

Registering for Courses for Other People (= Managing Members)

There are times when you might want to register another person for a course. You can do this using your account.

For example:

- You want to register your husband for an evening course
- You want to give a friend a cooking class as a gift
- You want to register a visiting family member for a tour

This is simple to do.

The basic steps are

- 1) Create an account for yourself
- 2) Log in to the account
- 3) Add the person as a member to your account
- 4) Select the relevant member before adding the course to your cart

Here are some screen shots which show how to do this:

Log into your account. Click on My Account to get the available options. Then click on Manage Members.

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


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

Log in to your account.
Then click on My Account to get all the options here.

Next click on Manage Members

Click on Add New Member to add a person to your account

Back to Adult Education ASH Homepage InsideASH



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Register for Courses

[Logout](#) | [Cart](#)
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Course Search

Printed Brochure

Help Notes

My Account

MANAGE MEMBERS

Add New Member


Members are additional profiles you can add registrations for. If a profile already exists for a member but it is not attached to your account, contact the office.

Member ID	Member Name	Options
There are no members linked to your profile.		
		Add Member

Existing members are displayed here.

Click Add New Member to add a member to your account

Enter their details. You can use your bank account number and email or their bank account number and email. The bank account number is used if the course is cancelled and the fee is refunded.



Register for Courses

[Logout](#) | [Cart](#)
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Printed Brochure

Help Notes

My Account

REGISTRANT PROFILE

* denotes a required field

Enter the member details

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:

You can enter your bank details and email, or their bank details and email

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?:

Once a member has been added you can edit their profile and view their registrations at any time by clicking Manage Members.

Back to Adult Education | ASH Homepage | InsideASH



ASH Adult Education

Register for Courses

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

Course Search

Printed Brochure

Help Notes

My Account

MyAccount Home

Edit Profile/Password

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MANAGE MEMBERS

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Members are additional profiles you can add registrations for. If a profile already exists for a member but it is not attached to your account, contact the office.

Member ID	Member Name	Options
ASH10544	Featherstone, Bob	Edit Profile View Registrations

Once a member has been added you can edit their profile and view registrations at any time by selecting Manage Members

Once a member has been added to your account, you can register them for any course. You do this by selecting their name from the drop down list of Registrants before you add a course to the cart. See the screen below.

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 if you have any questions about signup.

OK, we are not that serious! But we are looking for some men and women to come out and play dodgeball with us once a week. Dodgeball is a game in which players try to hit other players on the opposing team with balls while avoiding being hit themselves. No skills required. Just people who want to have fun and get some exercise. Teams will be formed at random each night. Game play will include classic dead man standing and other variations.

Feb 9, 16 Mar 1, 8, 15, 22, 29 Apr 5, 19, 26

Course Status	Registration Available
Course ID	HF191
Section ID	Thu-EVE
Session	Spring2012
Category	Health and Fitness
Days	Th
Dates	2/09/12 - 4/26/12
Times	7:00 PM - 9:00 PM
# of Classes	10
# of Weeks	10
Instructor	Wood, Peter
Instructor Bio	Peter Wood is an ASH parent with two children currently in the Middle School.
Location/Map Link	ASH, ASH, Small ES Gym Rijksstraatweg 200 Wassenaar, 2242 BX

Fee(s)	
€ 35	Tuition
€ 35	Total Fees

Once a member has been added to your account, you can select the name before you add a course to the cart

Registrant: Featherstone, Mary

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

In the screen below you can see that I have selected Bob as the registrant. Now I can click Add to Cart.

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.

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Registrant: Featherstone, Bob : [Add To Cart](#) [Back](#)



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Now Bob is registered for the course (dodgeball)

[Back to Adult Education](#) [ASH Homepage](#) [InsideASH](#)



ASH Adult Education

Register for Courses

[Logout](#) | [Cart](#) | [Cancel Order](#)

Mary Featherstone

Course Search

[Printed Brochure](#)

[Help Notes](#)

[My Account](#)

Here are the items in your Cart.

To register for more courses, click **Course 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 / Section ID	Course Title / Schedule / Registrant / Items	Qty	Item Fee	Total Fee	Pay Amount
HF191 Thu-EVE remove	Adult Co-Ed Dodgeball Featherstone, Bob 2/09/12 - 4/26/12 7:00 PM - 9:00 PM Days: Th				
	Tuition	1	€ 35	€ 35	
Sub-Total:			€ 35	€ 35	
TOTAL:				€ 35	€ 35

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](#)

Now Bob is registered for Dodgeball

You can have as many members as you like.