







How to Enroll Online – UFM Noncredit Classes

- Start by heading to www.tryufm.org.
- Hover over Noncredit Courses, and on the dropdown menu, then select Take a Class.
- From here, you can log into your existing account, or create one if you don't have one yet.

- **To Log In:**

- Select "Log On" on the left side of the screen under Student Account.
- Enter your email address and password and press the green "Log On" button under the password box.

Student Account

-  [Log On](#)
-  [My Cart: 0 \\$0.00](#)
-  [My Account](#)
-  [My History](#)
-  [Sign Up for Account](#)
-  [Registration FAQs](#)

- **To Create An Account:**

- Select "Sign Up for Account" on the left side of the screen under Student Account.
- Fill out the required information and press the green "Add Account Button" at the bottom of the screen.

- After logging in, choose "View Course Schedule" to get to the search screen.
- Head to the search bar near the bottom of the screen. You can search for a class by its title, keywords, or course number.

GO

[Advanced Search](#)

- Once you've searched for a class, you may be taken directly to the class description page, or you may be able to select your preferred course from a list. If a list appears, click the title of the class you'd like to enroll in.

Keywords: wildflower

⌵ Title	⌵ Date	⌵ Day and Time
Wildflower Walk at Tuttle Creek Lake	05/11/19	Sa from 10:00 AM to 12 N
Wildflower Walk at Tuttle Creek Lake	06/15/19	Sa from 10:00 AM to 12 N

[⬆ Back to Top](#)

- On the class description page, you'll be asked to enroll yourself or enroll someone else.

Wildflower Walk at Tuttle Creek Lake

Dates: May 11, 2019 [Other Dates](#)
 Meets: Sa from 10:00 AM to 12 N
 Location: [Tuttle Creek Lake Visitor Center](#)
 Instructor: [Angelia Lentz](#)
 Fee: \$0.00

There are 40 openings remaining at this time.

[ENROLL YOURSELF](#) OR [ENROLL SOMEONE ELSE](#)

Description

Join members of the Kansas Native Plant Society, who also serve as Konza Prairie docents, on wildflower walks at Tuttle Creek Lake. We will identify and talk about the incredible variety of wildflowers which grace our local tall grass prairie environs. You are sure to come away with a renewed appreciation for Flint Hills flora. Please pre-register so that we will know how many persons to expect.

*Rain date the following Sunday.

Share



- To enroll yourself:
 - select "enroll yourself" on the left.
- To enroll someone else:

- Select "enroll someone else" on the right.
- You'll be asked to fill in some information about the person you're enrolling. Once you're finished, select the green "confirm and continue" button on the bottom.
- NOTE:** If you are enrolling a child, you may use your own email address and follow the steps to create a new name record if the child is not already linked to your account (if they are linked, they will appear in a list of options).

- Once the student has been enrolled, you'll see a box which confirms enrollment in the course. *****NOTE: The waitlist process differs. Please scroll down for more information.*****
- If you'd like to continue enrolling in more classes, select the green "Save to Cart and Add More Classes" button, and if you're finished enrolling select the red "Proceed to Checkout" button on the right. ****NOTE**** At this point in the process, a spot in the class is not yet reserved for you.

Enrolling Patron Example in:

Stumped by Social Media? April 18, 2019

How did you learn about this course? ▾

Course Options

Class fee: \$14.00

[SAVE TO CART AND ADD MORE COURSES](#)

[PROCEED TO CHECKOUT](#)

[ENROLL SOMEONE ELSE IN THIS COURSE](#)

[CANCEL ENTRY](#)

- At the checkout screen, you'll be asked to fill out your payment information. Once you've completed this, select the red "Payment Service" button on the bottom right. This will take you to PayPal to enter your card information. ****NOTE**** At this point in the process, a spot in the class is not yet reserved for you. A spot in the class is only reserved after clicking the Payment Service button.

Checkout

Please review the Enrollment Cart entries before submission:

Enrollment Cart Entries for Patron Example

DELETE	Stumped by Social Media?	Apr 18	14.00
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Amount due: \$14.00

[ShowDetails](#)

Payment Options

Credit Card

The name and address **MUST** match the Credit Card account information.

If necessary, please edit the name and address before clicking the Payment Service button.

Name on Card:

Address:

City:

State:

Zip Code:

Phone:

Email:

PAYMENT SERVICE

- The PayPal screen will look like this:

UFM Community Learning Center

Credit Card Information

Card Number:

Cards Accepted: **Visa - MasterCard - Discover - American Express**

Card Type:

Exp Date: /

• **Required field**

Please note that we only support the US-English character set. In order to ensure that your transaction is processed correctly, please refrain from using International Characters.

Enter the required information and press continue. You'll then see a summary screen with order information, credit card information, and billing information. If all of this is correct, select "I authorize this transaction."

- You've completed your enrollment when you see a Transaction Summary screen. You should also receive a confirmation email with info on your class.

Transaction Completed

A notice has also been emailed to you.

Enrollment Confirmation for Patron Example

Wildflower Walk at Tuttle Creek Lake (19AEN69)

Dates: May 11, 2019

Meets: Sa from 10:00 AM to 12 N

Location: Tuttle Creek Lake Visitor Center

5020 Tuttle Creek Blvd

Fee Summary

No Charge: No Charge

There are no charges for the selected items

[Log off](#) current user.

Enrollment Progress ...



Feel free to call the office at 785-539-8763 with any questions you may have. Thank you for your support of UFM!

Waitlist process:

- Please follow the steps on the first page of this guide.
- When you arrive at the class landing page, you will see boxes for “Add Your Name to the Waiting List” or “Add Someone Else to the Waiting List.” Choose an option and follow the steps.
- **NOTE:** If you are adding a child to a waiting list, you may use your own email address and follow the steps to create a new name record if the child is not already linked to your account (if they are linked, they will appear in a list of options).
- Click “Confirm and Continue” if the information is correct.
- Click “Add x to the Waiting List.”
- You will then see a page for “Waiting List Confirmation.”