



A STEP-BY-STEP GUIDE TO USING AMILIA

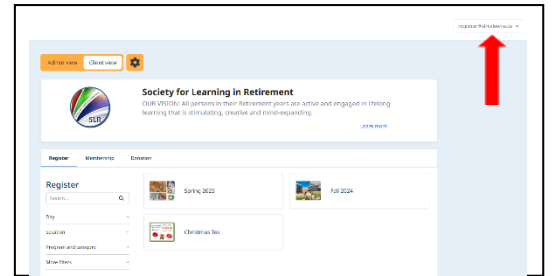
1. USING AMILIA FOR THE FIRST TIME / CREATE A PASSWORD

- Click Register for Classes on slrkelowna.ca
- Click on **Login**, found at the top right-hand side of your screen
- Click on **Create an Account**
- Enter your **name, email and password** and click **Create an account**
- You will receive an email to confirm your email address
- Click on the **link** in the email
- This will take you to the registration page



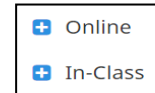
2. USING AMILIA ON FUTURE OCCASIONS

- Click Register/View Classes on slrkelowna.ca
- Click on **Login and enter your email and password**
- This will take you to the Registration page





3. TO SELECT/VIEW COURSES

- Click on the program (**Spring/Fall**)
- Select a category such as **'Online'** or **'In-Class'** to see view all classes
- Scroll through the classes
- Click on the class title or **more information** to find the details of the class
- To select a specific course, type 3 or 4 letters of the title into the 'Search Box'



4. TO REGISTER FOR COURSES

- To register for a class, click on 'Session'  or 
- You must then **click on your name to confirm** that it is you who will be attending
- If prompted – pay membership fee
- Click **continue shopping** to add more courses
- Click **Check Out or Go to your Cart** when you have registered for all desired courses
- Once you have confirmed that the courses are correct, click **Checkout or Continue** until you reach the **payment page**
- **Select Payment option** and enter details
- You will be directed to a **confirmation page**. **The transaction is not complete until you arrive at the confirmation page.**



5. ENJOY YOUR COURSES!