

RENESAN ACCOUNT CREATION AND CLASS ENROLLMENT

WHAT YOU NEED

RENESAN WEBSITE URL: WWW.RENESAN.ORG

CREATING AN ACCOUNT (i.e., Register)

- TYPE WWW.RENESAN.ORG INTO YOUR BROWSER'S ADDRESS BAR
- ON THE TOP RIGHT CORNER OF THE RENESAN HOME PAGE CLICK '**REGISTER**'
- ENTER YOUR CONTACT INFORMATION.
- CREATE A PASSWORD THAT YOU CAN REMEMBER.
- CLICK '**REGISTER**'
- YOU'RE ALL SET!

ADDING SOMEONE TO YOUR HOUSEHOLD. THIS ALLOWS YOU TO ENROLL OTHER PEOPLE (YOUR 'HOUSEHOLD') FOR CLASSES UNDER A SINGLE ACCOUNT.

- SIGN IN TO YOUR ACCOUNT (TOP RIGHT OF RENESAN HOME PAGE).
- CLICK 'YOUR ACCOUNT'
- CLICK 'MY HOUSEHOLD'
- ENTER YOUR HOUSEHOLD MEMBER'S INFORMATION, THEN CLICK 'SUBMIT'
- **IMPORTANT NOTE: PLEASE DO NOT ENTER THE SAME EMAIL ADDRESS FOR 1) DIFFERENT HOUSEHOLD MEMBERS OR 2) AS YOU ENTERED FOR YOURSELF. ALL EMAIL ADDRESSES IN RENESAN – whether household members or yourself - MUST BE DIFFERENT FROM ONE ANOTHER. THIS IS BECAUSE EACH EMAIL ADDRESS IS USED AS A UNIQUE CUSTOMER IDENTIFIER.**

ENROLLING FOR CLASSES

- GO TO WWW.RENESAN.ORG AND 'SIGN IN' TO YOUR ACCOUNT BY ENTERING YOUR EMAIL ADDRESS AND PASSWORD.
 - If you have forgotten your password, click the 'Forgot your password? Click here' sign.
- CLICK ON THE CATEGORY OF THE CLASS YOU WANT (I.E., MUSIC, HISTORY, ETC.).
- FIND THE CLASS YOU WANT AND CLICK 'ENROLL NOW.'

- If the class is full, decide if you want to be added to the waiting list. You will be charged later if a seat opens up.
- SELECT 'CONTINUE SHOPPING' IF YOU WISH TO BUY MORE CLASSES.
- WHEN YOU ARE FINISHED SHOPPING, REVIEW YOUR CART AND CLICK 'PROCEED TO CHECKOUT.'
- ENTER PAYMENT INFO AND CLICK 'PURCHASE.'
- CONFIRM YOUR ORDER.
- SELECT THE CLASS PARTICIPANTS FOR EACH CLASS, TRIP OR LECTURE FROM THE DROP DOWN MENU.
 - If you have bought more than one seat for a class assign each purchase to an individual in your household.
- YOU'RE ALL DONE! YOU WILL RECEIVE AN EMAIL CONFIRMING YOUR ENROLLMENT.