

## HOW TO REGISTER FOR A MIDCOAST SENIOR COLLEGE COURSE

1. Select the course by clicking on the title or picture.
2. Click “Register.”
3. Type Attendee Name and Email and click “Add Attendee.” You will see a notification that the course has been added to your cart. To add a second attendee, repeat this process again.
4. \*Note: “Attendee No: 1 is the heading regardless if it is the second attendee’s information. The Summary box on the right will display the name of attendee(s).

**TIP:** Before checking out or continuing to add another course, review the Summary box.

5. To add another course, click “Home” in the page header or below MSC logo at top.
6. Click “Checkout.” Review the information on the View Cart page to be sure all your courses and attendees are listed. If they are not, click “Home” or “Continue Shopping” and add the course/attendee.
7. To pay, click the green button at the bottom, “Checkout.”
8. Insert email address then click Continue. You will be asked to insert a verification code that will be sent to your email. Insert this then click “Checkout” again. Fill in Account & Billing Details, click “Continue.”
9. Select Payment option and complete information.

**A Receipt will be sent to your email immediately. Please review receipt and contact us at 207-725-4900 if there are any errors.**