

HOW TO REGISTER MULTIPLE MEMBERS ONLINE FOR LLI COURSES - (8/11/2022)

(PLEASE READ THESE INSTRUCTIONS BEFORE STARTING)

1. Enter www.lliwcc.coursestorm.com in the address bar and click the enter key.
2. Scroll down and click **"Browse All Classes"**.
3. Please read **"The Fine Print"** then continue to scroll down.
4. Each person must be a member of LLI to take classes. Select Annual Membership 2022 - 2023 to join.
5. When you find a class of interest, click on the title. A **"register"** button will be available unless the class is full.
6. To take an available class, click **"register"**. You will be asked who's attending. Click **"You"**. To register additional people for the SAME class, using your account, click **"Add Person"**. Enter their name, click the enter key and **"continue"**. You can repeat this step to add more people. Each added person must be a member of LLI.
7. You now have a choice to **"Continue Browsing"** to select additional classes or to **"Check Out"** and register only for a single class.

NOTE: If a CLASS IS FULL, a **"waitlist"** button will be available. If you want to be waitlisted for that class, click **"waitlist"** and enter the required information. If not, click **"Browse Classes"** in the band to the left of the class to continue browsing.

To register for a single class, go to section A below. For multiple classes, scroll to section B

A. REGISTERING FOR A SINGLE CLASS

8. Click **"Check Out"** to register only for the selected class
9. Enter your email address and **"Continue"**.
10. Enter your information (phone, address, etc.) Check **"agree terms of service"** and **"Continue"**
11. Enter the added person's information and **"Save and continue"**
12. Click **"View details"** to review your order.
13. Click **"Back"** (upper left corner)
14. Enter your credit card information.

NOTE: If you decide to pay by check, click **"pay by check"**. You will then need to print the registration receipt that will be emailed to you and mail it to Student Accounts and Cashier Office, Rt 47 at Waubonsee Dr., Sugar Grove, IL 60554 with your check made out to Waubonsee Community College.

15. Click **"Complete Purchase"**.

16. You will receive an email confirmation.
17. Click the "X" in the top right corner to exit the site.

B. REGISTERING FOR ADDITIONAL CLASSES

18. Click **"Continue Browsing"** to register for additional classes.
19. When you find another class of interest click on the title. Click **"Add To Cart"**. You'll be asked who's attending. Click on them and **"continue"**
20. You now have a choice to **"Continue Browsing"** to select additional classes or to **"Check Out"**
21. Repeat steps 18 to 20 for each additional class.
22. When finished selecting classes Click **"Check Out"**
23. Enter your email and **"Continue"**.
24. Enter your information (phone, address, etc.) Check **"agree terms of service"** and **"continue"**
25. Enter the added person's information and **"Save and continue"**
26. Click **"View details"** to review your order.
27. Click **"Back"** (upper left corner)
28. Enter your credit card information.

NOTE: If you decide to pay by check, click **"pay by check"**. You will then need to print the registration receipt that will be emailed to you and mail it to Student Accounts and Cashier Office, Rt 47 at Waubensee Dr., Sugar Grove, IL 60554 with your check made out to Waubensee Community College.

29. Click **"Complete Purchase"**.
30. You will receive an email confirmation.
31. Click the "X" in the top right corner to exit the site.