

## How Do I Register for a Fielden Institute Course?

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

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

<https://irscifelonglearning.gosignmeup.com>

[Home](#) | [Create account](#) | [Calendar](#) | [Login](#)



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.



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

### 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="text"/>
Confirm Password*:	<input type="text"/>
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.

The screenshot shows the top of a website with a search bar, a shopping cart icon labeled 'Empty', and a 'Browse Courses' button. Below the search bar is a 'Welcome Anthony Test' message. On the left, there is a sidebar with 'Show All' (annotated with a red circle '2'), '+ Fall Session', and '+ Location'. The main content area features a table of courses with columns for 'Course name', 'Start date', 'Time', 'Location', and 'Default sort'. The first row is 'Open House: Stuart' with a 'Register' button (annotated with a red circle '3'). A red box highlights the view toggle icons (grid and list) in the top right corner. At the bottom, it says 'Total: 5 Page size: 10'.

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

- 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.

This screenshot is similar to the previous one but highlights the 'Open House: Stuart' course name and its 'Register' button with red boxes. The 'Show All' button in the sidebar also has a red circle '2' next to it. The rest of the interface, including the search bar, cart icon, and other course rows, remains the same.

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

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

The screenshot shows a course information page for 'OPENHOUSE1014 Open House: Stuart'. The page is annotated with red boxes and numbered callouts (1-6) pointing to various sections:

- 1) Top navigation bar with social media icons and breadcrumb trail: Home > All > OPENHOUSE1014 Open House: Stuart
- 2) Course description text: 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.
- 3) Contact information and a map of the location: Lifelong Learning Office, 772-462-7880. Map showing the location in Stuart, FL.
- 4) Dates and Times section: Starts: Mon. Sep 29, 2014 9:30 AM. Sessions: Mon. Sep 29, 2014 9:30 AM - 11:30 AM. Registration closes: Sun. Sep 28, 2014 9:30 AM.
- 5) Instructor(s) dropdown menu: No Selected Instructor.
- 6) Register button with a shopping cart icon.

- 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 🛒 1 item

Welcome Anthony Test **Browse Courses**

From  Until

**Show All**

- + Fall Session
- + Location

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

Welcome Anthony Test

From  Until

**Show All**

- + Fall Session
- + Location

Course name	Start date	Time	Location	Default sort
<b>Open House: Stuart</b>	9/29/2014	9:30 AM	<a href="#">Wolf High-Technology Center- Chastain Campus</a>	<b>Checkout</b>
<b>Open House: Vero Beach</b>	9/30/2014	9:30 AM	<a href="#">Richardson Center- Mueller Campus</a>	Register
<b>Open House: Fort Pierce</b>	10/1/2014	9:30 AM	<a href="#">McAplin Fine Arts Center, T-Building, Main Campus</a>	Register
<b>Open House: Port St. Lucie</b>	10/2/2014	9:30 AM	<a href="#">Schrieber Conference Center- Pruitt Campus</a>	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.



Welcome Anthony Test



Thank you for enrolling!

## Order Receipt

### Enrollment Details:

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

### Participant Information:

Anthony Test  
city , ca , 92626  
[anthony@gosignmeup.com](mailto:anthony@gosignmeup.com)  
5555555555

### Payment Details:

### Order Details

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

[Print Receipt](#)

[Continue Shopping For Courses](#)

[Back To User Home](#)

You will also get a confirmation email sent to you.