



**ENCORE
LEARNING**

Expand Your World

Member Account Manager QuickStart Guide: How to join Encore Learning

How to Join Encore Learning

If you have *never* been a member of Encore Learning, you will need to join in order to register for courses and special events and to participate in our clubs. Annual membership is \$55, tax-deductible, *nonrefundable*, and runs one year from the day you join.

- Go online to our website www.EncoreLearning.net.
- Under **QUICK LINKS** on the right, select **Join Encore Learning**.
- Scroll down the page to select **Create New Account**.
- You will be asked to provide contact information and to create a password. Fields marked with an asterisk are required. Select **Next** until you see **My Account**.
- Select **MEMBERSHIP** from the options on the left then choose **Add to Cart**.
- Select **Checkout** to pay for your membership.
- Billing contact information is pre-filled. If any information is different, e.g., the name on the credit card, edit as needed. Provide the requested credit card information and select **Process Payment**.
- Once your credit card payment is accepted, the screen will display “YOUR REGISTRATION IS COMPLETE! A confirmation email has been sent to the address on file.”
- You may print from this screen or access the invoice/receipt at any time in the **My Billing Info** tab under **My Account**.

Upon joining, you may register for available special events and courses scheduled through your membership expiration date. Once you become a member of Encore Learning, you would *renew* your membership rather than go through the *join* process again.