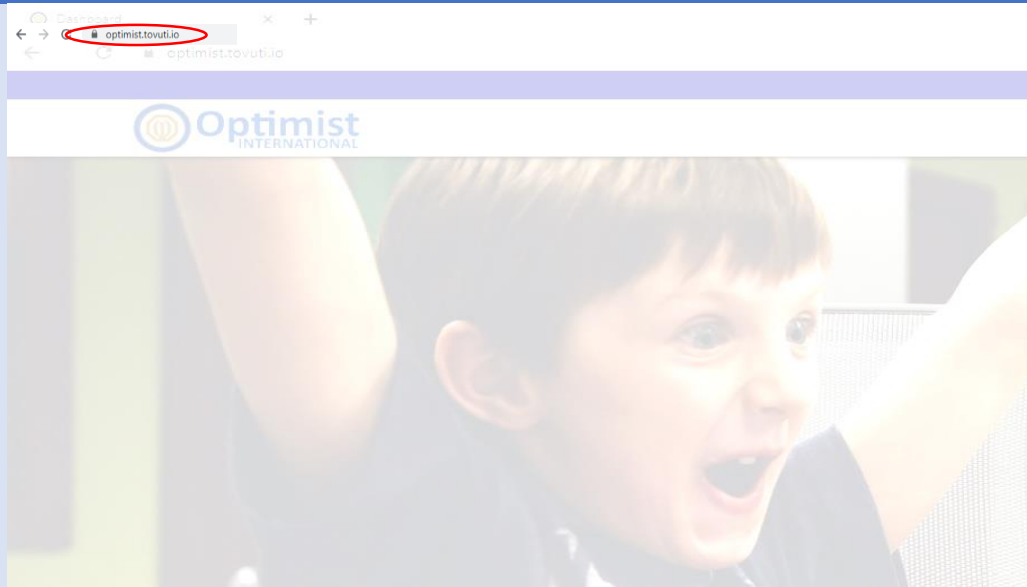
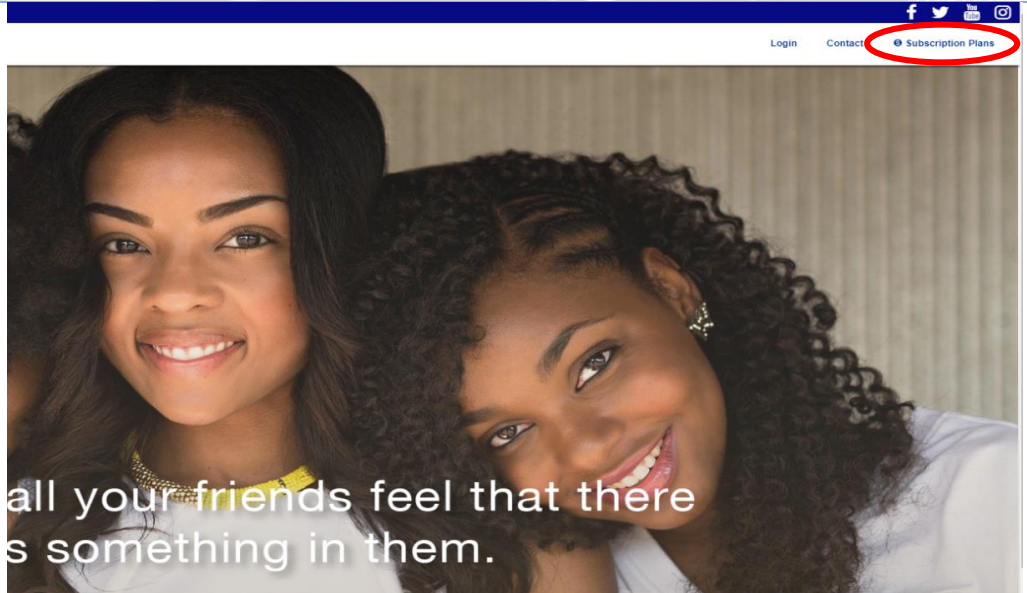


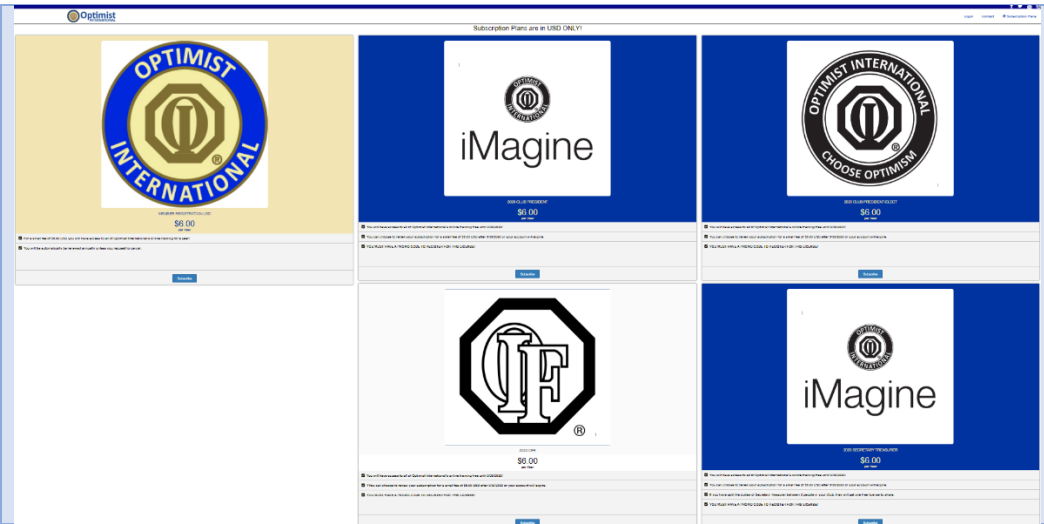


How to Register for an Officer License for Optimist International's LMS

STEP NUMBER	INSTRUCTIONS	ILLUSTRATION OF STEP
1	<p><u>Before starting, please have your Club and Member Number ready.</u></p> <p>Open the Optimist International LMS website. Go to: https://optimist.tovuti.io/ This will open the main page.</p>	
2	<p>Click "Subscription Plans." It is located in the top right corner of the screen, with a small dollar sign next to it.</p>	 <p>all your friends feel that there is something in them.</p>

3

Click on “Subscribe” underneath your officer title. For instance, if you are a 2020 Club President, click on the “Subscribe” under the 2020 Club President License.



4

Fill out the required information. Make sure to put the correct promo code in the “Promo Code” box. (See page 4 for promo codes) **Leave all of the credit card information blank.**

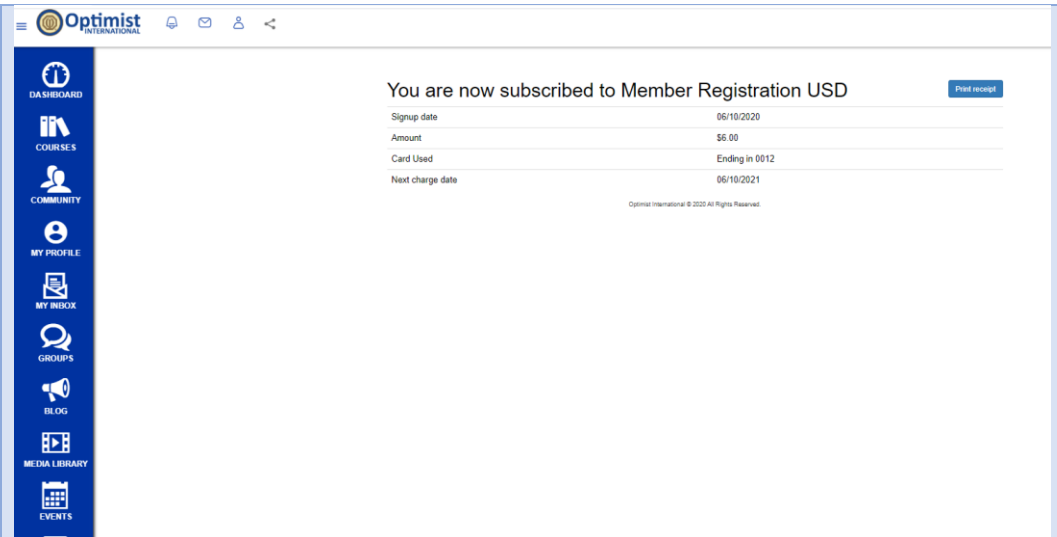
When you are finished filling out the information. Click the blue “Process Subscription” button.

****On 9/30/2020 all officers will be replaced with the 2021 Officers. You will have the option to pay \$6.00 USD to keep your license.**

A screenshot of the Optimist International website's account creation page. The page is titled "2020 Club President" and "Account Information". It contains a form with the following fields: First Name (Michelle), Last Name (Turner), Email (mturner142@outlook.com), Username (michelle.turner@optimist.org), Password (password), Confirm password (password), Address (4404 Linden Blvd), City (St. Louis), State (Missouri), Country (United States), Zip (63108), Club Number (12345), and Member Number (023). Below this is the "Payment Information" section, which includes: Initial Price (\$ 0.00), Recurring Date (\$ 0.00), Promo Code (empty), Credit Card Number (empty), Expiration date (10/2024), and fields for First Name, Last Name, Address, City, State, Country (United States), and Zip. There is a "Process Subscription" button at the bottom right.

5

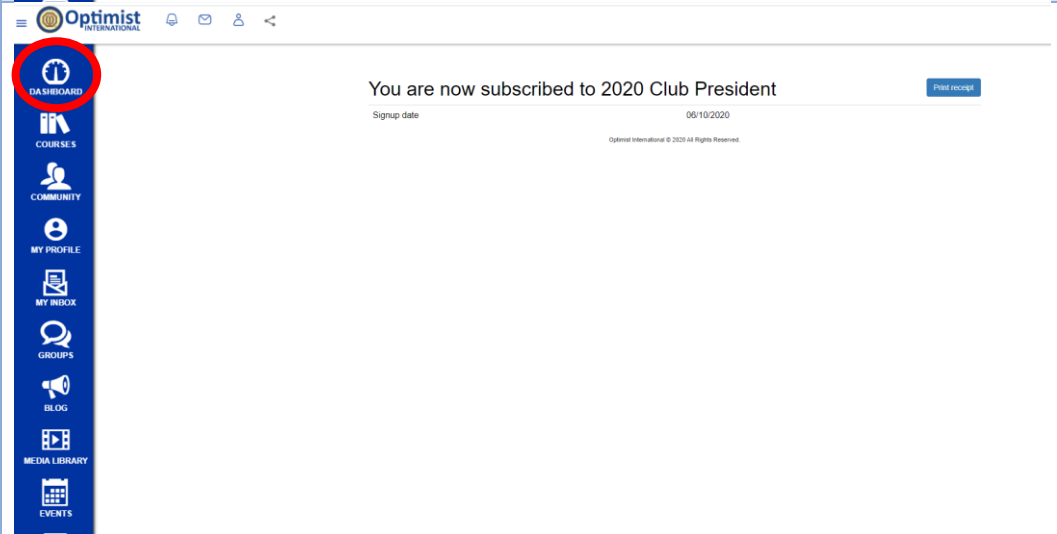
If you were successful, you will be brought to this screen. You can click on the blue “Print Receipt” button if you would like a receipt.



6

Click on the “Dashboard” Icon and begin your training.

Optimist International advises that you complete the “Welcome” video first.



Officer Position	Promo Code
Club President	CLUBPRES
Club President Elect	PRESELECT
Club Foundation Representative	OICFR
Club Secretary-Treasurer	SECTRES