

REGISTERING FOR A COURSE

Currently there is no yearly membership fee of \$35.00 until June 2021. After June you will need to join as a new member or renew your membership before you can register for programs, events or workshops.

Once a course is open for registration, new registrations are accepted until the course is full or **until the day before the classes have begun**. Your name will be automatically added to the waitlist for a course. You will be notified if a spot becomes available.

Instructions for Registering Online

To register online, follow these steps:

1. Have a credit card handy. You need it for registration.
2. From the Program menu, click on Virtual Programs sub-menu, select the desired course.
3. Click the link below the course - "Find Out More" - that you want to take.
4. Review the course details. If you want to enroll in this course click **Add To Cart**. If you do not want to enroll click on the top left "All Products" to review more courses. Click on any course to review details again.
5. On the Checkout page, enter your credit card information and any other missing information, [including "shipping" address (your home address), even though shipping does not apply to courses].
6. **COSAP does not retain any data about your credit card.**
7. If you are only registering for one course, click **Complete Order**.
8. If you want to register for another course at the same time, scroll up to the Courses menu and repeat the registration process for that next course. The new course will be added to the previous course in your shopping cart. When you are finished selecting courses, click **Edit Cart** to see your order or **Complete Order** to pay.
9. If a course is full, register for it and your name will be automatically added to the wait list. Someone from the office will notify you if a spot becomes available. You will not be charged unless you are able to register for the course.
10. **You will receive an email the day before the course is scheduled to start** with the Zoom invite. On the day and time of the course click on the Zoom link to access the course. You will be put in a waiting room until the instructor confirms you are on the list of paid participants.