, Languages, Personal Growth, Tours), use the Category Search option.

The Keyword field searches course codes, titles, descriptions, and instructor last names.

To register for courses, create a new account (new users) or login (returning users).

**PLEASE NOTE: Online registration uses payment via iDEAL, which requires a Dutch bank account with internet banking. If you do not have this type of account please contact Adult Ed or ask a friend who can pay with iDEAL to assist you.**

For any questions, please contact Adult Education, at [adulted@ash.nl](mailto:adulted@ash.nl)

**Course Search**

Keyword

Category

Day of Week

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The first thing you need to do to register online is to create an account. If you already have an account you can just login.

To create an account click on **My Account**.

As you see from the screen shot below, existing account holders can log in, and new students can create an account.

*Note for ASH Parents: Adult Education uses a different system than InsideASH, so (unfortunately) you do have to create an account. We suggest that if you are an ASH parent you use the same username and password as your InsideASH account, to make it easier to remember.*



# ASH Adult Education Register for Courses

[Login](#)

[Course Search](#)  
[Printed Brochure](#)  
[My Account](#)

## YOUR ACCOUNT

### Already have an account?

Please enter the username and password you set up during registration or checkout. Otherwise, use the New Account option below.

\* required information

User Name \*   
Password \*

[Login](#)

[Forgot Username/Password?](#)

### New Students

Click on the New Account button create a new account. You will create a username and password during the process.

[New Account](#)

Please Note: There is a 15 minute time limit to complete your checkout before the session expires. There is also the possibility one or more courses currently in your cart could become full before you complete the checkout process. If that case occurs, you will be notified on the Checkout page before submitting your final order.

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[Contact Info](#) [Refund Policy](#)

Once you click **New Account**, enter your details and click Submit to create your account.

[Course Search](#)  
[Printed Brochure](#)  
[My Account](#)

## REGISTRANT PROFILE

\* denotes a required field

Registrant Name Prefix

Registrant First Name \*

Registrant Last Name \*

Address Line 1 \*

Address Line 2

City/Town \*

Postal Code

Home Phone \*

Mobile Phone

Bank Name \*

Bank Account Number \*

Email Address \*

Please select any forms of marketing you choose NOT to receive. You will always continue to receive business related communications.

Marketing Sources  Email  
 Phone  
 Mail

How Heard? \*

For new account, add User Name and Password

User Name \*

Password \*

Confirm Password \*

[Submit](#)

If you don't have a home phone, just enter your mobile number here. Mobile numbers are useful for tour organizers.

Bank details are needed for refunds. If you do not have a Dutch bank yet, enter TBA

Remember to let us know if your email address changes.

We recommend using the same username & password as you use for InsideASH so you don't forget it! :)

Right, now you are registered and logged in. You will see a screen like this one below. Click on **My Account** any time you are logged in to see the various options available.

Back to Adult Education ASH Homepage InsideASH

# ASH Adult Education Register for Courses

Logout | Cart  
Mary Featherstone

**MyAccount HOME**

Current Statistics

Number Registrations in Cart:	0
Number Confirmed Registrations:	0

Upcoming Registrations: Start Date

Latest News

Logged in as Mary

Course Search  
Printed Brochure  
**My Account**  
MyAccount Home  
Edit Profile/Password  
Manage Members  
Registrations  
View Cart

Click the My Account button at any time when logged in to see these other options (in red). You can change your details and password, see your registrations, see what is in your shopping cart, and add members to your account. (There are additional notes on how to Manage Members below).

Right, what is next? Let's click on Course Search and look for a course to register for ....

# ASH Adult Education Register for Courses

Logout | Cart  
Mary Featherstone

**SEARCH**

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**Course Search**

Keyword

Category

Day of Week

**Search** **Clear Search**

You can search by keyword, category, and/or day of the week. Let's search for fitness classes on Wednesday

Welcome to ASH Adult Education. The Adult Education Program is an enrichment project for the ASH Community, offering classes and activities for those living in communities near the American School of The Hague (ASH). The program is organized by the parent volunteers on the Adult Education Committee of the ASH Parent Teacher Organization (PTO). Each semester, instructors/teachers offer new courses, so there are always some new surprises as well as the popular established courses!

Course Search  
Printed Brochure  
My Account

Here are the courses that come up. Browse through them. If you hover over the title you will see a brief description.



# ASH Adult Education Register for Courses

[Logout](#) | [Cart](#)  
Mary Featherstone

Course Search

Printed Brochure

My Account

Here are the results of your search.

All the Spring 2012 Classes say "**Registration Not Available**" because registration is not yet open. Registration for these classes will open in January 2012.

Classes which say "**Contact Adult Ed**" are about to start. Please contact Adult Ed if you are interested in joining these particular classes or

### SEARCH RESULTS

Click on Title or Dates column label to change sort

Title	Session	Dates	Times	Days	Fee	Status
"Easy" Bootcamp	Spring2012	5/02/12 6/06/12	9:30 AM 10:30 AM	W	€ 75	Registration Available
Golf	Spring2012	2/15/12 5/02/12	1:00 PM 2:00 PM	W	€ 200	Registration Available
<b>NEW</b> Men's Bootcamp	Spring2012	2/08/12 6/06/12	8:00 PM 9:00 PM	W	€ 240	Registration Available
Pilates	Spring2012	2/15/12 6/06/12	10:45 AM 11:45 AM	W	€ 110	Registration Available
<b>UPDATED</b> Recreational Volleyball	Spring2012	2/06/12 6/06/12	7:00 PM 9:00 PM	M W	€ 50	Registration Available
Stability Ball Workout	Spring2012	2/08/12 4/25/12	9:00 AM 10:00 AM	W	€ 100	Registration Available
<b>NEW</b> The Art of Mindfulness	Spring2012	2/15/12 4/18/12	11:00 AM 12:15 PM	W	€ 125	Registration Available
Yoga - Mixed Levels	Spring2012	2/08/12 6/06/12	9:00 AM 10:30 AM	W	€ 165	Registration Available

[Back](#)

Click on a title to read more. Click Add to Cart to add this to your cart for registration.

Printed Brochure

My Account

Here are the details of this course.

Note that the specific dates that the course is offered are listed below the description.

To register for the course (when registration is open) you need to log into **My Account** (or create a new account if you do not have an account).

Once you are logged in, you can register for a course by clicking the **Add to Cart** button (bottom right).

If you would like to register a person other than yourself (e.g. husband, children, friend) you can add that person as a member to your account, and then sign them up using your account.

Courses will show as "Registration Not Available" prior to registration opening, or "Registration Ended" after the class has started. Please contact [adulted@ash.nl](mailto:adulted@ash.nl) if you have any questions about signup.

[Print This Page](#)

### Stability Ball Workout

The course will take you through a range of exercises on the stability ball, demonstrating the versatility to enable you to maximize the use of your ball at home. The course will be progressive. Students will need to provide their own stability ball, exercise tube and a towel/mat.

Feb 8, 15, 29 Mar 7, 14, 21 Apr 18, 25

<b>Course Status</b>	Registration Available
<b>Course ID</b>	HF200
<b>Section ID</b>	Wed-AM
<b>Session</b>	Spring2012
<b>Category</b>	Health and Fitness
<b>Days</b>	W
<b>Dates</b>	2/08/12 - 4/25/12
<b>Times</b>	9:00 AM - 10:00 AM
<b># of Classes</b>	8
<b># of Weeks</b>	8
<b>Instructor</b>	van Brink, Paul
<b>Instructor Bio</b>	Paul van Brink is a personal trainer certified by the American Council on Exercise and has experience working with both (small) group exercise and one-on-one personal training. Paul is a certified bootcamp instructor, spinning instructor and sport masseur. He has been teaching Adult Ed's stability ball class for the last three semesters with great pleasure.
<b>Location/Map Link</b>	ASH, ABF, ABF 1 Rijksstraatweg 200 Wassenaar, 2242 BX

**Fee(s)**

This course is a flat rate fee regardless of the number of registrations purchased.

€ 100	Tuition
<b>€ 100</b>	<b>Total Fees</b>

[Add To Cart](#) [Back](#)

After adding it to the cart, you can check out or search more...

Back to Adult Education | ASH Homepage | InsideASH

# ASH Adult Education Register for Courses

Logout | Cart | Cancel Order  
Mary Featherstone

Course Search

Printed Brochure

My Account

Here are the items in your Cart.

To register for more courses, click **Search**.

To remove a course from your Cart, click **remove** (in the Course ID Section ID column).

To pay for the courses, click **Checkout**. You still have time to review your order.

Not sure about other courses you'd like to do? You can still register and pay for these ones, and come back later and register for more.

### YOUR CART

Course ID SectionID	Course Title / Schedule Items	Qty	Item Fee	Total Fees	Pay Amount
HF200 Wed-AM <a href="#">remove</a>	Stability Ball Workout 2/08/12 - 4/25/12 9:00 AM - 10:00 AM Days: W Tuition	1	€ 100	€ 100	
Sub-Total:			€ 100	€ 100	
<b>TOTAL:</b>				<b>€ 100</b>	<b>€ 100</b>

Recalculation is required to save Quantity, Pay Amount, or Promo Code changes before Checkout. Quantity and Discount changes will reset all Pay Amounts to default values.

[Checkout](#)   [Search More](#)  
[Back](#)

Search more or checkout...

Once you are ready to checkout, click Checkout, and you will be taken to a review page.

Logout | Cart | Cancel Order  
Mary Featherstone

# ASH Adult Education Register for Courses

Course Search

Printed Brochure

My Account

Changed your mind?  
Click remove...

### CHECK OUT - REVIEW

Registration > Payment > **Review** > Complete

Please verify the order information below, then click on the "Place Order" button to complete your order.

Course ID SectionID	Course Title / Schedule Items	Qty	Item Fee	Total Fees	Pay Amount
CU600 Tue-Feb07 <a href="#">remove</a>	French Winter Meal 2/07/12 - 2/07/12 10:00 AM - 2:00 PM Days: Tu Tuition	1	€ 45	€ 45	
Sub-Total:			€ 45	€ 45	
HF200 Wed-AM <a href="#">remove</a>	Stability Ball Workout 2/08/12 - 4/25/12 9:00 AM - 10:00 AM Days: W Tuition	1	€ 100	€ 100	
Sub-Total:			€ 100	€ 100	
<b>TOTAL:</b>				<b>€ 145</b>	<b>€ 145</b>

All okay?  
Click Place Order

[Place Order](#)   [Cancel](#)

Your order is bound by the current Refund Policy unless a course specific refund policy is listed. After clicking the "Place Order" button, do not click the "Place Order" button again and do not click the "Refresh" button in your internet browser, or you may be charged more than once. Please be patient until the "Order Complete" page displays.

Read refund policy

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Be sure to read the Refund Policy before placing your order.

When you click Place Order you will be directed via the iDEAL payment system to your bank website, where you can make your payment online.

**DO NOT CLOSE YOUR BROWSER until you have been returned to the Adult Education Registration page which shows that your registration is confirmed.**

What do we mean by this? Well, it is very tempting to see those cheerful Dutch words “U Hebt Betaald” (You Have Paid) when making the online payment, and instinctively close your browser. Do not do this! You must be returned to the Adult Education Registration system for *it to know* that you have paid. See the typical screen below.

**ABN-AMRO**

## iDEAL - Bevestiging

help | Deze pagina printen

**U hebt betaald!**

**bevestiging**

 Uw betaling is succesvol verwerkt.  
Druk op "**Bestelling afronden**" om het bestelproces af te ronden bij uw leverancier.  
U kunt daar ook terecht met vragen over uw aankoop.

**bestelling**

leverancier	Parent-Teacher Organisation of T...
ten gunste van	49.46.50.605
kenmerk	422823973
datum	04-01-2012
omschrijving	ASH10001042445814
transactienummer	0030000206744230
bedrag	<b>EUR 280.00</b>

**gegevens betaalrekening**

rekeningnummer	
tenaamstelling	

**Click to return to Adult Ed Registration**

Veiligheid | Toegankelijkheid | Privacy | Disclaimer

ABN-AMRO

Once you have been returned to the Adult Education Registration system a page like the one below will be displayed, confirming your registration.

You will also receive an email confirming your payment and registration, with the time, date and location details of the classes you have registered for.

Course Search

Printed Brochure

My Account

Thank you for your registration. You will receive a confirmation by email.

**If you do not receive an email confirmation**, there has been a problem with your transaction. Please check your bank to see if the payment has been made, and contact [adulted@ash.nl](mailto:adulted@ash.nl) with this information. They can then confirm your place and, if necessary, instruct you how to pay.

**Class Cancellations and Minimum Numbers:**

Most courses have a minimum enrolment needed to proceed. If a class does not meet the minimum number required, you will be notified and a full refund will be given. It is disappointing for everyone to have to cancel classes, so tell your friends about what you have signed up for, and encourage them to join you!

**CHECK OUT - COMPLETE**

Payment > Registration > Review > **Complete**  
**Do not click the "Back" button or click the "Refresh" button in your internet browser or you may be charged more than once.**

**Thank You For Your Order**

A copy of your order receipt and confirmation number will be emailed to you shortly. Please print and keep this page for your records.

**Payment and Registration Details**

Your name and details appear here

Course ID SectionID	Course Title / Schedule Registrant / Items	Qty	Item Fee	Total Fees	Pay Amount
AL155 Mon-PM	Travel Sketching: Drawing and a Touch of Watercolor (for beginners and all levels) <b>Your name appears here</b> 2/06/12 - 3/26/12 12:00 PM - 2:00 PM Days: M  Tuition	1	€ 175	€ 175	
		Sub- Total:	€ 175	€ 175	
CU590 Tue-Mar13	Flavors of Morocco <b>Your name appears here</b> 3/13/12 - 3/13/12 10:00 AM - 2:00 PM Days: Tu				

If you have any problems with using the online registration, please email [adulted@ash.nl](mailto:adulted@ash.nl)