Belfast Senior College
Online Handbook

Helpful instructions for using our systems

Version 2, September 8, 2023

This guide is intended to help in using our website at www.BelfastSeniorCollege.org. If you think there are additional areas we should include in future editions, please email your ideas to info@belfastseniorcollege.org and we will see if we can incorporate them.

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Dealing with Logins, Passwords, and Profiles

Much of our website provides information to the public and is easily accessible to everyone without extra effort. However, some parts, such as course registrations, require you to identify yourself.

Our website uses your email address as your primary identification. It is designed to connect one person with each unique email address. It uses that email address to communicate with that person.
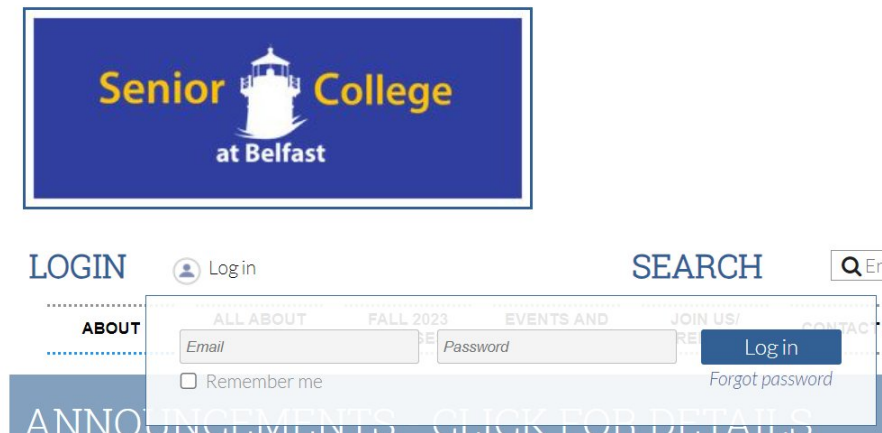
Any part of our system that requires that you identify yourself will require you to login. This identifies you to the system.

If you try to login to the site and cannot get your password to work, or if you forgot your password, use the *Forgot Password* sequence to set a new password. This can be found under the Login button:

in the popup window that is produced:

When you click on Forgot Password you will be prompted for your email address, which is your primary identifier on the system:

Enter your email address. If you are not a robot, click the *I'm not a robot* checkbox, and then click on *Submit*.

If the email address is known to the system an email will be sent to that address with a link that enables you to set the password for that account. If you enter a totally new email address you will see an error message like this:
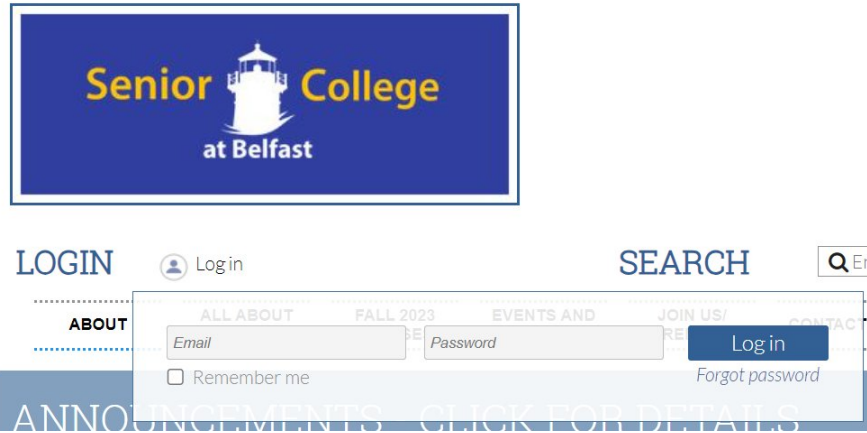

This tells you the system has never encountered this email address before and you cannot use it to login.

Normal Login

The above sequence will work if you are a current member, lapsed member, or only an email new subscriber.

Once you know your password you can login to the system by clicking *Log* in and filling in your email address and password:


After filling in your info, click the *Log in* button in the pop-up window, but before you do, check off *Remember me* if you are using your private computer and want the system to remember your account info.

Once you are logged in, the login location will reflect your name:

Your Profile

Your profile is a summary of everything the system knows about you. You get to it by clicking on your name after you have logged in and clicking on *View Profile*:
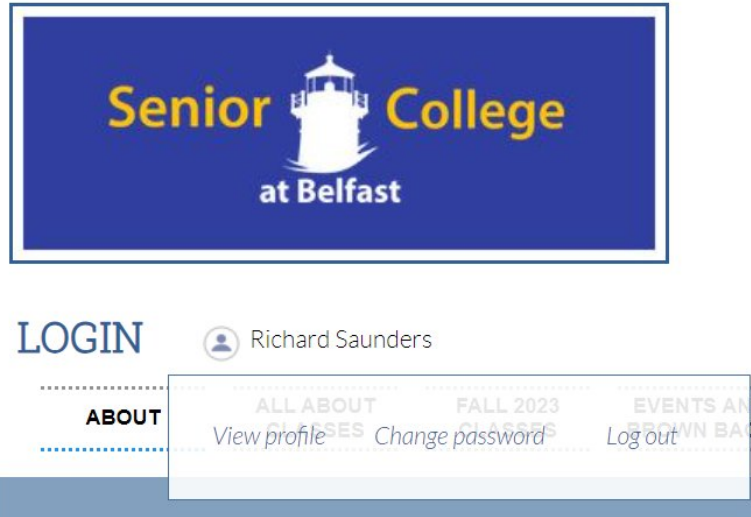
This will produce a page with multiple tabs with the first tab already selected:

MY PROFILE

EDIT PROFILE

Profile   *Email subscriptions*   *My event registrations*   *Invoices and payments*   *Donations*

User ID	68739834
First name	Richard
Last name	Saunders
Organization (optional)	
Email	*saunders.richard.p@gmail.com*
Phone	
Picture	
Street address	
City	
State	
Zipcode	
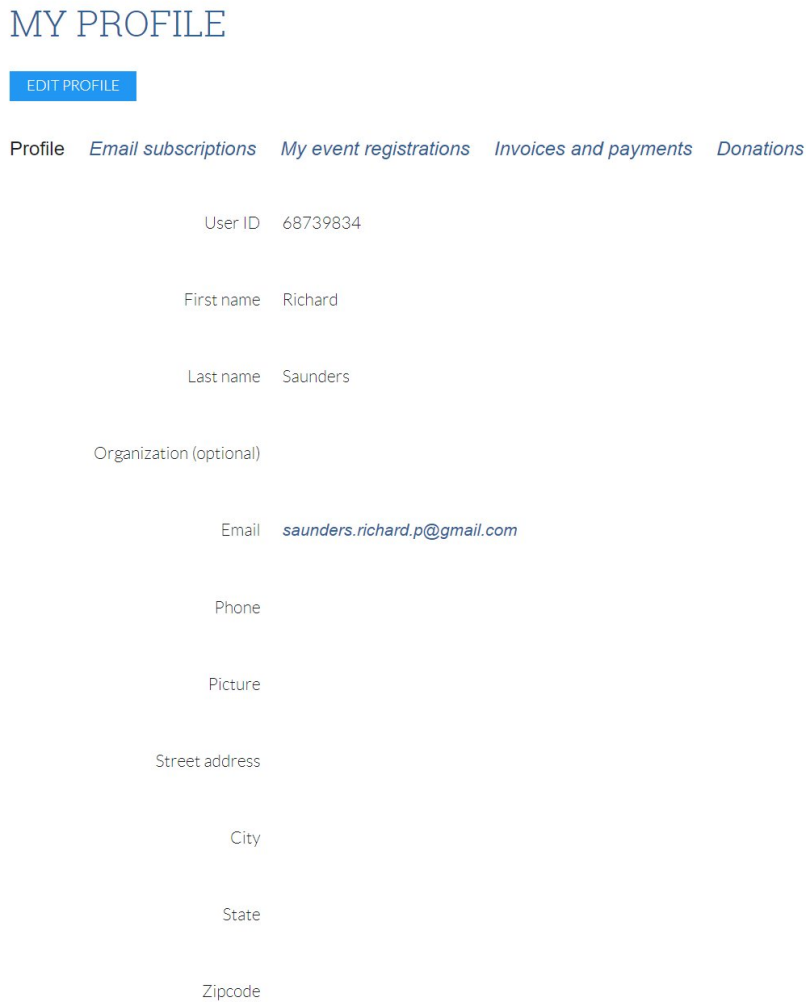
If you want to fill in any details or edit what is shown, click on *Edit Profile*. **Note that this is where you can change your account's email address when you get a new one!**

Note also that you can click on the other tabs (Email subscriptions, My event registrations, Invoices and payments, and Donations) to see those details. This is handy for checking what courses you have registered for.

Once you have logged in you can register for courses and the system will already know who you are so it should not prompt you for this information again.

Sharing one email address

If you are used to sharing an email address with two or more people you need to make a change when using our site. Because our site is designed around one person per email address you need to make each person's login email address unique.

One way to do that is to obtain a free email address for the second (or third) person from another provider and use that to identify this person on our site.
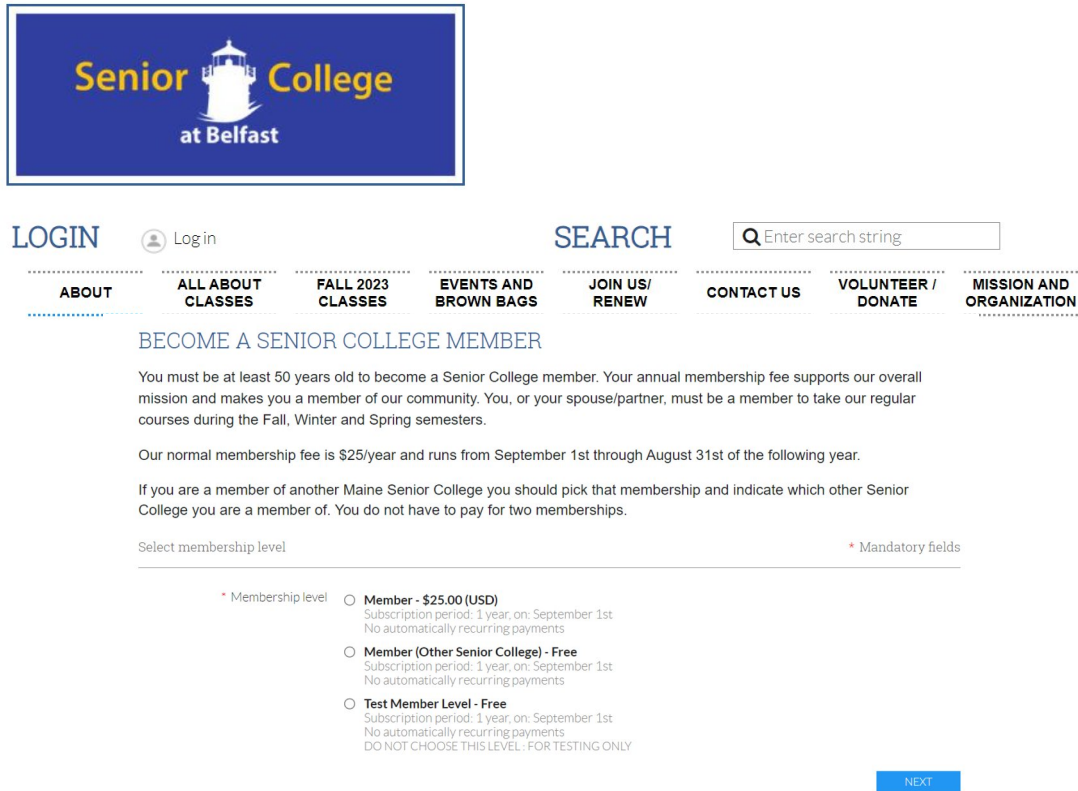
However, if you do not want to do that, you can try this trick instead. When using your current email address on our site, add a plus sign and one person's name to the email. For example, if John and Jane Doe share the email jjdoe@somewhere.com, one of them can create an account on our site using jjdoe+John@somewhere.com along with the name John Doe, and the other can use jjdoe+Jane@somewhere.com along with Jane Doe. This way each login is unique. But, because of a quirk in the email system, all email messages from our site for both accounts will go to jjdoe@somewhere.com and no additional email is needed.

Joining as a Member

Joining as a brand new member

If you have just arrived at our website and have not logged in, and you want to join as a member, click on the *Join Us/Renew* menu choice.
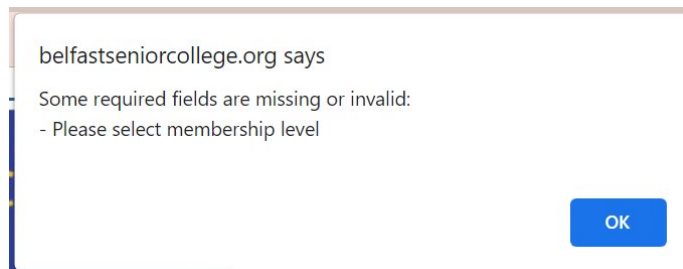
This will take you to a page which looks like:

Here you start the multi-step process. Select the membership type that applies to you by clicking in the appropriate circle. Almost always that will be the first one, which is simply *Member*. Then click the *Next* button.
Note that if you click *Next* without selecting a membership type you will see:

and you will have to click *OK* there to continue.

Next you will see a place to enter your email address. This is what will become your unique identifier on our system. Enter the email address you want to use and then click the *I'm not a robot* box before clicking the *Next* button.

Note that you can also back up a step using the *Back* button or cancel

Level	Member - $25.00 (USD)
	Subscription period: 1 year, on: September 1st
	No automatically recurring payments

Enter your email   * Mandatory fields

                                    * Email [   ]

                                                    [ ] I'm not a robot

                                                                                reCAPTCHA
                                                                                Privacy - Terms

CANCEL   BACK   NEXT

altogether using the *Cancel* button.

Next the system checks whether you are already known to it and if so it let's you know that you should login to your existing account. You may not realize you already have an account if all you did previously is sign up for email news or make a donation, but if your email address has been seen by the system before, you have an account!

So, because you have an account you need to login first and then pick up the joining process afterward. It may be easiest to cancel this process now and start over after logging into the site. See the instructions on logging in elsewhere in this guide if you need further help.

Assuming you have successfully logged in, we will pick up the joining process with the next step.

This is where you fill in your contact info:

Level   Member - $25.00 (USD)
         Subscription period: 1 year, on: September 1st
         No automatically recurring payments

While not all fields are required, please give as much info as possible. The skills area is important because we may need to contact you about helping us in an area for which you have skills! Also, the

Fill in application form   * Mandatory fields

First name   Richard

Last name   Saunders

Organization (optional)

Email   saunders.richard.p@gmail.com

Phone
                  Captured on initial membership sign-up but kept only for admin use.

Picture   [Choose File] No file chosen
                  Maximum size: 110 x 110 pixels. Larger images will be resized.

Street address
                  Member street address

City
                  Member city

State
                  Member state

Zipcode
                  Member zipcode

Skills

                  Please list experiences and skills you have that may be of help in Senior College activities.

Emergency contact
                  Name and phone of your best emergency contact

[CANCEL]   [BACK] [NEXT]

emergency contact is important, so provide a name and phone, if possible.

Finally, click *Next*.

The next step is where you decide how to pay for you membership.

Follow the

Review and confirm

Level   Member - $25.00 (USD)
Subscription period: 1 year, on: September 1st
No automatically recurring payments

Total amount   **$25.00 (USD)**

Payment instructions   Payments to Senior College should be online via credit card. If you prefer not to do this, look for a link for "offline payment". Using offline payments will generate an invoice and send it to you. You can print it and take the printed invoice in to our office with your payment. Or you can mail it to Post Office Box C, Belfast ME 04915 along with your payment. Note that course registrations will not be available to you online until your payment has been received and processed.

Email *info@BelfastSeniorCollege.org* with any questions.

VISA   MasterCard   DISCOVER   AMERICAN EXPRESS

OFFLINE

CANCEL   BACK   INVOICE ME   PAY ONLINE

instructions. Click on *Pay Online* to pay now with a credit card or click on *Invoice Me* to have the system generate an invoice that you can print and mail into Senior College along with a bank check. Either will work but be aware your membership will not be complete until we receive your check and process it.

If you select to create an invoice you will now see this notice in your online profile:

MY PROFILE

⚠ Profile   *Privacy*   *Email subscriptions*   *My event registrations*   ⚠ *Invoices and payments*   *Donations*

Membership details

⚠ Your application has been submitted and is being reviewed. It will be activated upon approval and receipt of payment.

VIEW / PAY INVOICE

Membership level   **Member - $25.00 (USD)**
Subscription period: 1 year, on: September 1st
No automatically recurring payments

Membership status   **Pending - New**

If you click on *View/Pay Invoice* you can still pay the invoiced amount online at this point:

INVOICE #00273

⚠ **Balance due: $25.00**

VISA   MasterCard   DISCOVER   AMERICAN EXPRESS

PAY ONLINE

Invoice details

Balance due $25.00

Amount $25.00

Invoice #   00273

Date   Thursday, September 07, 2023

Origin   *Member application*
Member

Invoiced to   Richard Saunders
saunders.richard.p@gmail.com

Item	Amount
Membership application. Level: Member	$25.00
Invoice total	$25.00

Renewing membership as an existing member

If you have an account on our site and have been a member in the past when you click on the *Join Us/Renew* menu choice yo will see a page that looks like this:

BECOME A SENIOR COLLEGE MEMBER

You must be at least 50 years old to become a Senior College member. Your annual membership fee supports our overall mission and makes you a member of our community. You, or your spouse/partner, must be a member to take our regular courses during the Fall, Winter and Spring semesters.

Our normal membership fee is $25/year and runs from September 1st through August 31st of the following year.

If you are a member of another Maine Senior College you should pick that membership and indicate which other Senior College you are a member of. You do not have to pay for two memberships.

⚠️ You are already a member. *Edit your member profile*

RENEWING YOUR MEMBERSHIP

If you are already a member of the Senior College for 2022-2023 you will need to renew your membership before you can register for 2023-2024 courses. You can renew online, in person or by mail any time during the 2023-2024 year. (*Call the office* to find out details of the **offline** methods.)

To renew online, first be sure you have logged into this website *on the landing page*. When you are logged in, when you come to this page you will see a yellow banner above which tells you that you are already a member and which has a link to meet to your member profile.

NOTE: If you do not see that banner either you are not a current member or you are not logged in.

When you click on *Edit your member profile* on that banner, you will be shown a lot of details about your membership. There should be a blue banner prompting you to renew your membership. Click on the blue RENEW banner to start the online renewal process.

Here you need to click on the link in the yellow banner notice to go to your account profile page:

MY PROFILE

EDIT PROFILE   *My directory profile*

Profile   *Privacy   Email subscriptions   Member photo albums   My event registrations   Invoices and payments   Donations*

Membership details

Membership level	**Member - $25.00 (USD)**
	Subscription period: 1 year, on: September 1st
	No automatically recurring payments
Membership status	**Active**
Member since	Wednesday, February 08, 2023
Renewal due on	Friday, September 01, 2023

RENEW TO SUNDAY, SEPTEMBER 01, 2024

User ID	67993715
First name	Doug
Last name	Chamberlin
Organization (optional)	(Admin)
Email	*douglas.chamberlin@maine.edu*
Phone	9787613815

Of course, you will need to scroll down to see the remaining profile details, but the important part for renewing your membership is the blue button in the middle that says *Renew to Sunday, September 01,2024* (or something similar). Click on this button to start the membership renewal process.
From here you can follow the steps in the process detailed above in the previous section of this guide.

You will be given a chance to update any of your profile details before clicking *Update and Next* to proceed to payment details.

Renewing with a coupon code

Each year instructors are given a discount code to use when renewing their membership which results in 100% discount (one year free membership). When you click on *Renew to Sunday, September 01,2024* (or similar) and see your profile details, this is the point you can enter your coupon code. The location is at the very bottom of your profile details and looks like this:

Skills	Technology, Photography
	Please list experiences and skills you have that may be of help in Senior College activities.
Emergency contact	Barbara Lehn 978-761-3814
	Name and phone of your best emergency contact

Discount code

Enter discount code	
CANCEL	UPDATE AND NEXT

See the field labeled *Discount Code* at the very bottom? Just fill it in and then click *Update and Next*.