

Tip Sheet for Online Registration

Go to: www.masterthepossibilities.org, click on “Course Catalog” on the top right



STEP ONE: SIGNING-IN AS A STUDENT

Each student must have an account to register and attend courses at Master the Possibilities, even for free courses. Click “Sign-In” on the top right-hand corner of the website to create or verify your user account.

How to sign-in if you are a resident/member

Members are residents of any of the On Top of the World, Indigo East, Candler Hills, and Stone Creek communities. If you are a new resident/member and or have not taken a course since the new online system was implemented in summer 2016, please call 352-861-9751 so that we can set-up your member account. Once you are set-up as a member, discounts will be applied to all course registrations.

How to sign- in if you are a non-resident/non-member
If you are a non-resident/non-member, please go to “Create a New Account” and enter a user name, password and your profile information. This process assures your information is up-to-date.

Creating Your User Name and Password

Please choose a user name and password that is unique to you and at least six characters long. You may use a combination of letters, numbers and special characters. The user name is NOT case sensitive. The password IS case sensitive.

STEP TWO: NAVIGATING THE CATALOG AND FINDING CLASSES



After setting up your account, the system automatically takes you to the “Summer Course Catalog” page. Your name should show at the top of the catalog page. You are then ready to select courses for registration.

Three Ways to Find Classes

View Course Listing by Start Date: This is located right above the five subject area pictures on the Course Catalog page. The listing is a comprehensive list of courses by start date. Past courses are deleted each week. Scroll down the course listings by date and click on the course you are interested in. Registration is one click away.

Search Courses by Key Word: You can search for class by Key Word in the “Search” field in the upper right hand corner. Search by class title, instructor, subject, series title, course number (example: LAN101), or other key words. Click on the magnifying glass and go to the advanced search area. In this section you can search by date of week, time of day, faculty member name and subject.

Search by Subject Area: Navigate the eight categories across the page (Arts-Hands on, Humanities, Technology, Business & Legal, Lifestyle and Fun, Health& Wellness, Science and Social Science). By clicking on any of these eight categories, you will get an alphabetical list of courses by main category or subcategory. If you click on the sub-categories (example: Pottery), you will see a list of courses in alphabetical order for those subject areas.

Finding Course Details: When you see a course that interests you in any of the views above, click on the course and you will not only get a full description, course costs, course days, times, and location; you will be able to scroll over the faculty name and see their full

biography.

STEP THREE: REGISTERING AND CANCELING CLASSES

Selecting Courses for Registration



To register for a class, you click at the bottom of it “Add to Cart”. You may also click on “Check Availability” to see how many seats are left. Once you add a class to your cart, you have the option to “Return to Course Catalog” or click on the back button to add more classes, “Remove Item” if you change your mind, or “Check Out” to pay or process free registrations. Member/resident discounts will not show until you get to the payment page.

At “Check Out” you are able to edit your profile. Then you press next to for “Payment Method.” You can pay by debit or credit card. Confirm your payment method and click next to go to “Billing Information.” If your credit card is registered to a different address, you will want to indicate that here or click that your billing information is the same. Click next and the “Purchase” screen comes up showing all your classes, regular costs less any member discount. Review all information carefully, then click next and you will go to the “Pay Now” screen. You will see a final approval page where you will enter your payment information into authorize.net.

Course Receipts and Verifications

You should receive two emails – one confirming your registration and one confirming your payment. If you don’t receive any email receipts, please call us at 352-861-9751.

Course Cancellations

Beginning summer 2017, students can cancel a course or courses by clicking on “Course Cancellation Request” on the Course Catalog page. This sends an emailing directly to the Master the Possibilities registration team at MTP@

MasterthePossibilities.org. You may also call on the 24-hour registration line, (352) 854-3699, or stop by the office, M-F, 9 a.m. to 4 p.m. Refund rules apply.

Request for Accommodation

Master the Possibilities, Inc. is committed to providing reasonable accommodations for students with disabilities upon request. If you require an accommodation because of a disability, please contact the office at MTP@MasterthePossibilities.org or call the Director of Education at (352) 387-7571 as soon as you register for a class or at least two weeks prior to the date your class begins. If you contact the office or the Director of Education less than two weeks prior to the date your class begins for an accommodation because of your disability, we will make every effort to accommodate your request for an accommodation but we cannot guarantee that an accommodation will be able to be provided.

Student Course List

You can find a complete list of all classes you are currently enrolled in by going into your student history. This listing provides the course names, dates, times, and locations for each course.

New to Online Registration?

Let the Master the Possibilities’ staff show you how it’s done! Join us on Thursday, June 1st from 10-11 a.m. for a short session that will teach you how to complete your registrations online from start to finish! We’ll go over all the new features and have time to answer all of your questions. Call (352) 861-9751 or email mtp@masterthepossibilities.org to RSVP.

Master the Possibilities, Inc.
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