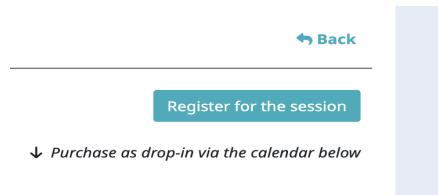


THE SPEAKERS ANNEX: COURSE REGISTRATION INSTRUCTIONS

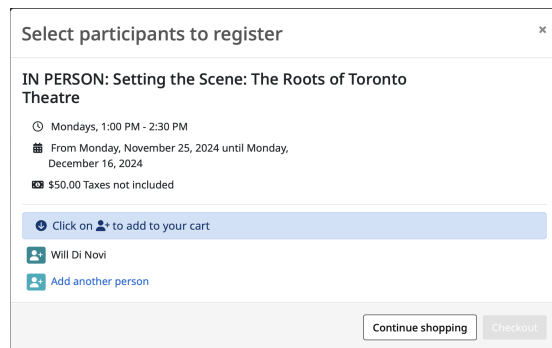
Please see below for detailed instructions for registering for Speakers Annex courses at the Miles Nadal JCC. If you require any assistance, please reach out to our Information Desk: 416-924-6211 x0; help@mnjcc.org.

1. To register for a Speakers Annex Course, please click the green “Register for the Button Session” in the top right hand corner of the course registration page:



2. If you are new to the Miles Nadal JCC, you will be prompted to [set up a free account](#) with “Amilia,” the MNjcc’s online registration system. For step-by-step instructions on how to do this, and get back to your course registration page, please consult [this help sheet](#).

3. If you already have a MNjcc Amilia account, just enter your username and password to log in. Once this is done, you’ll see a pop-up reading “Select participants to register”:

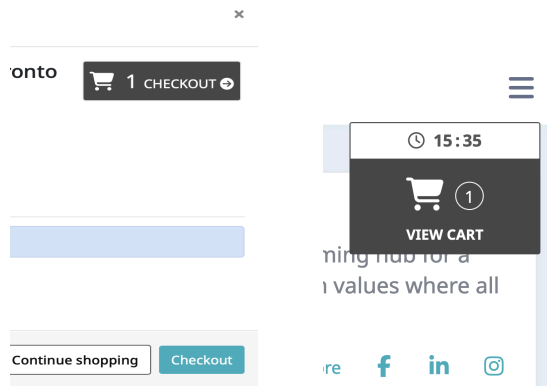


Click the icon beside your name and a subscription for the series will be added to your cart.

4. *If you are buying a subscription for a second person*, click “Add another person” below your name. Enter your guest’s first and last name in the “Add a new person to your account” pop-up that will appear. Click save. Their name will now appear below yours on the “Select participants to register” page. Click their name and a 2nd subscription will appear in your cart.

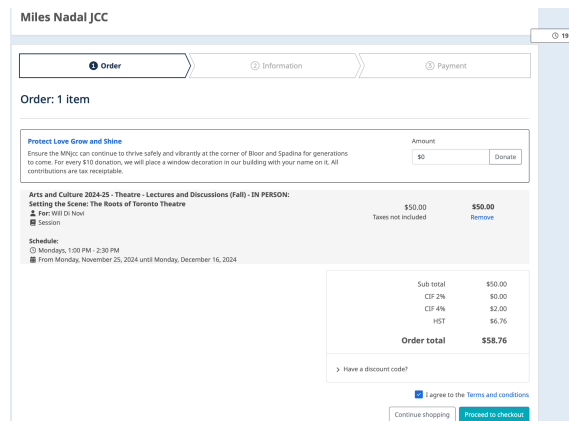
5. *If you’d like to also register for additional Speakers Annex courses*, then click continue shopping on the “Select participants to register” page. Navigate back to the Speakers Annex tab on the [MNjcc’s Arts and Culture landing page](#) and click through to the registration page for the second course. Follow steps 1-3 and add the course to your cart.

6. When you are ready to complete your purchase(s), click the checkout icon in the upper right corner of the “Select participants to register” pop-up, the green “checkout” button below it, or the shopping cart icon with a timer on the right hand side of your window.



7. On the next page you will see a series of membership offers. If you do not want to add one to your purchase, then click the green “continue to cart” button on the lower right hand side.

8. On the next page you will be asked to review your order:



If you are a MNjcc member, you should see your member discount listed here. If you have a discount code to apply to your purchase, click “Have a discount code?”

If your order is correct, then click the box next to “I agree to the terms and conditions” and click the green button in the lower right hand corner reading “Proceed to checkout.”

9. On the next page you will be asked to enter your personal information (address, phone number etc.) before proceeding to the payment page. After payment is completed you will receive a confirmation email in your inbox. If it’s not there, please check your spam folder.

You are now registered for your course(s)! Your records will be on file when you arrive at your first lecture and you will not be required to print a ticket.

You'll get more detailed instructions in the lead up to your first lecture. Thank you again! Please be in touch at the contact above if you require any assistance.