

# Registering for L3 Classes Online



# URLs

- Go to <https://www.tallahasseeseniorfoundation.org/l3x/>
- You can also access the L3X page from the home page at <https://www.tallahasseeseniorfoundation.org/> by clicking on **EVENTS** in the menu in blue across the top and then choosing **L3X** from the dropdown menu.

<https://www.tallahasseeseniorfoundation.org/l3x/>

Click on **CLICK HERE TO REGISTER** (see red arrows below).

## LEAVE YOUR COMFORT ZONE WITH L3X!

**September 11 – 15**

**Registration opens for members on August 7**

L3x (Lifelong Learning Extravaganza) is an opportunity to enjoy a fun-packed week of adventure. About 50 different programs will offer a variety of content to satisfy lovers of art, music, culture, science, nature, history, literature, food, drink and more.

You will want to register early because L3X classes fill up quickly. **Early-bird registration for TSCF members only opens at 8:30 a.m. on Monday, August 7.**

If you're not a member, don't worry: [you can join now online](#) or during one of our two L3X launch parties, held at the Senior Center, where you'll also have the opportunity to pick up a course catalog, meet instructors and sponsors, and enjoy refreshments.

JOIN NOW to register early



**CLICK HERE TO REGISTER  
FOR L3X CLASSES**

You can filter by category for L3X 2017 to see all classes. You can also filter by date by selecting from the dropdown menu beside CATEGORY FILTER.

### L3X EVENTS LISTING

Category Filter ✓ Show All  
Art Classes Spring 2016  
Fri. 04-08-2016  
Friday 09-15-17  
L3X 2016  
L3X 2017  
LLL Summer 2017  
Mon. 04-04-2016  
Monday 09-11-17  
Thurs. 04-07-2016  
Tues. 04-05-2016  
Tuesday 09-12-17  
Wed. 04-06-2016  
Wednesday 09-13-17

Search:

Event ↕	Venue ↕	Date ↕	
003 Meek Eaton	Tallahassee Senior Center - Dining Room	September 11, 2017 9:30 am	<a href="#">Register</a>
022 An Evening	Tallahassee Senior Center - Auditorium	September 12, 2017 7:00 pm	<a href="#">Register</a>
030 Traveling to	Tallahassee Senior Center - Activity Room	September 13, 2017 1:00 pm	<a href="#">Register</a>
055 Closing Luncheon	Tallahassee Senior Center - Auditorium	September 15, 2017 12:00 pm	<a href="#">Register</a>

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Click **REGISTER** to register for a class.


Event ⇅	Venue ⇅	Date ⇅	
003 Meek Eaton Black Archives Tour at FAMU	Tallahassee Senior Center - Dining Room	September 11, 2017 9:30 am	<a href="#">Register</a>
022 An Evening in Spain	Tallahassee Senior Center - Auditorium	September 12, 2017 7:00 pm	<a href="#">Register</a>
030 Traveling to Wild Places	Tallahassee Senior Center - Activity Room	September 13, 2017 1:00 pm	<a href="#">Register</a>
055 Closing Luncheon	Tallahassee Senior Center - Auditorium	September 15, 2017 12:00 pm	<a href="#">Register</a>


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Select the QUANTITY (how many people you are registering and paying for) and select ADD TO EVENT CART.

	Price	Qty
Meek Eaton Black Archives Tour	\$7.00 (USD)	1
		<a href="#">Add to Event Cart</a>

#### Meek Eaton Black Archives Tour

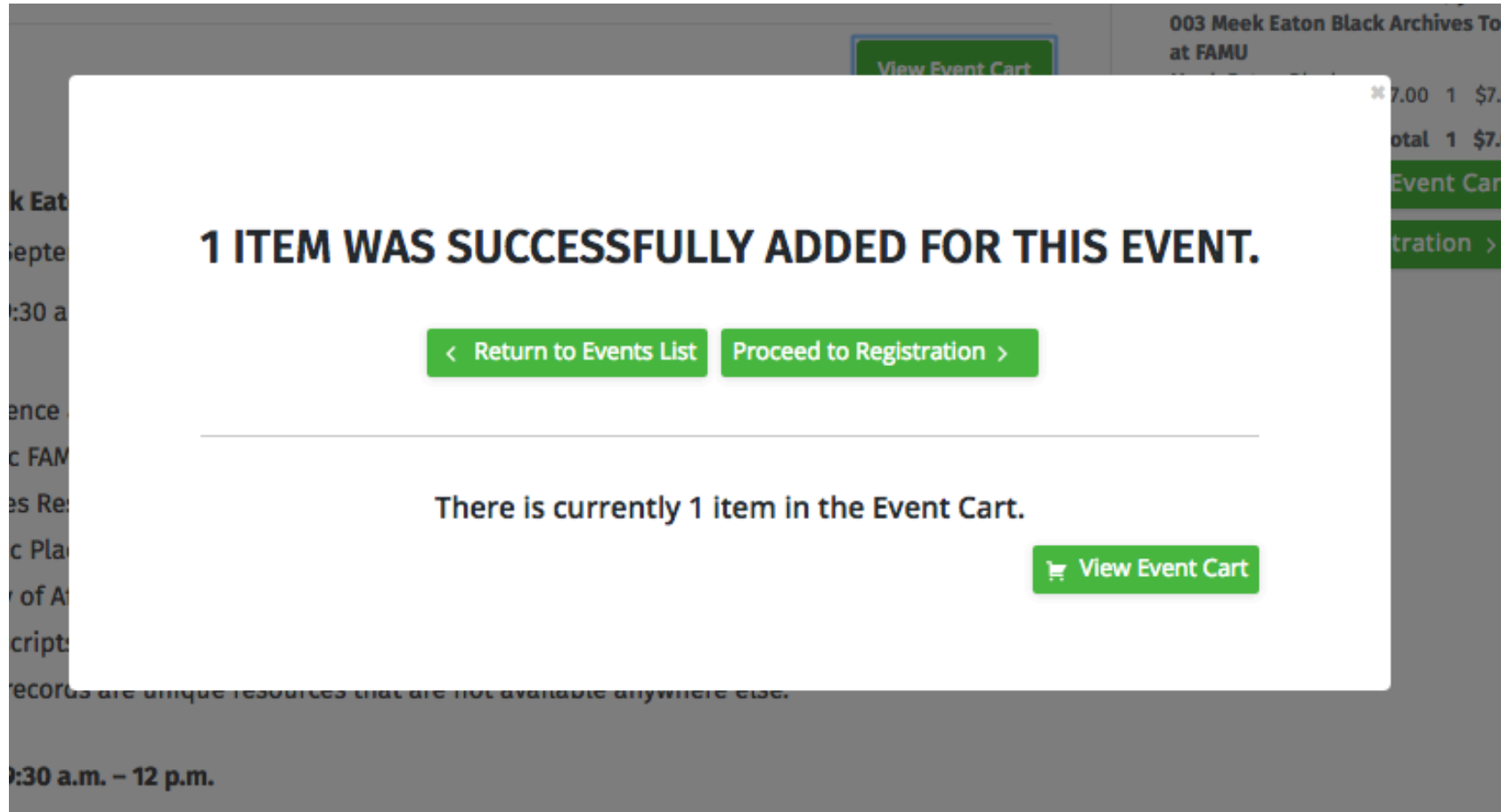
 September 11, 2017

 9:30 am - 12:00 pm



Experience a guided tour of the Meek – Eaton Black Archives in the Carnegie Library on the historic FAMU campus. In 1976, Carnegie Library became the founding home of the Black

If you would like to register for additional classes, select **RETURN TO EVENTS LIST**. If you are ready to check out, select **PROCEED TO REGISTRATION**.



***After you proceed to registration ...*** If you are a returning user, meaning you already have a username (most likely your email address) and a password registered with the site, enter it in the fields under **RETURNING USERS**. Then click the box beside **I'M NOT A ROBOT** and complete the reCAPTCHA challenge. Then click **PROCEED TO ATTENDEE INFORMATION**.

If you cannot remember your username, please contact a staff member. (Contact info on page 16).

If you do not already have a username and email registered with the site, please click on **REGISTER FOR AN ACCOUNT HERE**.

The event you have selected requires logging in before you can register. **New Users** you can [register for an account here](#) if you don't have a login.

**RETURNING USERS**

Username \*

Password \*

☐ I'm not a robot

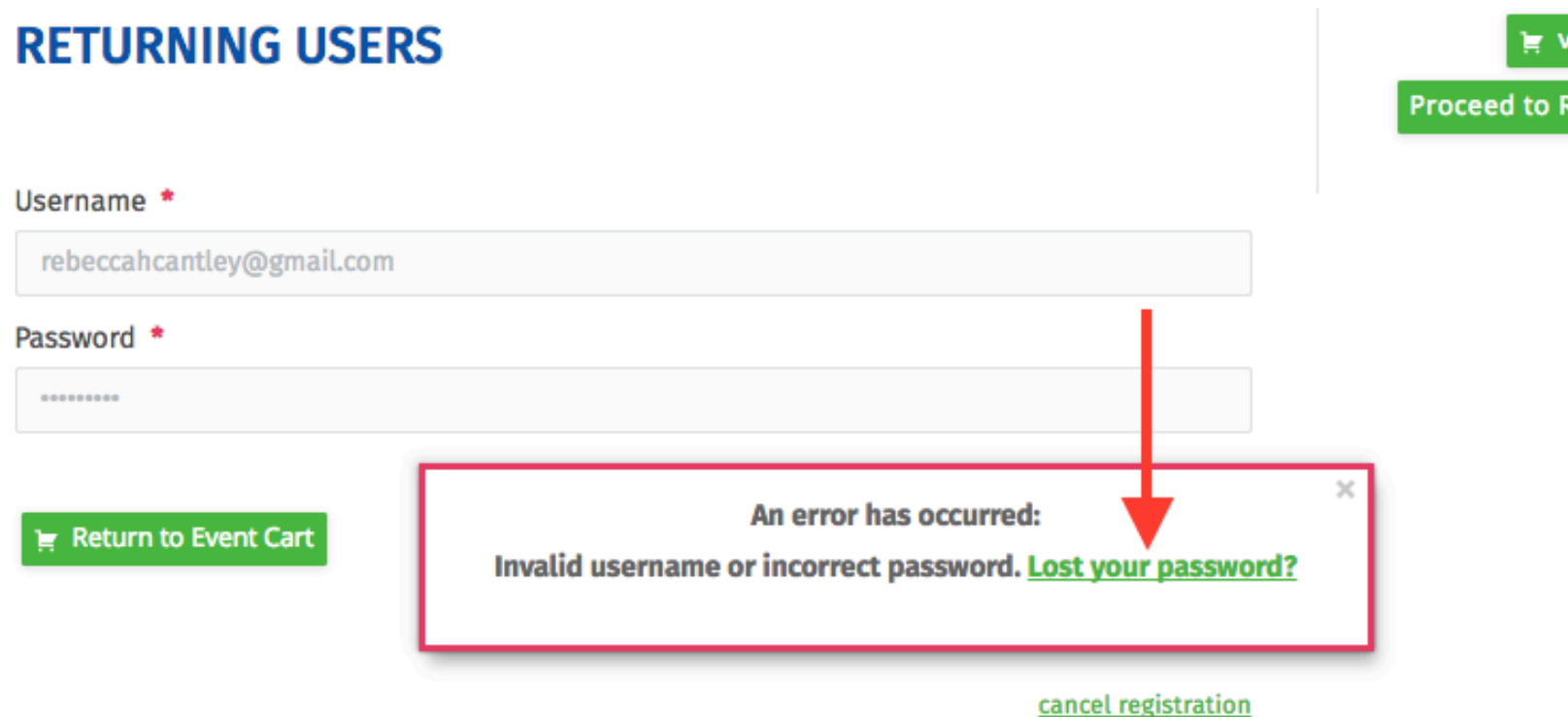
[cancel registration](#)

[Return to Event Cart](#) [Proceed to Attendee Information](#)



# What if I forgot my password?

Enter your username (mostly like your email address) and take a guess at your password. If your password is incorrect, there will be a prompt for you to click **LOST YOUR PASSWORD**? Clicking there will initiate an email to you with a link for you to change your password.



The screenshot shows a login interface. At the top left, the text "RETURNING USERS" is displayed in blue. To the right, there is a green button with a shopping cart icon and the text "Proceed to R". Below the header, there are two input fields: "Username \*" and "Password \*". The username field contains the text "rebeccahcantley@gmail.com". The password field is filled with dots. To the left of the password field is a green button with a shopping cart icon and the text "Return to Event Cart". Below the password field, a red-bordered error message box is displayed. A red arrow points from the password field to the error message. The error message text is: "An error has occurred: Invalid username or incorrect password. [Lost your password?](#)". Below the error message box, the text "cancel registration" is visible in green.

**RETURNING USERS**

Proceed to R

Username \*

rebeccahcantley@gmail.com

Password \*

Return to Event Cart


An error has occurred:  
Invalid username or incorrect password. [Lost your password?](#)


[cancel registration](#)







If you're registering as a new user ... fill out the form and then select REGISTER in green at the bottom.

## NEW L3X REGISTRATION

Please completed the simple **New User Account** form below. Once you have entered your email address, password and the security letters (confirms you are not a bot), then click "Register" and you will be automatically redirected to your "REGISTRATION CHECKOUT" page where you can complete your event registration.







Enter your personal info and then select PROCEED TO PAYMENT OPTIONS.

PERSONAL INFO

### Personal Information

First Name \*


Last Name \*

Email Address \*


Cell Phone \*

Home Phone

**Note:** Changes made in your Personal Information details will be synced with your user profile.

 Return to Event Cart

Proceed to Payment Options



Select the circle button under METHOD OF PAYMENT. Then select PROCEED TO FINALIZE REGISTRATION.


STEPS

1 Login » 2 Attendee Information » 3 Payment Options

**Registrations: 2**

Name and Description	Price	Qty	Total
<b>003 Meek Eaton Black Archives Tour at FAMU</b>			
Meek Eaton Black Archives Tour: (For 003 Meek Eaton Black Archives Tour at FAMU)	\$7.00	2	\$14.00
<b>Total</b>			<b>\$14.00</b>

**Method of Payment**

☐  Pay by Credit Card

**Proceed to Finalize Registration**

Your |

003 Meek Eaton Black Archives Tour at FAMU

You will then see notification that you're being directed to PayPal for final payment. You can return to [tallahassee-senior-foundation.org](http://tallahassee-senior-foundation.org) once you complete payment.

### Method of Payment

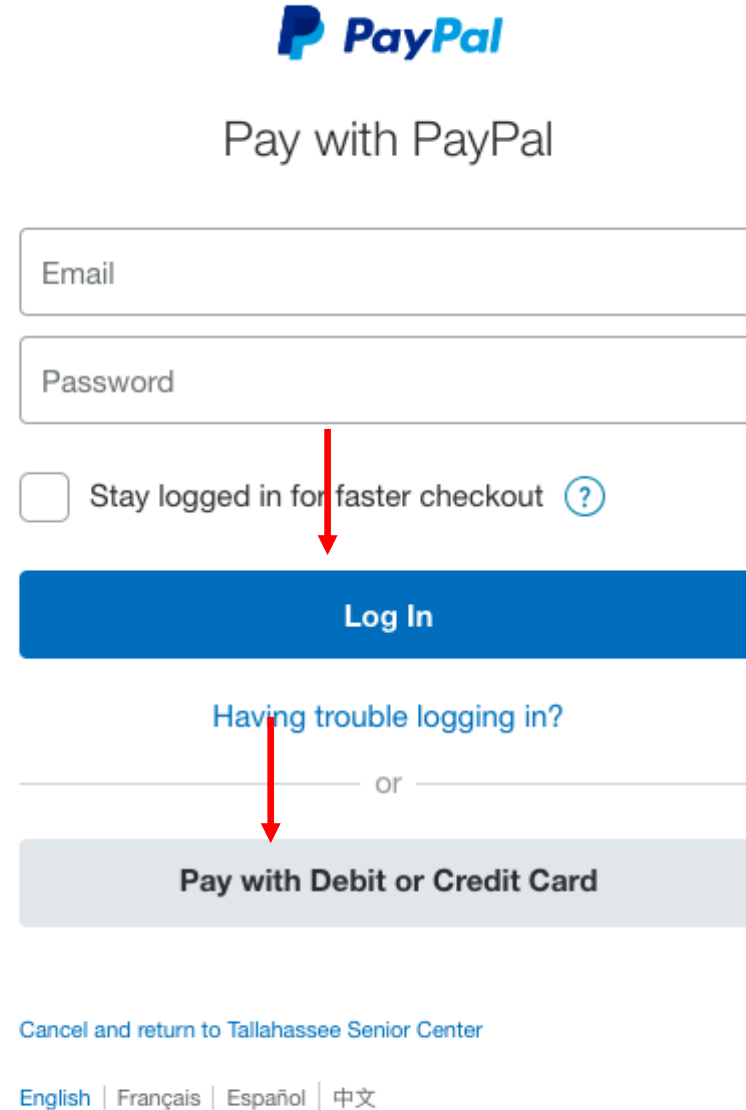


#### IMPORTANT INFORMATION REGARDING YOUR PAYMENT

Upon submitting this form, you will be forwarded to PayPal to make your payment. **Make sure you return to this site in order to properly finalize your registration.**

# Notes about PayPal

- If you have a PayPal account, enter your account information, log in and complete payment.
- If you do not have a PayPal account, you can still check out as a guest. Select **PAY WITH DEBIT OR CREDIT CARD**.



The screenshot shows the PayPal checkout page. At the top is the PayPal logo and the text "Pay with PayPal". Below this are two input fields: "Email" and "Password". Under the "Password" field is a checkbox labeled "Stay logged in for faster checkout" with a help icon. A red arrow points from the "Password" field down to the "Log In" button. Below the "Log In" button is a link "Having trouble logging in?". Another red arrow points from this link down to the "Pay with Debit or Credit Card" button. At the bottom of the page are two lines of text: "Cancel and return to Tallahassee Senior Center" and a language selection bar with "English", "Français", "Español", and "中文".

PayPal

Pay with PayPal

Email

Password

☐ Stay logged in for faster checkout ?

Log In

Having trouble logging in?

or

Pay with Debit or Credit Card

Cancel and return to Tallahassee Senior Center

English | Français | Español | 中文

Once you've completed your payment in PayPal, select **RETURN TO MERCHANT** at the bottom of the screen. You will then be taken back to [tallahassee-senior-foundation.org](http://tallahassee-senior-foundation.org). (See below).

The screenshot shows a PayPal confirmation page with a blue header that says "THANK YOU". Below the header, there is a yellow-bordered box containing the text "CONGRATULATIONS" and "Your registration has been successfully processed." It also includes instructions to check email for confirmation or to view/download/print a full description of purchases and registration information. A blue button with a document icon and the text "View Full Order Confirmation Receipt" is located at the bottom of this box. To the right of the box, under the heading "Your Registrations", there is a table showing that the event cart is empty with a total of \$0.00. At the bottom left of the page, the text "REGISTRATION DETAILS" is visible.

Item	Price	Qty	Total
The Event Cart is empty			
Event Cart Total	0		\$0.00

- PayPal will send email confirmation of your payment.
- You will also receive email confirmations and printable tickets from Tallahassee Senior Center & Foundation.

# REGISTRATION ASSISTANCE

- Staff will be available at the Senior Center to assist with online registration and/or take non-electronic payments as follows:
  - Monday – Thursday, 9 a.m. – 4 p.m.
  - Friday, 9 – 11 a.m.
- For ***URGENT*** issues, please call **850-891-4000** and you will be directed to the L3X on-call staff member.
- For non-urgent matters regarding L3X or other information about other Lifelong Learning Classes:
  - **Maureen Haberfeld**, Lifelong Learning & L3X Coordinator, 850-891-4033  
Maureen.Haberfeld@talgov.com