Instructions for navigating around the ILR website: www.suncityilr.com

1) **Log in/register** - everyone who was a member with an email was added to the database already as a member, so no need to 'purchase' $25 membership. You can log in and then click 'forgot password' and a link to reset your own password will be sent to the EMAIL ADDRESS ON RECORD. If you have recently changed your email, please notify me of the new one and I'll change it on our database. Your new password should be 12 characters, think a memorable year, address for possible numbers and use a password you'll remember or add it to a password keeper app such as Dashlane for it to remember! You will not be able to do online registration until you register on the website.

2) **Log out** - On the top of each page is a MY ACCOUNT button. When you click on the button, you can see your orders or other business of your account with us…. At the bottom of the menu options on the left is "LOG OUT", click on that to log off the account from any page.

3) **Putting courses in the cart for online registration** - the Store is where you pick the classes you wish to register for. If you and a partner are taking the same courses and use the same email address, you can select 2 as the quantity. If, however, you and your partner wish to take different courses, EACH of you must have an email address. I've told people that gmail is reliable…just google it to get to sign up for a gmail account. PLEASE, notify me of the new email for the second person so I can add the member to the database with the new email.

4) **When courses close due to over-enrollment** - We will announce when a course is closed on the front home page as well as marking it as sold out or closed on the register online page (the store) so you won't sign up for a closed course.

5) **If you want to pay by credit card** – on the checkout page, click on PayPal option and when you go there, you'll see a choice to use PayPal or a credit card. You can also create a free PayPal account where you can add bank accounts or credit cards for payment options. At the bottom of the check out page is a link to creating a PayPal account for personal use (free). For the time being we are not offering the bank transfer as we don't get adequate reporting from this method…. such as which course you are ordering.

6) **If you wish to pay by check, you can also use the website to enroll by snail mail** - as before. Go to the 'printable forms' tab and print out the registration form from your printer, fill it out and mail it in according to the directions on the form. Also, the course descriptions are available on the Course Descriptions tab for your convenience. We hope to be saving printing costs and the environment by not printing so many pages as we have in the past.

7) **If you are having any issues registering or using the website**, please check the FAQ page to find answers to the most frequently asked questions.