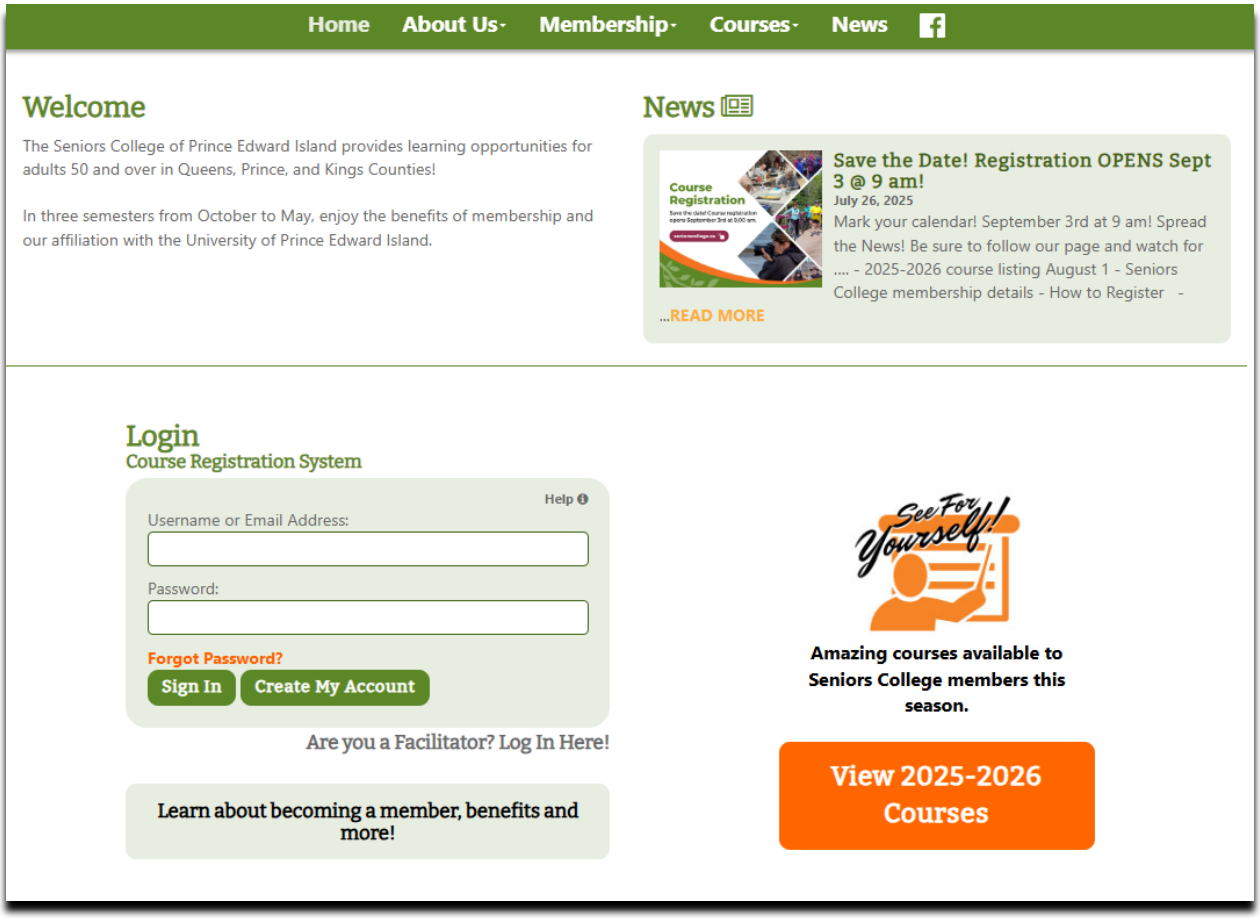
HOW TO REGISTER

Go to www.seniorscollege.ca and the following page appears.



Returning Member: Key in your email address and your password in the entry boxes and click the **Sign In** button.

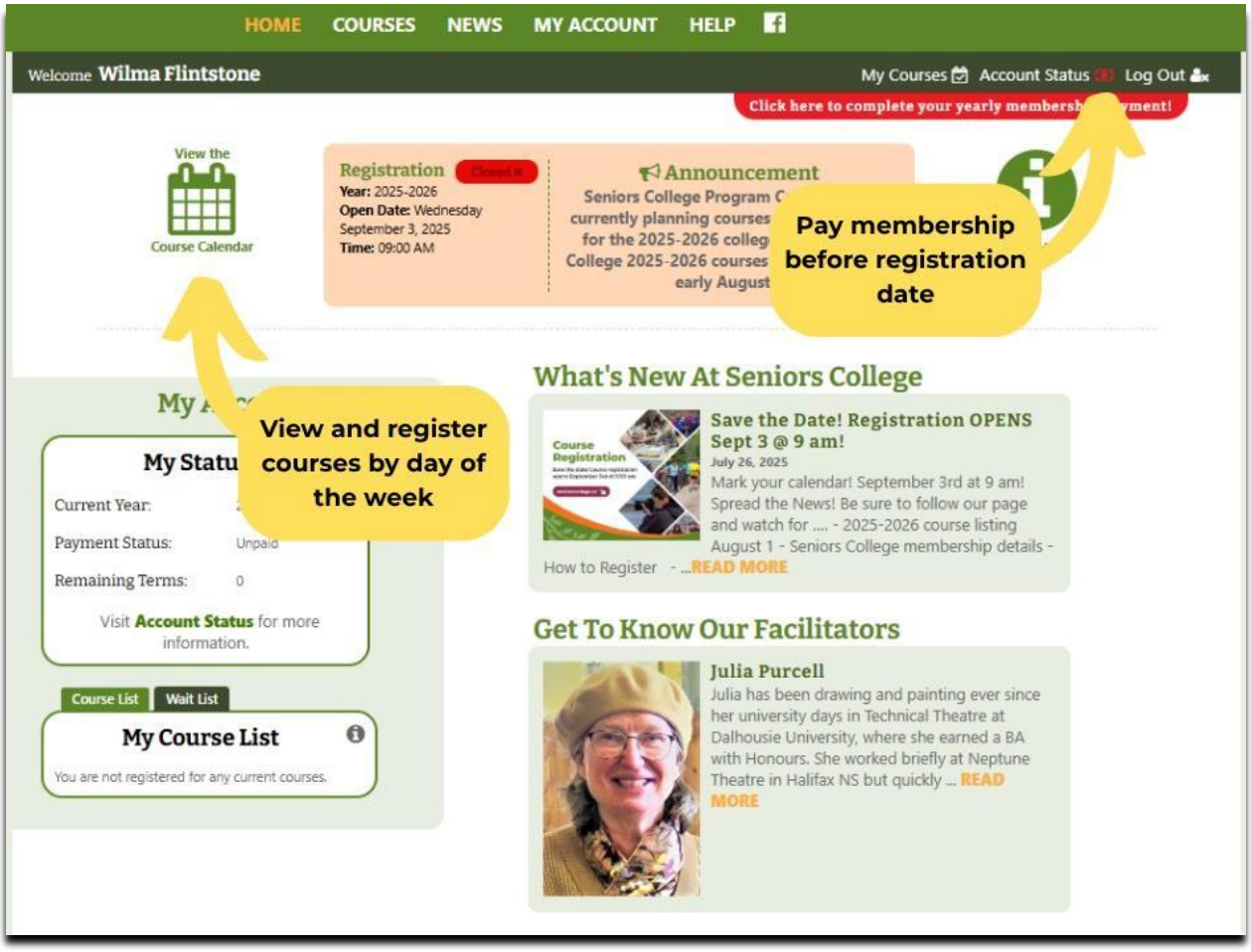
If you have forgotten your password, click on **Forgot Password?** and follow the instructions. Your new password will be emailed to you with instructions for resetting your password.

Note: you can view courses without having to sign in by selecting **View 2025-2026 Courses**.

HOW TO REGISTER

New Member: Click the **Create My Account** button and follow the instructions.

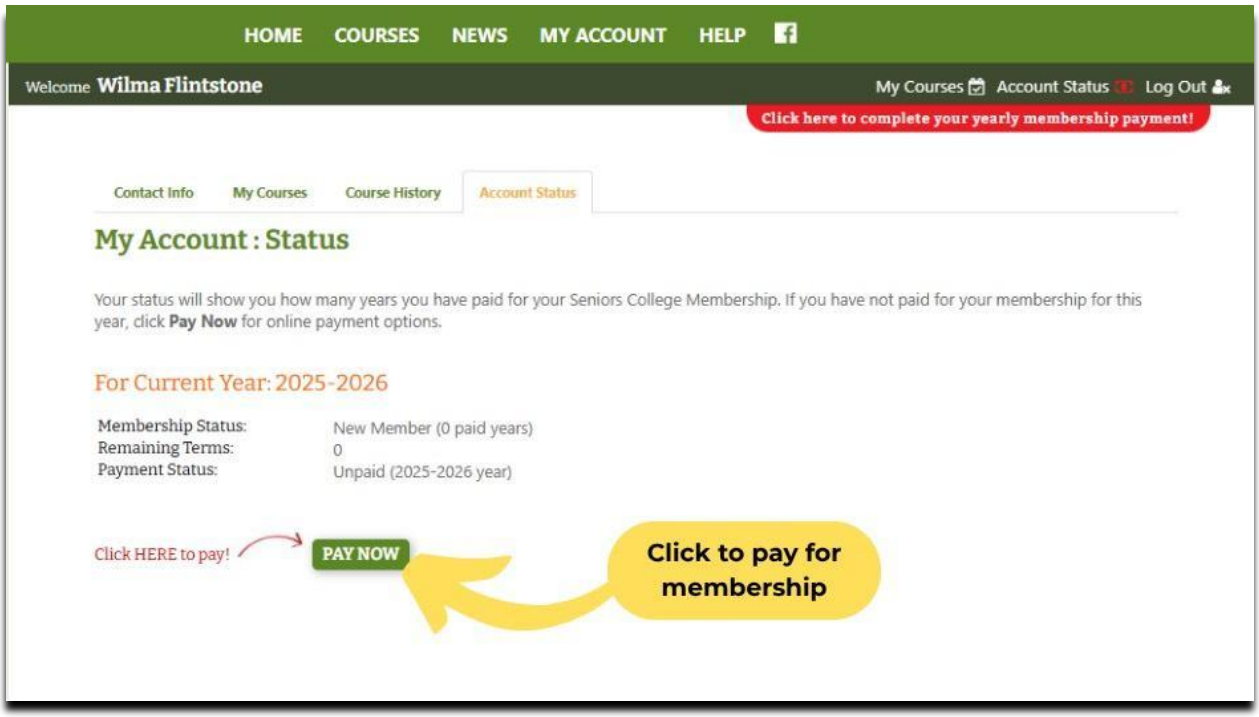
After signing in, the following **Member Home Page** will appear. Pay your annual Seniors College membership of $170 before registration by clicking on Account Status and follow the steps.



Important Tip: Pay membership before registration date to speed up registration because some courses fill quickly when registration Opens.

HOW TO REGISTER

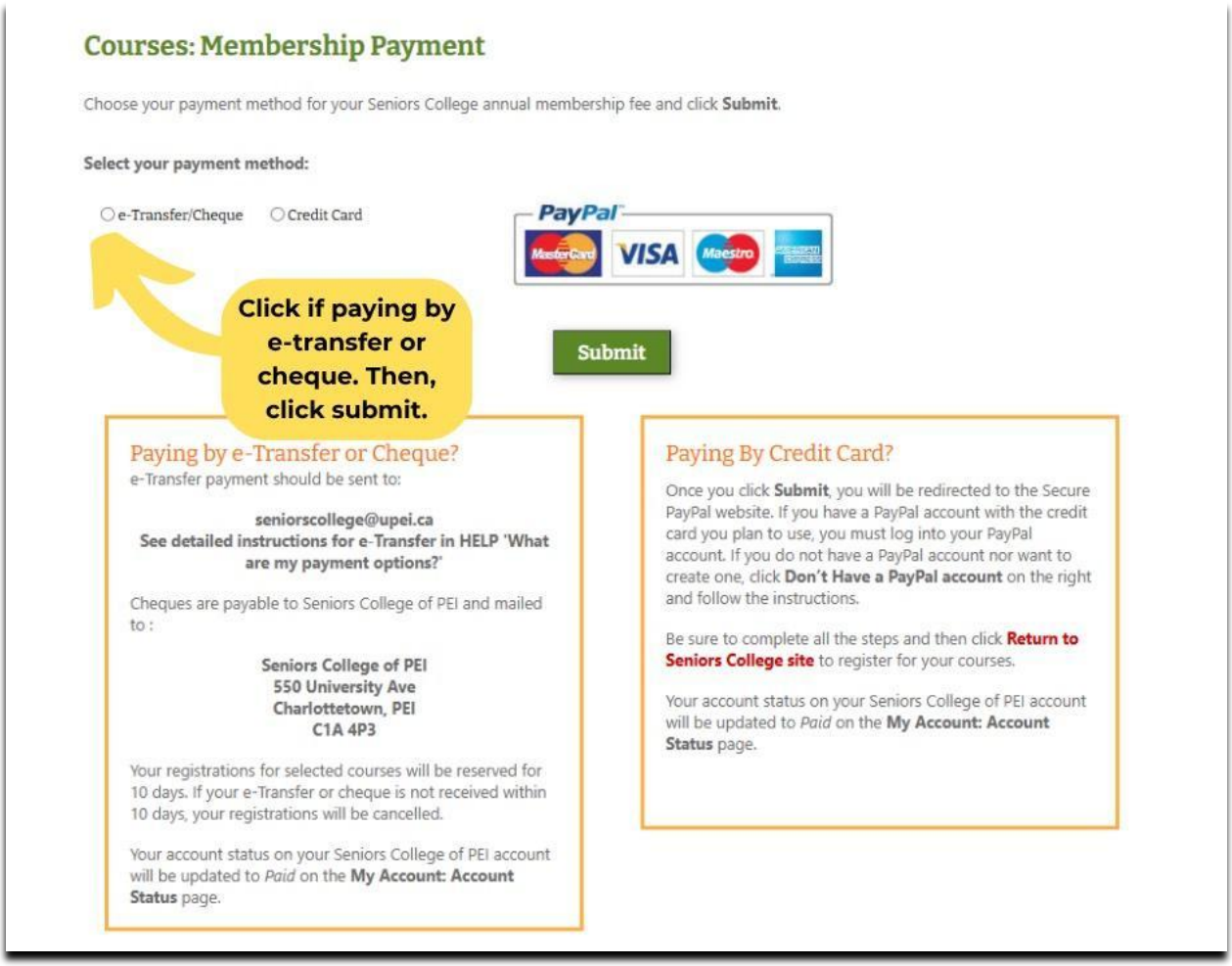
Pay Membership



Annual Membership of $170 permits members to register for multiple courses in the upcoming Fall, Winter, and Spring terms.

After clicking **Pay Now,** the next page is displayed.

HOW TO REGISTER



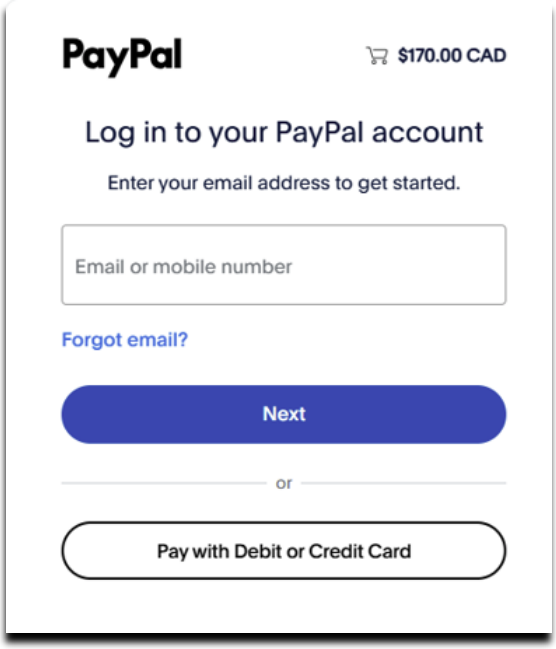
- **E-Transfer/Cheques must be sent to the above addresses within 10 days or your account will be cancelled**.
- **Paying by e-Transfer/Cheque**: Important to select **e-Transfer/Cheque** payment method to set your account to 'Paid -payment pending' and permit you to register before payment is received by Seniors College.
- **Instructions** will be emailed to you on how to make your membership payment after you click the **Submit** button.
- **Remember to include your member name on e-Transfer/cheque information line.**
- **Paying by credit card:** Important to select **Credit Card** payment method and click the **Submit** button. A new window from PayPal will open. See below for additional information.

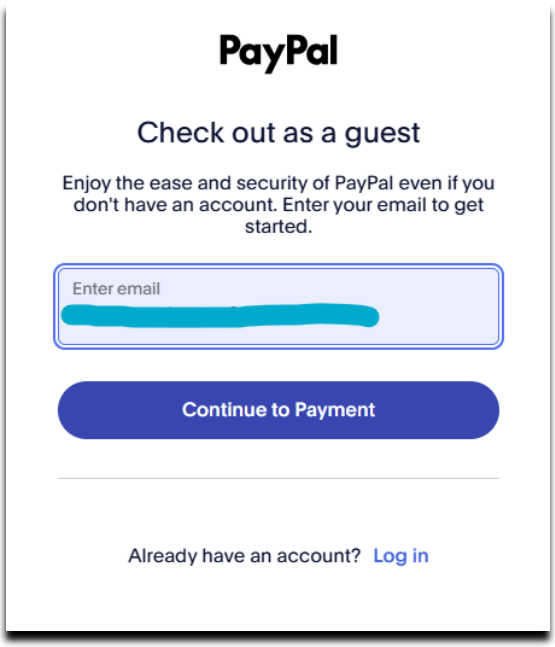
HOW TO REGISTER

PayPal Information

You can **log in** to your PayPal account **OR** choose the option to **Pay with Debit or Credit Card** if do not have an account or do not want to create an account.

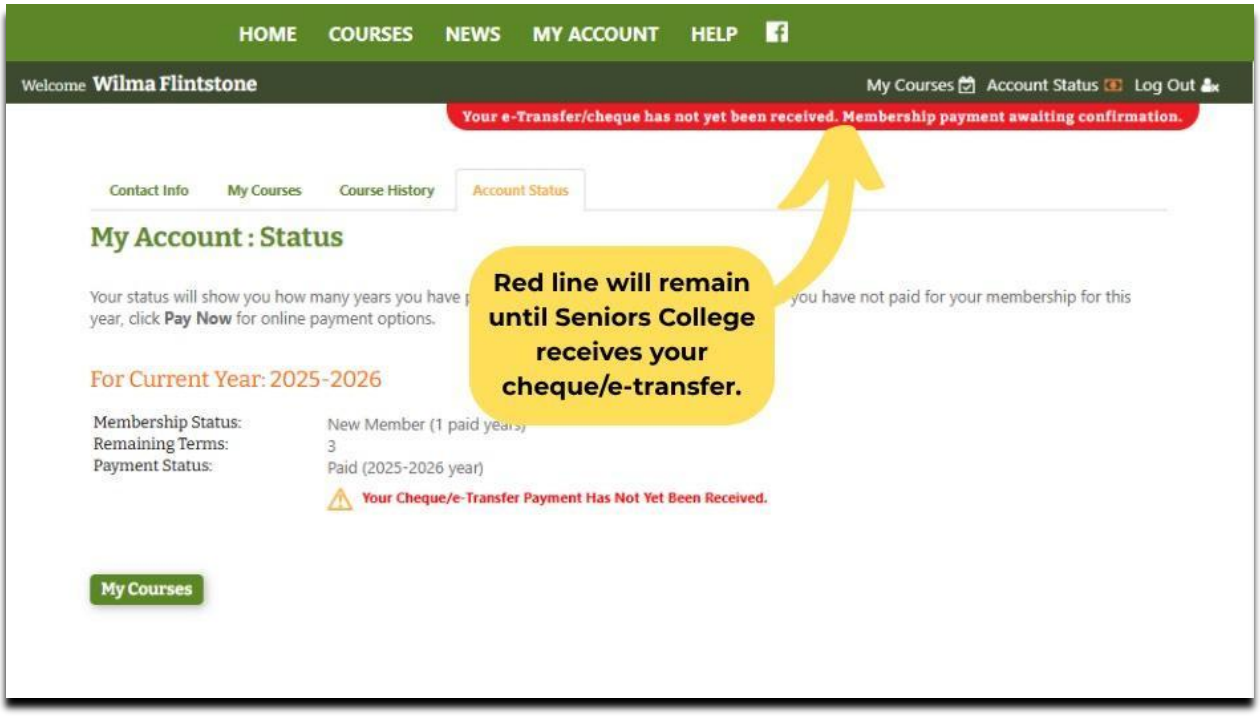
You will need to enter your email address when you check out as a guest to get your receipt.





HOW TO REGISTER

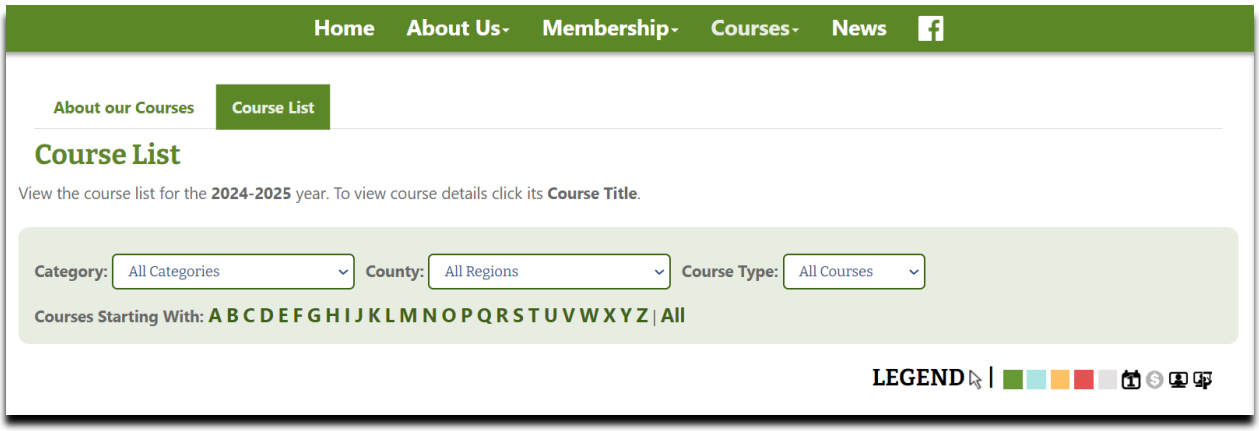
My Account: Status



HOW TO REGISTER

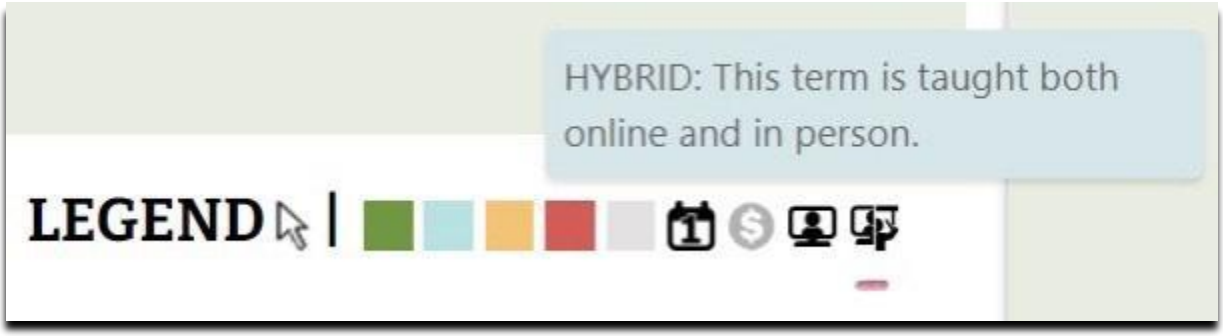
Course List Legend – New Icons

In addition to *One Day Course* and *Additional Cost* icons, two new icons in Legend identify *Online* and *Hybrid* courses.



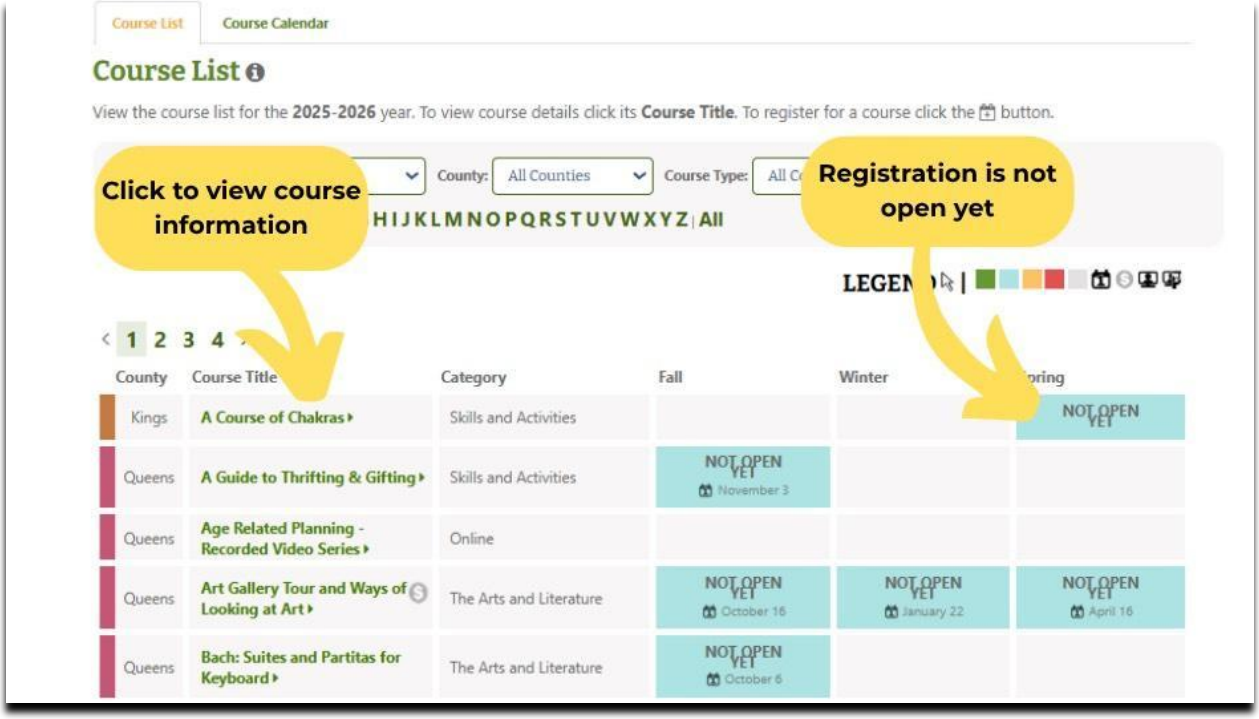
Course is presented Online this term:

Course is presented Online and In Person this term:



HOW TO REGISTER

View Courses by **Course List** (alphabetically) or **Course Calendar** (day of the week). Both options can be filtered by Category and County.



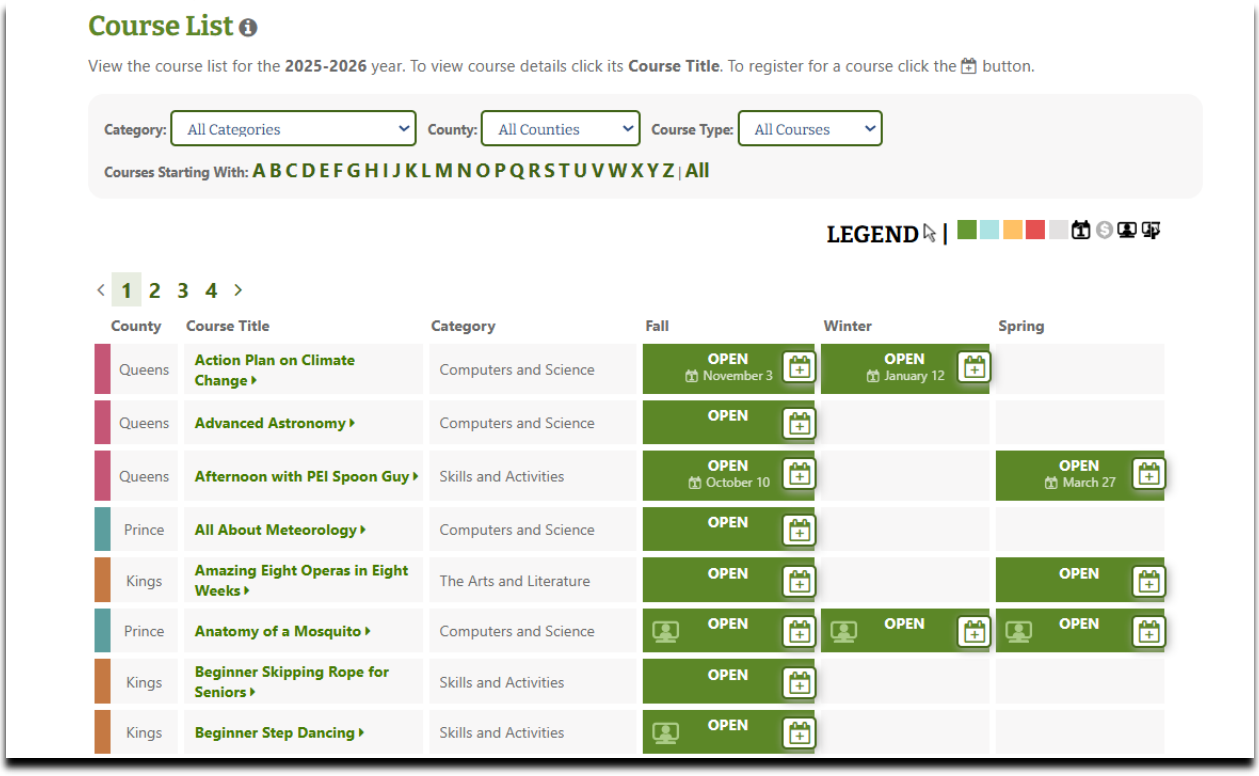
Registration opens on September 3, 2025 at 9 am. **Not Yet Open** will change to **Open**

Click on it to Register.

HOW TO REGISTER

Members can Register for courses from Course List or Course Calendar

Course List



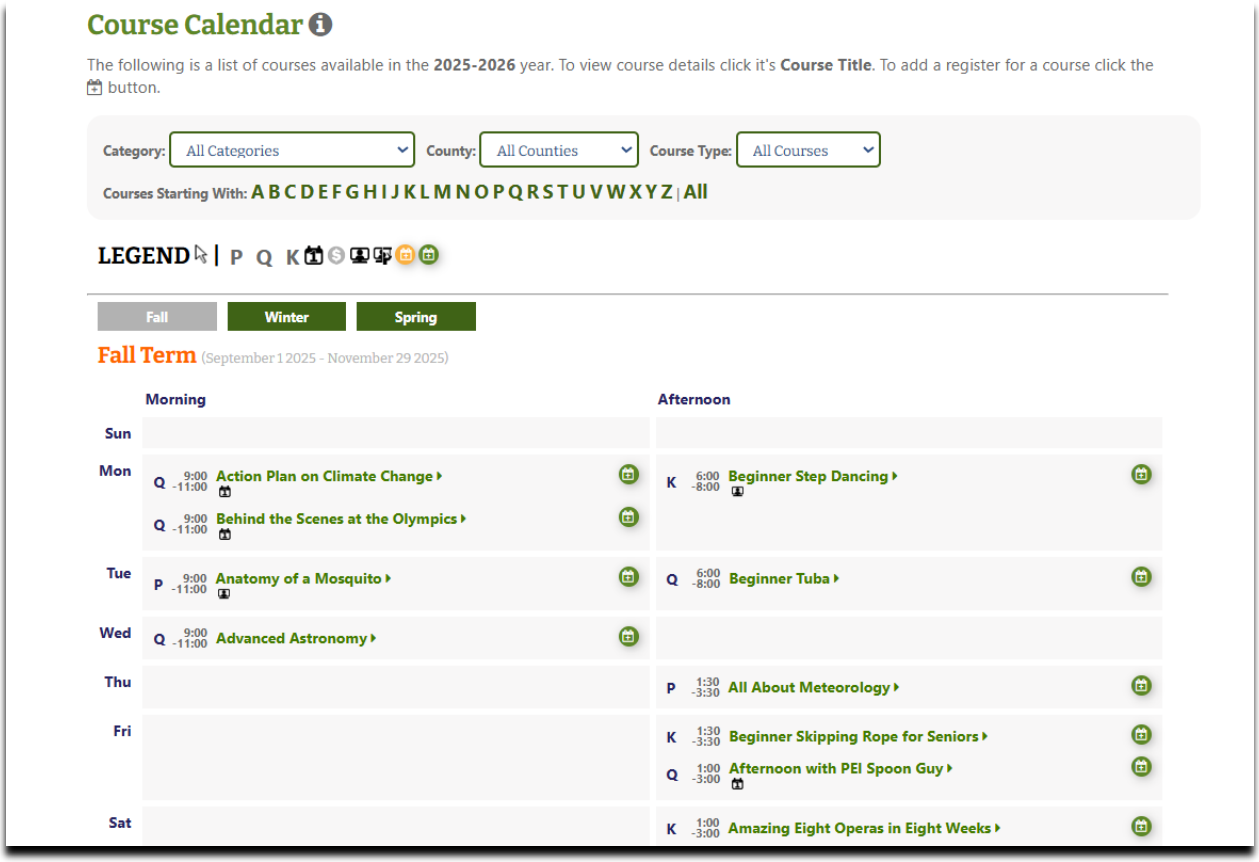
View courses by Category, Region (County), or Courses Starting With: first letter of Course Title.

Click Course Title to <u>View</u> course information.

Click OPEN [+] to <u>Register</u>.

HOW TO REGISTER

Course Calendar

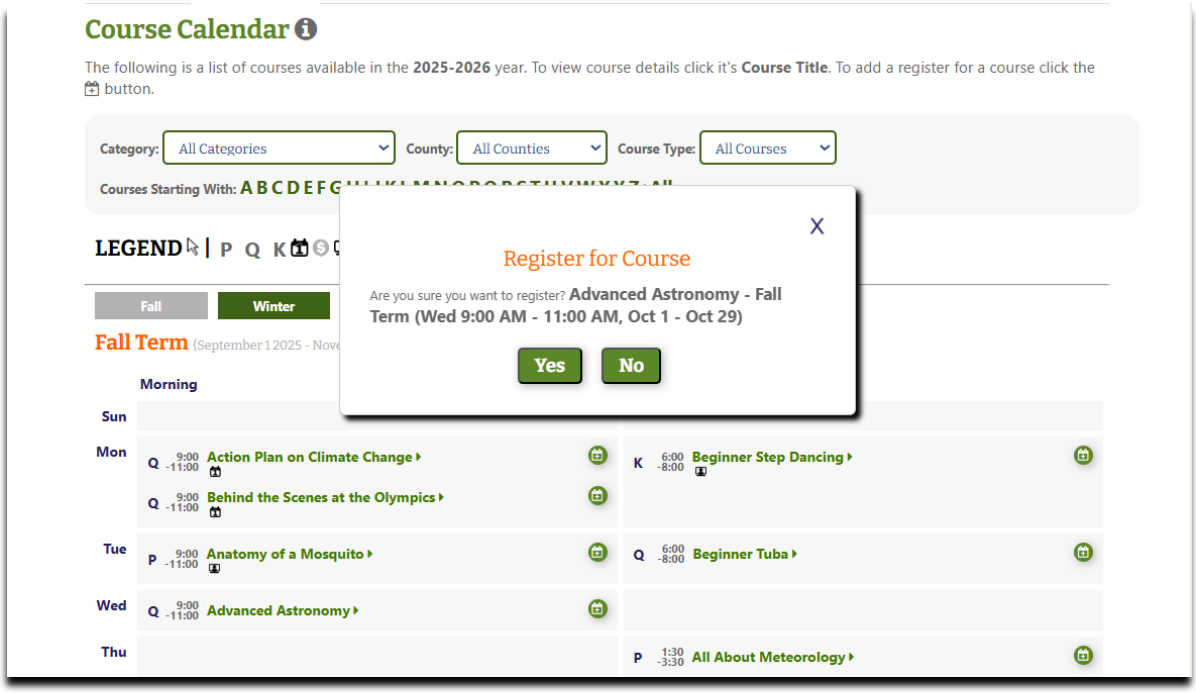


Click Course Title to <u>View</u> course information.

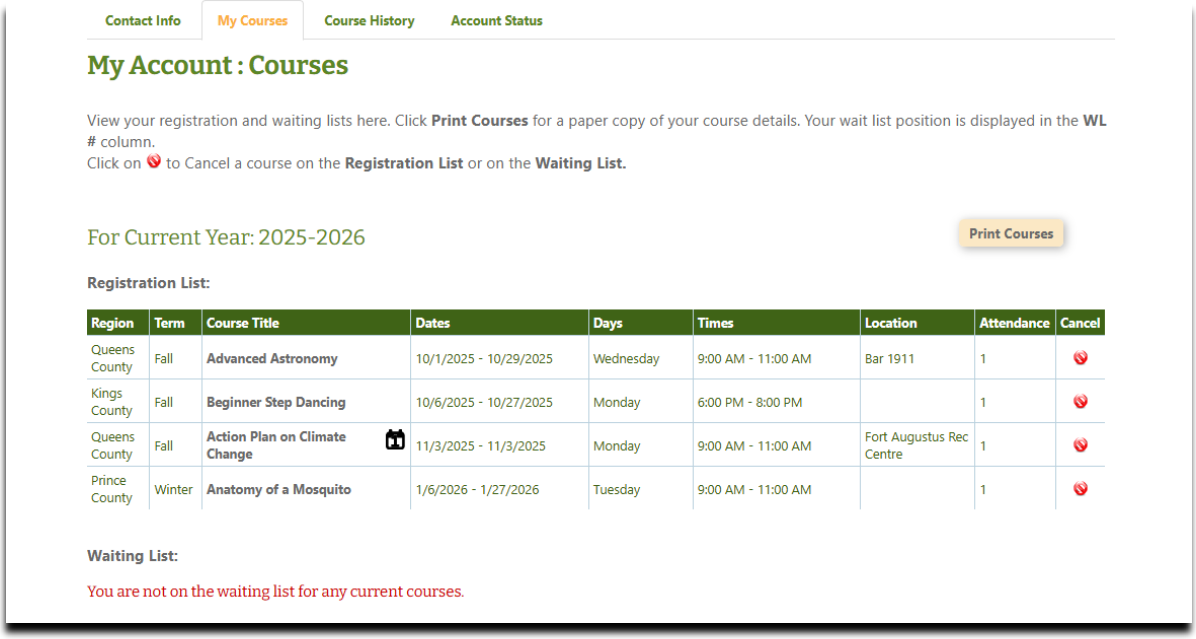
Click [+] to <u>Register</u>.

HOW TO REGISTER

Click Yes to continue to Register for course. Click No to cancel.



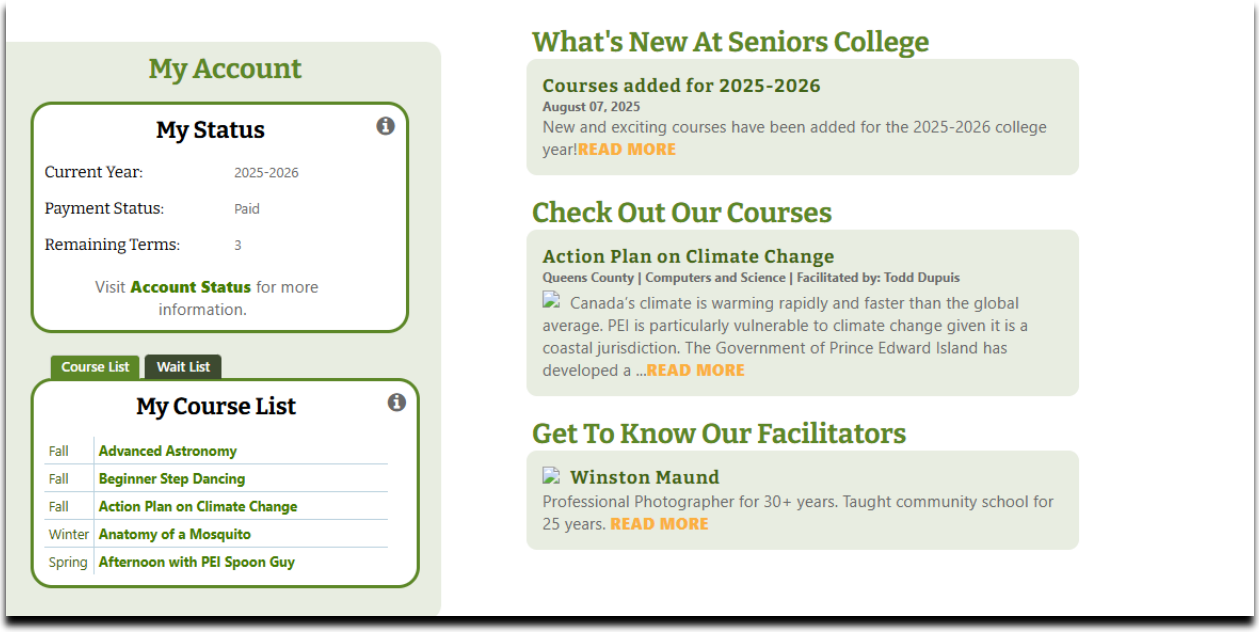
To view, print or cancel your courses, go to My Account, My Courses



Click Cancel icon to remove course from your Registration List or Waiting List.

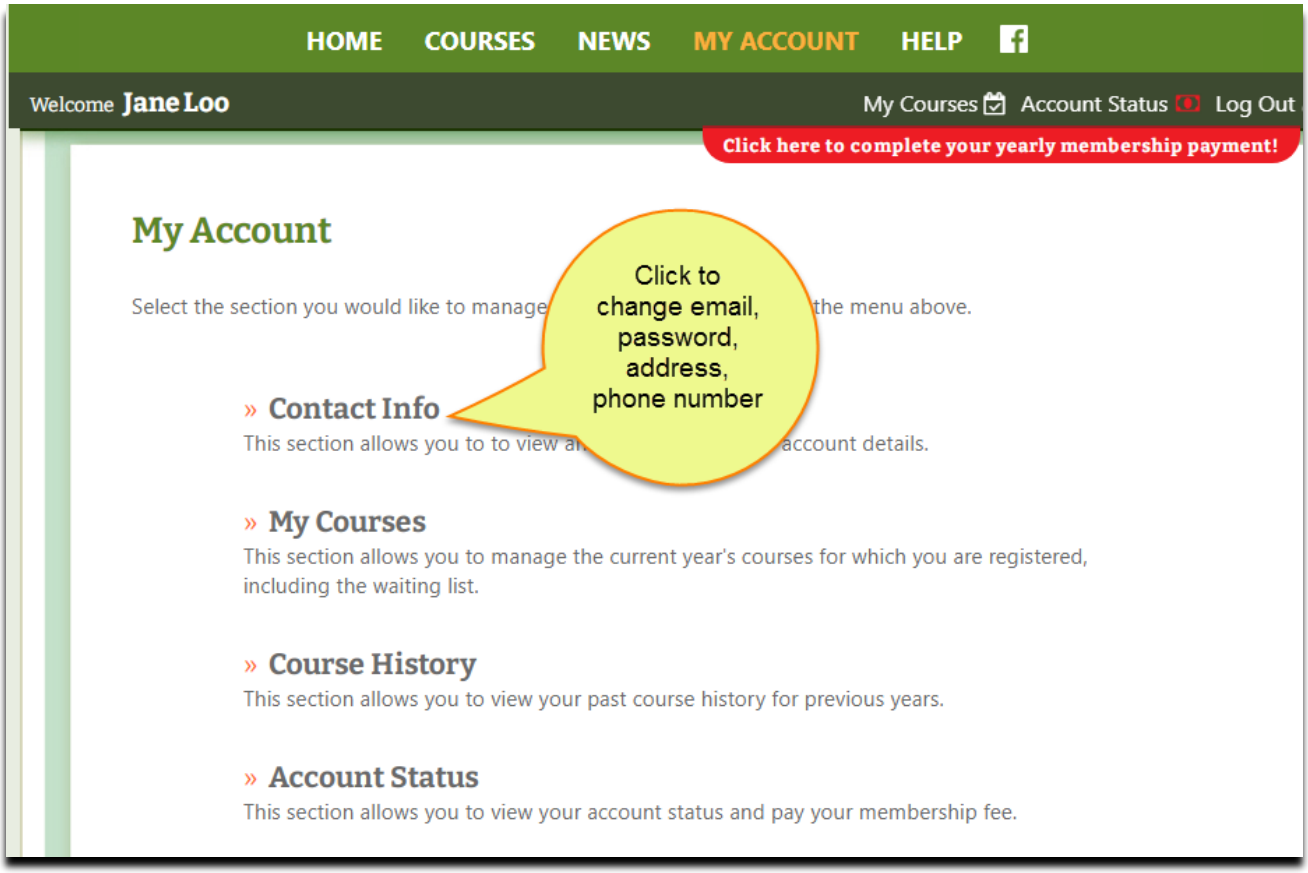
HOW TO REGISTER

View Account Status and My Course List on member Home Screen



HOW TO REGISTER

Change your password, email address or any information in your account by clicking My Account/Contact Info. **It is important that your email address is up to date to receive information from Seniors College.**



Logout when finished.