# **How to Register**

Go to: LorenzoCulturalCenter.com > MORE Retiree Enrichment.
Click "Register". You are now in Active Network (our registration software).

## SELECT DESIRED PROGRAM

**Session Selection** — under the orange "SESSION LIST" box

- Click on how many classes you want to register.
- Click on the blue "ADD TO CART."
- Leave "Quantity" number as is and click the orange "CONTINUE" button.

Note: Couples must register individually.

## Step #1

## **REGISTRATION INFORMATION**

- Type in your email address and click the yellow "NEXT" button.
- Enter your password and click the yellow "SIGN-IN" button.
- If you cannot remember your password follow the prompts to retrieve your password.

#### IF YOU ARE NEW TO ACTIVE NETWORK:

 Enter your email address and follow the prompts to create a new account.

## Step #2

#### **PARTICIPANTS & OPTIONS**

- Scroll to "Who is Attending" (\*person).
- Click "**Select One**" in the drop-down menu. (Couples must register individually).
- Select your name (for new Active Network members—will need to add your information).
- Click the orange "CONTINUE" button.
- Scroll through the list of options and select "Session Options" corresponding with the number of classes chosen.
- Note: Final class MORE Learning Lab is free and can be added as an additional class selection.
- Click the orange "CONTINUE" button.

## Step #3

#### **REGISTRATION FORMS**

- Fill in or update all basic/required information.
- Waivers and Agreement—Click on the agree boxes.
- Digital Signature—Sign your name using your mouse or click "Type Your Signature" and type your name.
- Click the orange "Continue to Cart" button.

## Step #4

#### **REVIEW CART & CHECK OUT**

- Review items.
- If you would like to remove or edit a session at this time, click on "Edit/Remove" next to "Current Session," then click "Yes."
- Click the orange "CONTINUE" button and follow the directions for PARTICIPANTS & OPTIONS.
- Once you have completed or updated your selections, click the orange "Continue to Cart" button.

## Step #5

#### **CHECK OUT**

- Enter your credit card information.
- Confirm your billing information and click blue "CONFIRM" box.
- Click on the orange "COMPLETE" button.
- Upon completion, an email confirmation will be sent to the email address on file.

Need assistance? Contact: 586.226.4903 | more@macomb.edu