



At 8:30am on Tuesday November 9, 2021, the online portal for registering online will be changing over to our new system. Following is information to help get your account ready for purchasing great activities at the NSC!

1. If you currently have an email address on file at the NSC, you will automatically have an account in the system. However, you will need to create a password again. You can do so by going to the sign in page; click the *Forgot your Password* link. You will be requested to provide the email address you used to create your account (email that is on file with the NSC). After entering the email address, click Submit to continue. An email will be sent to you containing a temporary password. Upon signing in with the temporary password, you will be prompted to change this password. Please do not create an account using a different email address other than the one on file with the NSC, as it will not have your membership information and you will not receive your member rates.
  2. To view activities available, go to the top of the page, click Activities, See All Categories (All NSC Activities begin with SC) and choose your topic. For a full description of the program you are interested, click on the title of the program, which will be underlined.
  3. To purchase/register for programs, click on "Enroll Now", make meal selections if needed. Click Add to My Cart button.
  4. Next, sign in to your online registration account by entering your email and password that you established earlier. Proceed to checkout when you are done making your purchases by clicking on the Continue button. From this screen, you may remove Activities from your cart or view more Activities and add them to your cart.
  5. If more than one member in your account will be attending the Activity, click on the button labeled "Add Another One (located under the shopping cart screen).
  6. Confirm your Activity name, date and time, enrollee and price.
  7. Click Continue to proceed with payment. You will be prompted that you are entering a secure site. Enter your credit card information on the Payment Information Page, agree to any required waiver, and confirm the payer meets the age requirement of "13 Years or Older". Click Continue. This system accepts Visa, MasterCard, or Discover.
- \*Please Note: The name and address must match those that are on file with your credit company. If the address shown is not your credit card billing address, click on the My Account button and change your residential address to match your credit card billing address.
8. Once your payment has been approved, your receipt will display. Please print a copy of your receipt for your records.
  9. If you have an outstanding credit on your account, you may choose to apply that credit to your current transaction. If the credit on your account is large enough to cover your current transactions, you will not be required to make a payment.

10. If an activity is full, your name will be placed on a waiting list at no charge. You will be contacted in the event that a space opens for that Activity and payment can be made at that time. If you do not want to be placed on the waiting list, click the Remove button that appears on the Shopping Cart screen.

Please feel free to check out other areas of the site such as the "My Account" feature where you can view and print a schedule of activities you have registered for using this new portal. You will also be able to view all of your transactions from November 9th forward online! Click on the My Account Link and select Transaction and Payment History where you can click on the receipt numbers to view or print your transactions.

Please be assured that your credit card information and personal information are safe and encrypted with the highest form of encryption technology.

Lastly, please note that the current online portal will be out of service beginning Monday, November 8 and will reopen to the new portal on Tuesday, November 9. You can access the portal by using this link and clicking on Online Registration <https://www.vniles.com/194/Senior-Center>

We apologize for any inconvenience and thank you in advance for your patience as we make this change to serve you better.

Your NSC Staff

847-588-8420