



How to enrol in SLR courses using the new SLR London website

Directions:

1. Access the Internet. Go to www.slrlondon.com
2. From the home page, click on “**Courses**” on the main menu.
3. Click on “**Courses & Registration**”
4. You are now on the main course selection page. From here you can access the courses by selecting one or more of the following choices:
 - A. All courses - See everything. View all courses, social events and interest groups all on one page.
 - B. Annual membership - only select this option if you need to pay for your annual SLR London membership.
 - C. Study Groups - See all of the study group courses regardless of which day of the week they are scheduled.
 - D. Discussion Groups - See all of the activity or discussion courses regardless of which day of the week they are scheduled.
 - E. Interest Groups - See all of the interest groups regardless of which day of the week they are scheduled. Interest Groups are not courses at all, but instead are members who meet to partake in a certain activity e.g. choir or pastime e.g. photography.
 - F. Social Events - See at one glance all of the Social Events scheduled for the term.
 - G. If you are only available on certain days of the week then select the following option that suits your calendar:
 - Monday Courses - See what is offered on Mondays.
 - Tuesday Courses - See what is offered on Tuesdays.
 - Wednesday Courses - See what is offered on Wednesdays.
 - Thursday Courses - See what is offered on Thursdays.



- Friday Courses - See what is offered on Thursdays.
5. Regardless of which option you select from #4 above, you will next see a bunch of courses/events to choose from. Click on one of the choices to read more about it.
 6. After clicking on a course name you will then see the full details of the course including: course description, course leaders, possible presentation topics, start date, number of classes, cost, and how many “seats” are available or if the course is “out of stock”
 - **Seats available** - this number is how many more people can enrol in the course before it is full.
 - **Out of stock** - This course is full. You may choose to add yourself to the Waiting List.
 - **Waiting List** - If a course is full and Out of stock, then you can choose to add yourself to the Waiting List for this course. Click on the Waiting List email link at the right side of the screen. Fill in the email and be sure to include the name of the course you want.
 7. **Add to Cart** - If you wish to enrol in the course click on Add to Cart. This action will result in your course selection being added to your virtual SLR shopping cart. Think of it just like adding items to your cart at the grocery store.
 - At any time you can view the items in your shopping cart by clicking on “Cart” on the top menu. Return to shopping by clicking on “Courses” on the top menu.
 8. Repeat steps 4,5, 6 and 7 until you have added all the courses you want to your shopping cart.
 9. Click on “**Cart**” to view your final selections.
 - Remove a selection by clicking on the x to the left of the course name. Be sure to click on Update Cart if you remove or add any items.
 - **Donate** - type in a donation amount if you wish to make a tax-deductible donation. You will receive an emailed receipt for your tax return.
 - **Proceed to Checkout** - Click on this box once all your selections are complete.
 10. **Checkout** - Almost done! Type in your personal information including your credit card information. All non-payment information will update the SLR database so this is a great way to tell us about your new address, email address, etcetera.



- **Cheque** - Click this option if you prefer to pay by cheque. Then mail us the cheque immediately. If we don't receive the cheque in a timely manner then we reserve the right to cancel the transaction.
- **Credit card security** - Your credit card information is not stored or shared with SLR London. Instead we use a third-party credit card payment company, called Square, who processes the transaction for us. This is the same company that has processed SLR credit card transactions for the Program Preview events at Siloam United Church in the past.

11. Click on **Place Order**. You will automatically receive a confirmation email receipt.

12. You're done!