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.

o 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.

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.



• 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

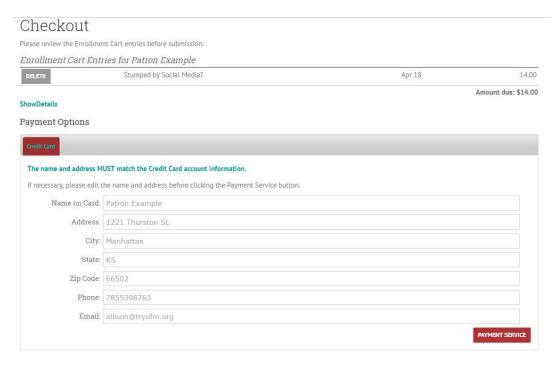
♠ Back to Top

On the class description Wildflower Walk at Tuttle Creek Lake page, you'll be asked to Dates: May 11, 2019 Other Dates Meets: Sa from 10:00 AM to 12 N enroll yourself or enroll Location: Tuttle Creek Lake Visitor Center someone else. Instructor: Angelia Lentz Fee: \$0.00 To enroll yourself: There are 40 openings remaining at this time. select OR "enroll Description yourself" Join members of the Kansas Native Plant Society, who also serve as Konza Prairie docents, on wildflower walks on the left. at Tuttle Creek Lake. We will identify and talk about the incredible variety of wildflowers which grace our local To enroll someone 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. else: *Rain date the following Sunday. Select "enroll 🔼 🖨 🗗 🚱 💆 someone else" on the right.

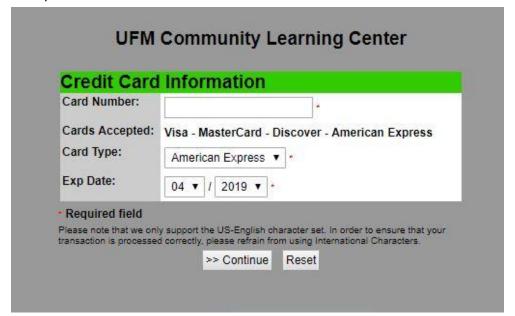
- You'll be asked to fill in some information about the person you're enrolling. Once you're finished, select the green "confirm and continue" button on the bottom.
- NOTE: If you are enrolling a child, you may use your own email address and follow the steps to create a new name record if the child is 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.



• 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.



• The PayPal screen will look like this:



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."