How to Register for a BOLLI membership (Returning Members)

**Step 1:** Navigate to the BOLLI registration page at [http://www.brandeis.edu/bolli/prospective-members/become-a-member/register-now.html](http://www.brandeis.edu/bolli/prospective-members/become-a-member/register-now.html) and then click on the “Register Now” button. This will take you to the registration home page as shown below.

**Step 2:** Click on “Log in” to begin a membership application for the new term.
Step 3: Please enter the requested information (Email address and password) to login to your account to begin a new application for the term. Then click “Continue”.

*If you have forgotten your password, you can click “Forgot Your Password” to reset. Alternately, you can contact Matt Medeiros at 781-736-2992 or mmedeiros@brandeis.edu
**Step 4:** Please click “Start New Application” to begin a new application. Please note, that you will be able to see past applications but you must create a new application for the new term.

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
<th>Started</th>
<th>Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOLLI Spring 2017</td>
<td>Submitted</td>
<td>06/19/2017</td>
<td>06/19/2017</td>
</tr>
</tbody>
</table>

Start New Application
Step 5: In the pop-up window, please click “Create Application” to create a new application for the new term.
Step 6: Please click “Open Application” to go to the first page of the new application.
Step 7: On the first page, you will see instructions for completing your application. Click “Continue” to go to the next page.
**Step 8:** On the personal information page, please enter the requested information making sure to include at least one telephone number. Click “Continue” at the bottom of the page to proceed.
Step 9: On the Membership Selection page, carefully review the pricing table at the top and then answer the following questions to determine the best membership option. Then click “Continue” at the bottom of the page to proceed.

(If you selected a Lecture and Activities Membership, click continue on the page and then skip to step 11 of this user guide)
Step 10: Please carefully review and answer the Course Constraints questions and input your course preferences. We strongly recommend listing at least 5 course preferences.

(IF YOU SELECTED A LECTURE AND ACTIVITIES MEMBERSHIP IN STEP 9, YOU WILL NOT SEE THIS PAGE AND CAN SKIP TO STEP 11 OF THIS USER GUIDE)
Step 11: On the photography waiver page, please read the waiver carefully and click “I agree”. Then click “Continue” at the bottom of the page to proceed. If you do not agree, please select “I do not agree” and then click “Continue” at the bottom of the page.

Your answer on this page has no effect on your status or membership at BOLLI.
**Step 12:** On the Emergency Contact page, you will be asked for information on your emergency contact. Please note that this page is optional. Then click “Continue” at the bottom of the page to proceed.
Step 13: On the additional information page, please carefully read and answer the following additional questions. Then click “Continue” at the bottom of the page to proceed.
**Step 14:** On the confirmation page, please carefully review your membership selection and price that you will be prompted to pay for.

*Please note:* If you need to change your membership type, you can navigate back to the Membership Selection page by clicking the link labeled “Membership Selection” on the left hand side of the page.

Otherwise, click “Continue” at the bottom of the page to proceed to the final “Submit” page.
Step 15: If there are any errors or missing required information, you will be prompted to navigate back and enter in the missing information. If you do not see any error messages you can click “Submit Application” to submit your application for BOLLI membership.

Step 16: In the pop-up window, please click “OK” to proceed with your application submission and to submit payment.
**Step 17:** Upon successful completion of your application, you will be taken to a home page where you can see what your membership fee is. Please click on “Submit Payment for [amount] USD” to proceed to enter your payment information.

*To avoid delays in your membership, please submit your payment in a timely fashion.*
**Step 19:** On the payment page, please enter all relevant payment information. Once you have entered all information, please click “Submit Payment” at the bottom of the screen. You will receive an email confirmation sent to the email address connected to your account.
Should you experience any issues with your application at any time including issues with submitting payment,
please reach out to Matt Medeiros at 781-736-2992 or mmedeiros@brandeis.edu.