



## How to register LIR Course or Event

*(These instructions are based on utilizing a desktop. If you are using a phone or tablet things might look slightly different.)*

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 Registration and Catalog 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 Course Registration Click Here.

The screenshot shows a website navigation menu with several categories: ABOUT, MEMBERSHIP, COURSE REGISTRATION AND CATALOG, COMMITTEES, OFFICERS, and CONTACT US. The 'COURSE REGISTRATION AND CATALOG' category is expanded, showing a link to 'Course Registration Click Here' with a calendar icon. A black arrow points to this link. Below the link, there is a note: '\*Please note: To register for classes, you must have an active LIR membership. For details on how to join or renew, please visit the Membership tab.' Below the note are four links for printable documents: 'Printable Course Registration Instructions', 'Printable Course Catalog', 'Printable Course Reference Sheet', and 'Printable Payment Form'.

This will take you to the LIR online calendar and this is where you will be able to view and register for events. **\*\*\*Please note you do not need to sign in, please do not click the sign in button noted by the red arrow.\*\*\***

The screenshot shows the 'LEARNING IN RETIREMENT CALENDAR' website. At the top, there is a navigation bar with links for About, Living Options, Rehab & Therapy, At Home Care, Evergreen Foundation, Careers, and Contact. Below the navigation bar is the LIR logo. A 'Sign In' button is visible in the top right corner, with a red arrow pointing to it. Below the logo, there is a search bar and buttons for 'Print', 'Add To Calendar', and 'Stream'. The main content area shows a calendar for 'MONDAY, JULY 28' with two events: 'New Member Registration - 2025-2026' and 'Returning Member Registration - 2025-2026'. Both events have an 'RSVP' button.

Once at the calendar scroll through the list of events to find the event you would like to register for.

Click on the event you wish to learn more about or register for. This will open in a **new** window showing more of the event details. To begin registration for an event, click on the RSVP button (see black arrow) to start the event registration process.

OCT 25  
26) Iceland's Fire & Ice

Add To Calendar PRINT SHARE RSVP

Professor Johnson will present on the geology of Iceland. The presentation will be based on a trip Professor Johnson was on in July 2023 that encompassed the entire southern part of the country, including areas that are now being affected by the recent eruptions in the Reykjanes Peninsula (near Grindavik and the Blue Lagoon) that started several months ago.

DATE	October 25
TIME	1:30pm - 3:00pm
LOCATION	

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:

CANCEL COMPLETE RESERVATION

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.

**To register for another course**, you will need to close the current registration window/tab and find your open calendar window/tab to view and select another course to register for.

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.**