

How to Register Me and/or Someone Else for a Non-Credit Class

LifeLearn provides a great opportunity to purchase a class for a friend or family member!

1. Once you have found the class you would like to purchase for someone other than yourself, click the 'Register Others' button.

Registration

FABWD101 - Woodworking - Beyond the Basics

Description
Take your woodworking skills to the next level by learning the art of building cabinets. Learn layout, produce cut lists, select the lumber, and then move to fabrication and assembly. Projects are selected so that you can learn and explore more advanced topics such as specialized joinery, raised pan... [READ MORE](#)

FABWD101.(21)	\$ 399.00	REGISTER ME
Seats Available	12	REGISTER OTHERS

Register Me Button will add you to the class roster

Register Others Button will allow you to pay for someone else to take the class

2. If you would like to take the class with your friend, spouse or other family member, click the Register Me button as well. Click the Continue Shopping button to select the same course again and hit Register Others button. This will register you and an additional seat in the class. If you do not want to take the class, do not click the Register Me button.
3. Click 'Checkout' or the Shopping Cart icon in the upper right hand corner
4. Login or create a LifeLearn account if you do not already have one.
5. At the 'Selecting Contacts for Registration' screen, choose the person you want to take the class. If you do not have any contacts associated with your account, you can add them now.
 - a. **If you have contacts listed**, simply click in the box by their name, next click the 'Register Selected' button and then click the 'Submit' Button. Your cart now shows the name of the class and the student who is registered. Click the Checkout button to process your credit card.

FABWD101.(21) Woodworking - Beyond the Basics

Section Description
Woodworking Basics, FABWD100, is prerequisite.

Selecting Contacts for Registration

You have selected 0 contacts for registration in this section. After selecting people from your contact listing click SUBMIT to complete your order. Use the Select action to add individual contacts for registration. A checkbox is provided to multi-select people from your contact listing for registration.

To add new contacts to your contact listing please click the ADD CONTACTS button.

Please expand to search your contacts >

1 Selected

<input type="checkbox"/>	Last Name	First Name	Email	Relationship	Action
<input checked="" type="checkbox"/>	Jones	Jimmy		Contact	Select

Buttons: ADD CONTACTS, CANCEL, SUBMIT, REGISTER SELECTED

b. If you do not have contacts listed, click the 'Add Contacts' button and complete all fields that contain the asterisk (*).

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Selecting Contacts for Registration

ADD CONTACTS

Note: it is important to fill in the person's actual birthday so our system does not generate two accounts for one person. If you do not know the birthday, enter 2/29/1940.

i. Relationship Definitions:

- a) Child – anyone under the age of 16
- b) Contact – spouse, relative, friend, neighbor
- c) Employee – Only choose if you purchase classes for your employees. To learn about the benefits on becoming an Affiliate Organization, click here

Once all the information is entered, click Save. You are brought back to the Selecting Contacts for Registration Screen. Select the person for the class and click the 'Register Selected' button and then click the 'Submit' Button. Your cart now shows the name of the class and the student who is registered.

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<input checked="" type="checkbox"/>	Jones	Jimmy		Contact	Select

Buttons: ADD CONTACTS, CANCEL, SUBMIT, REGISTER SELECTED

6. School District Question: This question is required for all students. Once answered the question will no longer appear. Please complete the school district question for the person you are registering for the class. If you do not know the school district in which your contact lives, please choose the school district within their City/County or if not sure choose "School District in PA but NOT Northampton or Monroe". If the person lives outside of PA, choose "Out of State School District"
7. Click the Checkout button and the payment screen will appear to process your credit card.