

How Do I Register for a Fielden Institute Course?

This lesson will show you how to use our registration software.

- 1) Make sure you are on our registration site at:
<https://irsclifelonglearning.gosignmeup.com>

<https://irsclifelonglearning.gosignmeup.com>



Fielden Institute for Lifelong Learning
Indian River State College
Contact us at: (772) 462-7880.

2) The first thing you need to do is Login using your Username and Password. Or, you can create an account if you do not have one.



The screenshot displays the website for IRSC Foundation Inc., Indian River State College. The header features the college's logo and name. A navigation bar includes links for Home, Create account, Calendar, and Login. The 'Create account' and 'Login' links are circled in red. Below the navigation bar, there is a form for user registration and login. The form includes fields for Username and Password, a 'Forgot your user name or password?' link, and radio buttons for selecting the user type: Student (selected) or Peer leader. A 'Login' button is located at the bottom of the form. The background of the page shows a large, modern building complex with palm trees in the foreground.

Fielden Institute for Lifelong Learning
Indian River State College
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3) To create an account, please fill in all required information.

Welcome Visitor

User Registration

Please enter information required.

Member Information

First Name*:	<input type="text"/>
Last Name*:	<input type="text"/>
Birthday:	<input type="text"/>
Username*:	<input type="text"/>
Password*:	<input type="password"/>
Confirm Password*:	<input type="password"/>
Cell Phone:	<input type="text"/>
Home Phone*:	<input type="text"/>
Email Address*:	<input type="text"/>
Confirm Email Address*:	<input type="text"/>
Alternate Email Address:	<input type="text"/>

Membership Details

Membership Type*:	<input type="text" value="Select only from the list"/>
Preferred Location:	<input type="text" value="Select only from the list"/>

Local Mailing Information

Local Address*:	<input type="text"/>
City*:	<input type="text"/>
State*:	<input type="text" value="Select only from the list"/>
Zip*:	<input type="text"/>

Seasonal Mailing Information

Seasonal Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip Code:	<input type="text"/>

[Registration Policy](#)

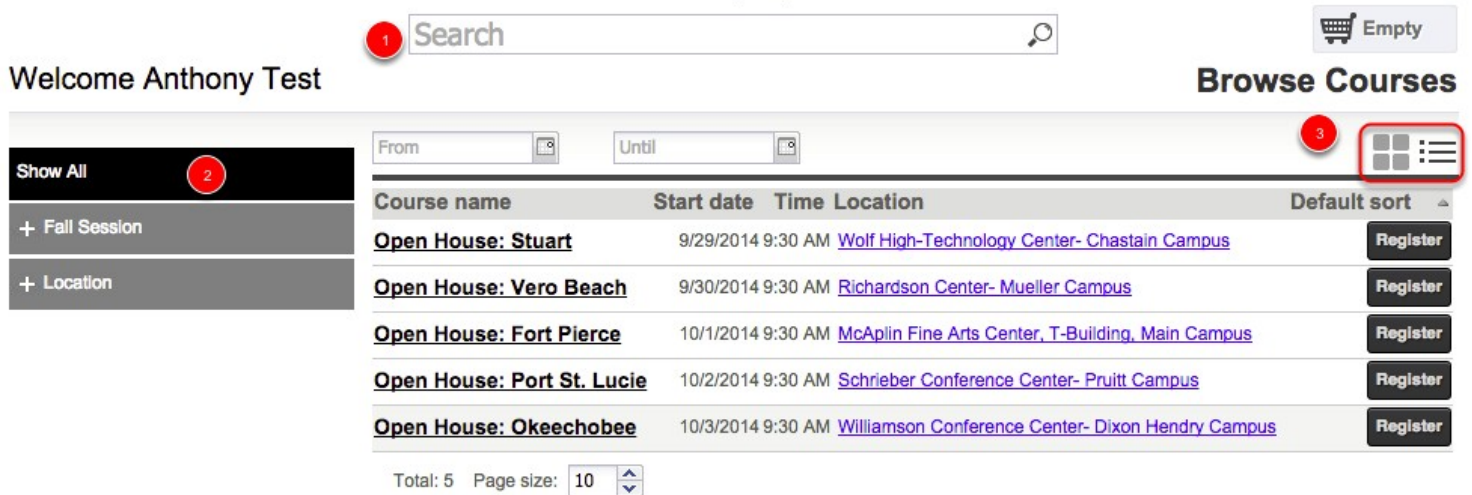
CLASS SIZES ARE LIMITED

You may cancel your registration for a paid offering up to 48 business hours before the offering is scheduled to start for a full refund. Any cancellations less than 48 business hours prior to the first meeting will result in a refund of 80% of the registration fees. Alternatively you may transfer your registration to a different offering within the 48 hour time period without penalty.

Do you agree to the terms and conditions of our [Registration Policy](#)?

Agree and Create account

4) On the home page, you can search for courses in different ways. You can also change how the courses are displayed.



Welcome Anthony Test

Search

Empty

Browse Courses

From Until

2

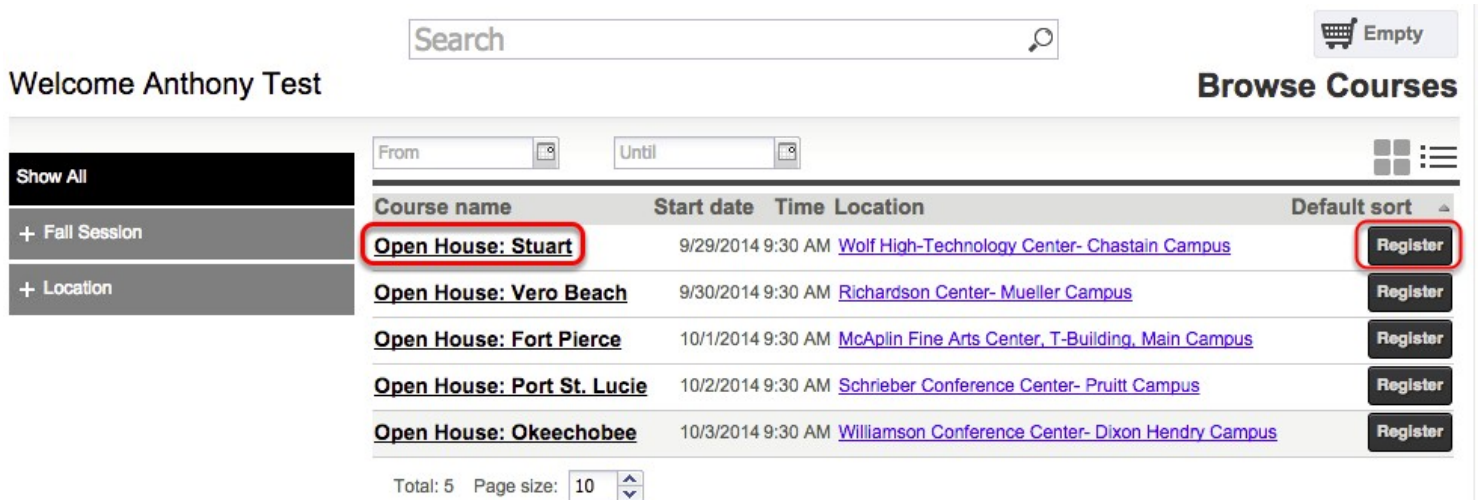
3

Course name	Start date	Time	Location	Default sort
Open House: Stuart	9/29/2014	9:30 AM	Wolf High-Technology Center- Chastain Campus	Register
Open House: Vero Beach	9/30/2014	9:30 AM	Richardson Center- Mueller Campus	Register
Open House: Fort Pierce	10/1/2014	9:30 AM	McApin Fine Arts Center, T-Building, Main Campus	Register
Open House: Port St. Lucie	10/2/2014	9:30 AM	Schrieber Conference Center- Pruitt Campus	Register
Open House: Okeechobee	10/3/2014	9:30 AM	Williamson Conference Center- Dixon Hendry Campus	Register

Total: 5 Page size: 10

- 1) You can search for specific courses using the Search bar.
- 2) You can search for courses by searching through the categories/locations on the left hand side.
- 3) You can switch between a "Grid View" and "Tile View" to see more/less information.

5) Once you find the course you are looking for, you can add it straight to your cart by clicking on "Add to Cart." Or see more information by clicking on the Course name.



Welcome Anthony Test

Search

Empty

Browse Courses

From Until

Show All

+ Fall Session

+ Location

Course name	Start date	Time	Location	Default sort
Open House: Stuart	9/29/2014	9:30 AM	Wolf High-Technology Center- Chastain Campus	Register
Open House: Vero Beach	9/30/2014	9:30 AM	Richardson Center- Mueller Campus	Register
Open House: Fort Pierce	10/1/2014	9:30 AM	McApin Fine Arts Center, T-Building, Main Campus	Register
Open House: Port St. Lucie	10/2/2014	9:30 AM	Schrieber Conference Center- Pruitt Campus	Register
Open House: Okeechobee	10/3/2014	9:30 AM	Williamson Conference Center- Dixon Hendry Campus	Register


Total: 5 Page size: 10


6) Here is the courses information page. You can see more information about the course here.

The screenshot displays a web page for 'OPENHOUSE1014 Open House: Stuart'. At the top, a navigation bar includes social media icons and a breadcrumb trail: 'Home > All > OPENHOUSE1014 Open House: Stuart' (callout 1). Below this, a header section contains the course title and a brief description: 'Join us to learn more about our program! The Fielden Institute for Lifelong Learning invites you to our: Annual Open Houses! Join us for coffee and conversation- Meet members, peer leaders, and register for current offerings. Free & open to the public. Bring a friend! Refreshments will be served.' (callout 2). To the right of the description is a green 'Register' button with a shopping cart icon (callout 6). The main content area is divided into three columns. The left column, titled 'Contact', lists the 'Lifelong Learning Office' with the phone number '772-462-7880' and a map of the location in Stuart, FL (callout 3). The middle column, titled 'Dates and Times', shows the start date 'Mon. Sep 29, 2014 9:30 AM', sessions 'Mon. Sep 29, 2014 9:30 AM - 11:30 AM', and the registration closing date 'Sun. Sep 28, 2014 9:30 AM' (callout 4). The right column, titled 'Instructor(s)', shows a dropdown menu with 'No Selected Instructor.' (callout 5). A red circle with the number 5 is also visible in the top right corner of the page.


- 1) The top area shows some social media links where you can share this course with others. It also has the path you took to get here in case you want to go back. You can see the Course number and the name of the course.
- 2) This area shows a description of the course.
- 3) This area shows the contact, credits, location and any visual icon for the course, if any.
- 4) Dates and Times shows additional information including when the course starts, the sessions of the course or whether this is an online course.
- 5) Instructor(s) shows the person/persons that will be leading the course, including a "Bio" if they have one.
- 6) This area is where you can add the course to your cart by clicking "Register". You will also have to mark required information here including pre-requisites or materials.


7) You can continue adding courses to your cart, or click on the cart to see what is in there.



Search 

Welcome Anthony Test  1 item **Browse Courses**



Show All
+ Fall Session
+ Location

From 


Until 


 

Course name	Start date	Time	Location	Default sort
Open House: Stuart	9/29/2014	9:30 AM	Wolf High-Technology Center- Chastain Campus	Checkout
Open House: Vero Beach	9/30/2014	9:30 AM	Richardson Center- Mueller Campus	Register
Open House: Fort Pierce	10/1/2014	9:30 AM	McApin Fine Arts Center, T-Building, Main Campus	Register
Open House: Port St. Lucie	10/2/2014	9:30 AM	Schrieber Conference Center- Pruitt Campus	Register
Open House: Okeechobee	10/3/2014	9:30 AM	Williamson Conference Center- Dixon Hendry Campus	Register


Total: 5 Page size: 10  


8) After clicking on your cart you can see what is inside of it and the total price. You can also delete the items by clicking the "x" or "Clear Schedule." To continue click on "Go to Schedule."



Search 

Welcome Anthony Test  1 item **es**



Show All
+ Fall Session
+ Location


From 

Until 

Course name	Start date	Time	Location	
Open House: Stuart	9/29/2014	9:30 AM	Wolf High-Technology Center- Chastain Campus	Checkout
Open House: Vero Beach	9/30/2014	9:30 AM	Richardson Center- Mueller Campus	Register
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Total: 5 Page size: 10  

Open House: Stuart **\$0.00** 

Sub-total: \$0.00

Clear Schedule **Go to Schedule**

9) When you continue you will be taken to the Checkout section. Make sure it is all correct and click on "Proceed to Next Step". This will enroll you in the course.

 1 item

Welcome Anthony Test



Review your current order

[Add more courses](#)

Course Name	Date(s)	Time(s)	Price	Status
OPENHOUSE1014 Open House: Stuart - 2578	9/29/2014	9:30 AM - 11:30 AM	\$0.00	Space Available

Sub-total: \$0.00

Please provide any special needs.


Discount: \$0.00
Sales Tax: \$0.00

Total: \$0.00


Proceed to Next Step

Please answer any of the required questions/prerequisite requests before you proceed.


10) You are now registered! You will be taken to the order confirmation page where you can print this for your records.


INDIAN RIVER STATE COLLEGE


REGISTRATION SITE


 Empty

Welcome Anthony Test

 Log In/ Create Account

 Review

 Payments

 Receipt & Confirmation

Thank you for enrolling!

Order Receipt

Participant Information:
Anthony Test
city , ca , 92626
anthony@gosignmeup.com
5555555555

Order Details

Course name	Course#	Dates	Status	Price
Open House: Stuart	OPENHOUSE1014	9/29/2014 9:30 AM - 11:30 AM	Enrolled	\$0.00
Total:				\$0.00
Discount:				\$0.00
Total Amount Paid:				\$0.00

Enrollment Details:
Date: 9/12/2014 2:35 PM
Registration number: CL3804BC4948968
Username: anthony@gosignmeup.com

Payment Details:

Print Receipt

Continue Shopping For Courses

Back To User Home

You will also get a confirmation email sent to you.