



## How to register LIR Course or Event

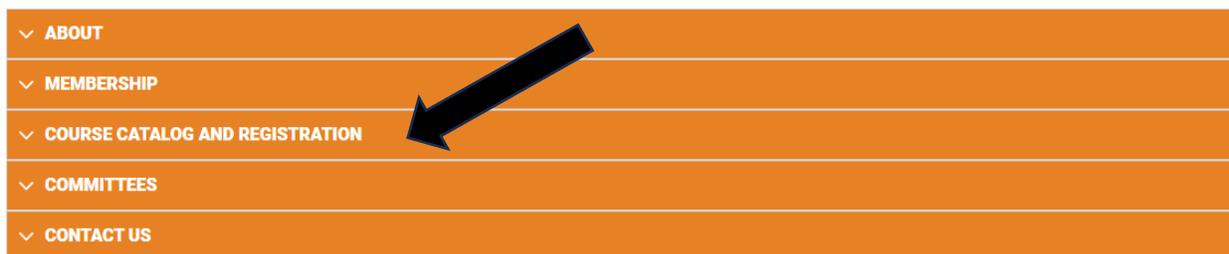
Go to <http://www.EvergreenOshkosh.com> and click on Learning In Retirement at the

top of the page  .

You can also go directly to the Learning in Retirement page by typing <http://www.EvergreenOshkosh.com/learning-in-retirement> into your web browser or by scanning the QR code.



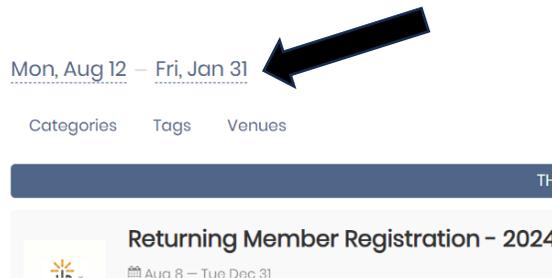
Once you are on the LIR web page scroll down to the orange Course Catalog and registration bar and click on it.



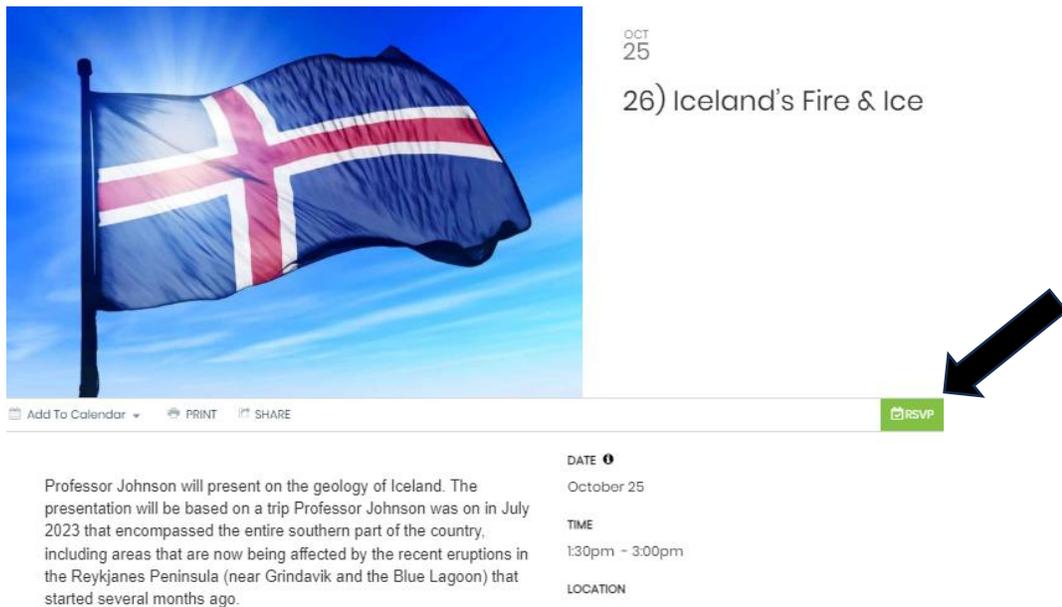
Once you have clicked on it, it will open up the dialog box where you will click on the words Click here for Registration.



This will take you to the LIR online calendar and this is where you will register for events. To see all events for the whole semester make sure that you change the date range.

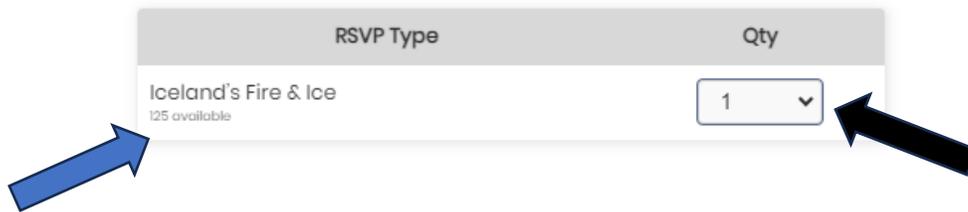


Scroll through the list of events to find the event you would like to register for. Click on the event and it will open in a new window. You will then click on the RSVP button to start the event registration process.



In the RSVP Type click on the drop down and chose the quantity 1 (see black arrow), this is also where you will note the number of spots available for this course/event under the event title (see blue arrow)

RSVP Type	Qty
Iceland's Fire & Ice 125 available	1



Complete the registration form with the appropriate and required information and then click on complete registration:

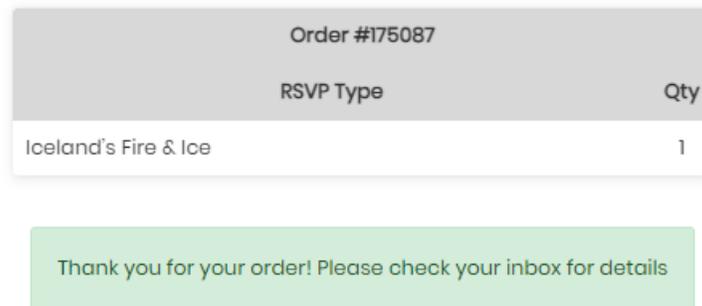


You will then receive the following message that your registration was successful:

Order #175087

RSVP Type	Qty
Iceland's Fire & Ice	1

Thank you for your order! Please check your inbox for details



You will then receive an e-mail confirmation for your membership registration as well.

Please contact the LIR office with questions at (920) 237-2101 or by e-mail at [lir@evergreenoshkosh.com](mailto:lir@evergreenoshkosh.com).

- Phone calls and e-mails are answered Monday – Friday from 8 a.m. – 4:00 p.m.