## Step-by-Step Online Registration Instructions for Evergreen Forum Fall 2021 courses are virtual on Zoom

Registration opens at 9:30 a.m. on Tuesday, August 3, 2021

Technology assistance is available. To request assistance, email tech@princetonsenior.org.

1. Decide which class you want to take. • Course descriptions are available on our website at princetonsenior.org or in our electronic printable Evergreen Forum brochure. There is no paper brochure this semester • You may sign up for ONE limited seating course AND as many unlimited seating courses as you like. These courses will be clearly marked on the registration form on Tuesday August 3rd at 9:30 a.m.

2. Have your payment and emergency contact information ready to go. • Pay online with your credit card. • You will need to enter the name and phone number of an emergency contact.

3. Cost should never be a barrier to learning! Senior Scholarships are available. Before you register, please contact Sharon Hurley, Director of Social Services at <a href="mailto:shurley@princetonsenior.org">shurley@princetonsenior.org</a> or 609.751.9699, ext. 104. You may also fill out a Senior Scholarship request form available on our website.

4. On registration day, you may either go to princetonsenior.org • Click on "Evergreen Forum" in the green column under "Programs." • Click on "Register for Courses," on the left. • Click on the course you wish to take and fill out requested information. OR you may signup using the registration link that will be emailed to you when registrations opens.

5. As stated above, during the initial registration, all participants may register for ONE limited seating course AND as many unlimited seating courses as they like.

6. If a class is full, registrants are encouraged to put their name on the online waitlist.

7. Remember that you are not enrolled in the course until you have made payment. • Once you pay, you will receive a receipt by email. • At least one week before your class begins, you will receive an email with class information and the course Dropbox and Zoom links.

8. Registration for a second (or more) limited seating course opens on August 17. Beginning August 17—registration opens for AS MANY COURSES AS YOU LIKE, no matter the type (be they limited or unlimited seating courses).

9. We look forward to seeing you this fall!