

# LLIR ONLINE REGISTRATION CHEAT SHEET

This is merely a user guide. You cannot register on it. Register on llir.ca



Highlight "Registration and Membership", then click "Login"

**Login**

Membership Number:

Password:

Log in one member at a time

1. Enter member ID here
2. Enter password here
3. Then press Login

**I forgot my password or my membership number**

Type your email below. An email with your information will be sent to you shortly.  
Check your email Inbox for this message:

**Change My Password**

Current Password:

New Password

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[Logout](#)

**1. My information:**

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Name:  
First:\* Irving Last: Schwartz

Address:\* 310-123 Main St

City:\* Toronto

Postal\_Code:\* M4P 1J2

Telephone:\* 416-123-4567

Email:\* iqs@dorset.com

Emergency Contact:\* **This is a mandatory field.**  
My Mom 416-123-4567

Comment: **Use the *Comment* section to identify your restrictions**  
I carpool with Stephen Harper. Please keep us in the same part of the day.

I have vision, hearing or mobility issues that would require seating in front rows

I am confined to a wheelchair limiting me to ground floor classes

Further explanation (if required):

- Please check your Personal Information, make any changes necessary, and click the button below

**← Press this to update changes**

**Review this data. Make corrections and additions.**

**Make sure your email address is up to date. We are communicating more and more with email.**

**This information helps us to accommodate members with disabilities**

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### 2. Enrolment Status and Course Selection

#### ENROLMENT STATUS

- If you do NOT wish to take any courses this Fall and Winter, but wish to maintain your membership, click the Leave of Absence checkbox below. There is a \$45 fee for LOA.

Click the Leave of Absence checkbox below and then the Submit button

Leave Of Absence

If you chose this, press "Submit" below and go directly to the payment section

#### VOLUNTEERING

- |                       |  |  |
|-----------------------|--|--|
| 1. Audio Visual       | Fall <input type="checkbox"/>            | Winter <input type="checkbox"/>            |
| 2. Take Attendance    | Fall <input type="checkbox"/>            | Winter <input type="checkbox"/>            |
| 3. Thank Speaker      | Fall <input checked="" type="checkbox"/> | Winter <input checked="" type="checkbox"/> |
| 4. Board Volunteering | 3 Years <input type="checkbox"/>         |  |

LLIR is volunteer run. Your help is required

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**COURSE SELECTION**

- For each term, choose 4 courses in order of preference. The higher the preference you select, the higher the probability that you will be assigned that course.
- If car-pooling, synchronize your choices with your car-pooling partner. You can have morning or afternoon sessions together. Click on the course selection button to select your course for each term.

**FALL TERM**

1<sup>st</sup> Choice  
TORONTO:21st CENTURY (Morning) ▼  
-Select Course-  
TORONTO:21st CENTURY (Morning)  
ARAB SPRING (Morning)  
BIG IDEAS IN WESTERN (Morning)  
OPERA:MYTHS & LEGENDS (Afternoon)  
AMERICAN MOVIES/ POLITICS OF IDEALISM (Afternoon)  
-Select Course-

2<sup>nd</sup> Choice  
-Select Course- ▼

3<sup>rd</sup> Choice  
-Select Course- ▼

4<sup>th</sup> Choice  
-Select Course- ▼

**WINTER TERM**

1<sup>st</sup> Choice  
-Select Course- ▼

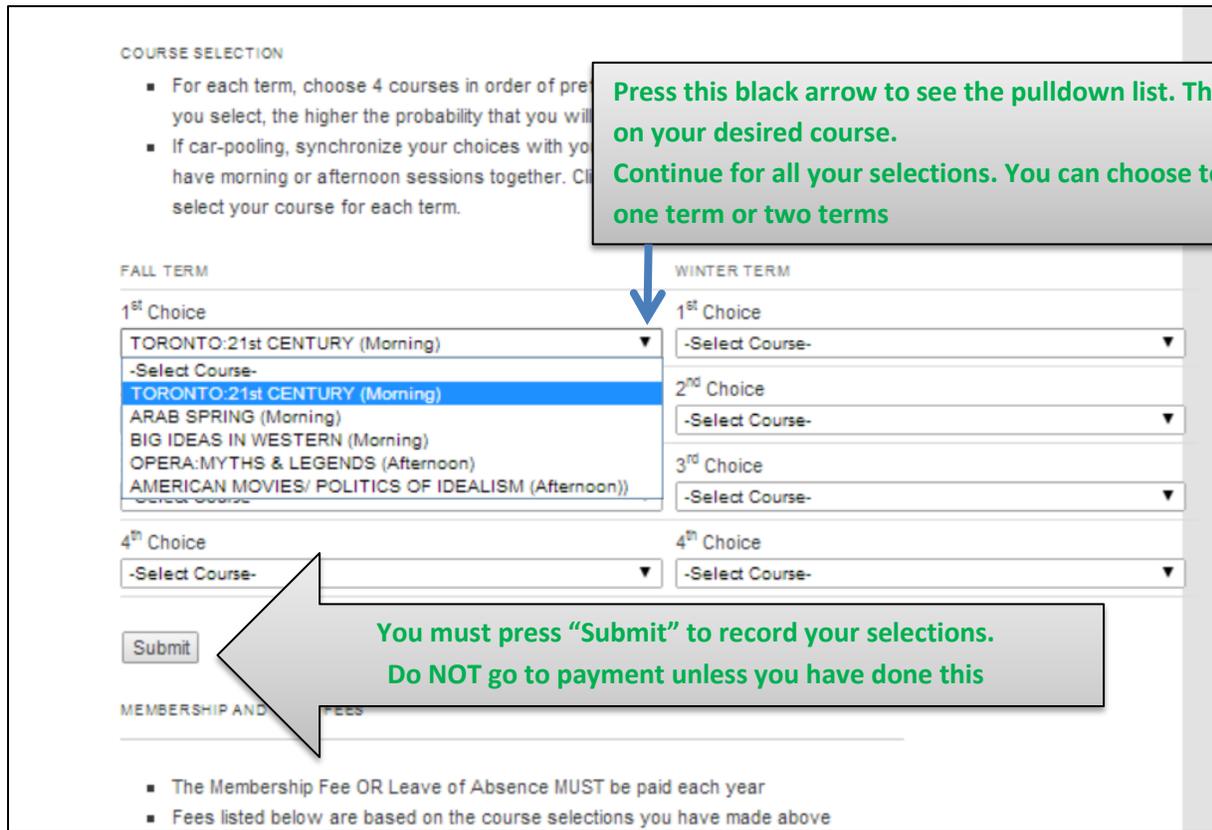
2<sup>nd</sup> Choice  
-Select Course- ▼

3<sup>rd</sup> Choice  
-Select Course- ▼

4<sup>th</sup> Choice  
-Select Course- ▼

**MEMBERSHIP AND FEES**

- The Membership Fee OR Leave of Absence MUST be paid each year
- Fees listed below are based on the course selections you have made above



Press this black arrow to see the pulldown list. Then click on your desired course.  
Continue for all your selections. You can choose to attend one term or two terms

You must press "Submit" to record your selections.  
Do NOT go to payment unless you have done this

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**Your Request Was Submitted** This red message will appear after you Submit.

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MEMBERSHIP AND TERM FEES

- The Membership Fee OR Leave of Absence MUST be paid each year
- Fees listed below are based on the course selections you have made above

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Membership Fee	
Fall Term	
Winter Term	
Leave of Absence	45
<b>Total Fees</b>	<b>45</b>

---

PAYMENT

You can pay online via a credit card or Paypal OR you can send a cheque to LLIR.  
**You Will Not Be Able To Change Your Course Selection Or Registration Status After You Click On One Of The Payment Buttons Below:**

This example only shows a Leave of Absence entry. If courses are selected, it will list the \$45 Membership Fee and \$30 for each term chosen

Please pay online. Cheque payments cause grief to the registrars. Paying by cheque is not available to new members or to existing members who have paid online in the past.

Paying Online

<p><b>Your order summary</b></p> <table><thead><tr><th>Descriptions</th><th>Amount</th></tr></thead><tbody><tr><td>Leave of Absence (Rachelle Gaylen)</td><td>\$45.00</td></tr><tr><td>Item price: \$45.00</td><td></td></tr><tr><td>Quantity: 1</td><td></td></tr><tr><td><b>Item total</b></td><td><b>\$45.00</b></td></tr><tr><td colspan="2" style="text-align: right;"><b>Total \$45.00 CAD</b></td></tr></tbody></table>	Descriptions	Amount	Leave of Absence (Rachelle Gaylen)	\$45.00	Item price: \$45.00		Quantity: 1		<b>Item total</b>	<b>\$45.00</b>	<b>Total \$45.00 CAD</b>		<p><b>Choose a way to pay</b></p> <p><b>Pay with my PayPal account</b> <span style="float: right;"><b>PayPal</b> </span></p> <p>Log in to your account to pay</p> <p>Email <input type="text" value="iqs@bell.net"/></p> <p>PayPal password <input type="password"/></p> <p><input checked="" type="checkbox"/> This is a private connection</p> <p><input type="button" value="Log In"/></p> <p><a href="#">Forgot email or password?</a></p> <p><b>Don't have a PayPal account?</b> <span style="color: blue;">←</span></p> <p><small>(Optional) Join PayPal for faster future checkout</small></p>
Descriptions	Amount												
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Quantity: 1													
<b>Item total</b>	<b>\$45.00</b>												
<b>Total \$45.00 CAD</b>													

If you have a PayPal account, enter your PayPal password, Log In, and follow the instructions

If you don't, then pay by credit card when you click this.

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## Paying by Credit Card

**Your order summary**

Descriptions	Amount
Leave of Absence (Racine, Gaylen) Item price: \$45.00 Quantity: 1	\$45.00
<b>Item total</b>	<b>\$45.00</b>
<b>Total \$45.00 CAD</b>	

**Choose a way to pay**

▶ [Pay with my PayPal account](#)  
Log in to your account to pay

▼ **Don't have a PayPal account?**  
(Optional) Join PayPal for faster future checkout

Country:

Card number:

Payment types:    

Expiration date: mm / yy  
 /

CSC:   
[What is this?](#)

**This page appears if you are paying by credit card. Fill in the blanks and confirm the other information, then press "Pay" at the bottom.**

**CSC is the last 3 digit number on the back of your card**

## Paying By Cheque

Payment by cheque:

1. [Print your invoice and instructions](#). If you don't have a printer include a memo showing your course selections.
2. Write a cheque payable to "LLIR" on the amount of **\$45**
3. Write on the "memo" part of the cheque your membership number: **3062**
4. Mail the invoice and cheque to: **Registrar, 236 - 3600 Yonge Street, Toronto, ON, M4N 3R8**

[Print Invoice And Instructions](#)

**Make sure you print and enclose a copy of the invoice with your cheque. We need to match your payment with your course selections**