

## Renew Your CALL Membership!

Registration for the 2018–2019 membership period is now open! If you are already a member for 2017–2018, that membership will expire on August 31, 2018.

\*\*\* To renew your membership, **do not create a new online account**. Please log in to your existing online account. If you have not yet established your “My Account” yet, see the instructions below.

Please note that CALL membership fees are not refundable. You must be 50 or older to join OLLI.

### How to Renew an Individual Membership

1. **Click here to log in to your account.** \*\*\* If you have ever previously joined CALL, please do not create a new account. \*\*\*
  - a. If you cannot log in or have forgotten your login information, under the **Login** button, click **Forgot your password?** and a link to reset your password will be emailed to you immediately. Clicking the link will take you to a webpage that will show your username and allow you to reset your password.
  - b. If you still need assistance, please contact CALL directly.

2. Once you are logged in, click **Select Membership** at the top, in the horizontal menu.

This page has the **Available membership types**.

Choose **2018–2019 Membership (Individual) for 1-year or 3-years**, click **Select**.

Below this selection, click **Select now**.

3. This page is your billing information.
  - a. The **amount due** is \$40 for an individual one-year membership or \$105 for an individual three-year membership.
  - b. If you have previously saved your credit card information, please review your card information and update it.
  - c. If you have not previously saved your credit card information, click the button next to **New Credit Card**.
  - d. If you would like to save your credit card information for future use, leave the box checked after **Save this card?** \*\*\* CALL does not keep credit card information on file and is not able to access your card information online. \*\*\*Do not check the box after **Allow recurring charges?**
  - e. Complete all required fields.
  - f. Click **Submit**.

Your membership account has been created, and your payment is complete!

### **How to Renew a Second Membership from Your Household**

If you would like to register both members for courses, events, etc. from one online account, you must follow the instructions below. If you follow the instructions above for the second member, you will only be able to register one member from each account. **Two unique accounts cannot be merged once they have been created.**

Please note membership fees must be paid separately for the second member, but all future course and event registration procedures will combine both members' fees into a single payment.

1. **Log in to your account.**
2. At the top, in the horizontal menu, click **Select Membership**.
  - a. This page has the **Available membership types**.
  - b. Under **2018–2019 Membership (Second Member)**, click **Select**.
  - c. Below this selection, click **Select now**.
3. This page is your billing information.
  - a. The **amount due** will be \$40 for an individual 1-year membership or \$105 for a 3-year membership.
  - b. If you have previously saved your credit card information, please review that your card information is correct. *\*\*\* CALL does not keep credit card information on file and is not able to access your card information online. \*\*\**
  - c. Complete all required fields.
  - d. Click **Submit**.

Your second household membership has been added to your account, and your payment is complete!

### **How to Register for CALL Courses**

**Course registration for fall 2018 begins Monday, August 6, 2018.**

New or renewing members may still register when course registration opens as soon as they have paid their membership fees.

To register for CALL courses and other activities, **log in to your account** with your username and password and then, from the **Semester** drop-down menu, select the appropriate option to begin registration. Additional instructions are available online if needed.

