

ADVENTURES IN LEARNING
Learning Later, Living Greater

Online Registration and Payments - Important Information!

The 2013-2014 academic year marks a significant change for AIL. We are delighted to announce that starting this summer you will now have the option to pay your membership dues, register for courses and pay for your courses online from anywhere at any time. AIL plans to launch “**Storefront**,” Colby-Sawyer College’s secure and protected online payment service, on **May 28, 2013**.

Here are the advantages of using “**Storefront**.”

- **It is the surest means of securing a spot in your first choice course(s);**
- Navigating is user-friendly, efficient, cost and time saving;
- You will find out immediately if you are able to get into the course; the lottery system is eliminated; and
- If a course is sold out, you can immediately sign up for another course or just call or email the AIL office to be added to a waiting list.

Online registration begins for the summer term. Registration starts when the catalog is posted online and will be on a first-come, first-served basis. Planned catalog postings online for 2013-14 are:

May 28 for summer 2013

July 29 for fall 2013

October 29 for winter 2014

February 25 for spring 2014

You may continue to use the membership or registration form included in the catalog, mailing it to or dropping it off at the office. You may still call the office to pay over the phone with a credit card or check. Checks should be made out to Colby-Sawyer College.

Important points to remember:

You will need to supply an email address during checkout. If you do not have one or do not want to provide your own, you may use someone else’s, including adventures@colby-sawyer.edu.

“Storefront” can accept only credit card and electronic check payments for dues and course registrations.

Starting Tuesday, May 28, please visit the AIL “courses” homepage at <http://www.colby-sawyer.edu/adventures/courses.html> and click on the link to start your online AIL dues payment and course registration experience.

Janet and Marianne are standing by in the AIL office to assist you in any way they can. Please call them at 526-3690 (Janet) or 526-3434 (Marianne).

Step-by-Step Instructions for Using “Storefront”

(the online system to pay membership dues, register for courses and pay for courses)

Please keep these instructions by your computer as you navigate through **“Storefront.”**

1. After you have reviewed the catalog and decided on the courses you would like to take, click on the link found on the Adventures in Learning (AIL) “Courses” page on the AIL website at <http://www.colby-sawyer.edu/adventures/courses.html>. This link will direct you to the Colby-Sawyer College **“Storefront”** homepage.
2. On the right-hand side of this web page, in the listing called “Categories,” click on “Adventures in Learning” located at the top of the listing.
3. The next screen will show two links for AIL: one for membership and one for courses.
4. If you wish to pay your membership dues, click on “AIL Annual Membership Dues.” On the next screen fill in all the fields and click on the “Add to Basket” button. Note that all the fields with a red asterisk are required fields and must be filled in.
5. On the next screen you can edit your information, delete it or “Continue Shopping.”
6. Every time you click on “Continue Shopping” you will be directed back to the **“Storefront”** homepage screen with “Adventures in Learning” at the top of the “Categories” list.
7. Click on “Adventures in Learning” and you can now sign up for courses by clicking on the link “AIL Courses.” Or you can sign up someone else for membership, or for courses. You are finished only when you hit “Checkout.”
8. If you are finished registering, click on the “Checkout” button and fill in the required fields to complete the check-out process.
9. You may pay for all your purchases in one transaction, using either a credit card or an electronic check (a drop down menu is provided with simple instructions). You may then print out a record of your transaction.

Important Points to Remember:

- **“Storefront”** does not save any financial information, so the wording will always say, “Enter new credit card or check information;”
- **“Storefront”** can accept only credit card and electronic check payments; and
- On the “Checkout” page, an email address is mandatory. If you do not have an email address and have not made arrangements to use a friend’s email address, you may use (adventures@colby-sawyer.edu)

If you have any questions about the process Janet and Marianne are standing by in the AIL office to assist in any way they can. Please call them at 526-3690 (Janet) or 526-3434 (Marianne).