

Adding a Member to Your Account (Formerly Households)

*If a member already has an account, you must contact the office at (850)473-7468 to have them added. These instructions are for adding new members only.

From the MyAccount HOME page, click “My Account” and “Manage Members”.

The screenshot shows the 'MyAccount HOME' page. The 'My Account' dropdown menu is open, and 'Manage Members' is highlighted with a red box. A yellow arrow points to the 'My Account' dropdown, and another yellow arrow points to the 'Manage Members' option. The page header includes the 'Continuing Education UNIVERSITY of WEST FLORIDA' logo and navigation links for 'Cart' and 'My Account'. The main content area displays 'Current Status' (Number of Registrations in Cart: 0, Number of Total Registrations: 6) and 'Upcoming Registrations' with a table of course details.

Upcoming Registrations	Start Date
Grant Writing (Open-Ended)	11/25/2024
The Science of Espresso at Bon Beans	2/03/2025
Alpaca Bagl Humming Star Alpaca Farm Tour*	3/03/2025
Planetarium: Out There: The Quest for Extrasolar Worlds*	4/10/2025
Exploring Sacred Spaces: Gadsden Street United Methodist Church	4/15/2025

Click “Add New Member”


The screenshot shows the 'MANAGE MEMBERS' page. The 'Add New Member' button is highlighted with a red box. A yellow arrow points to the 'Add New Member' button. The page header includes the 'Continuing Education UNIVERSITY of WEST FLORIDA' logo and navigation links for 'Cart', 'My Account', and 'Account: Julie Test'. The main content area contains instructions for adding members and a table with columns for 'Member Name' and 'Options'. A red message states 'no members linked to your profile.' and an 'Add Member' button is visible.

Members are additional people to which you can add new registrations. This could be a child, a spouse, or even an employee. Use the Add New Member button below to add a new member account. If the person already has an account, but it is not linked to your account as a member, please contact the office and request them to link the account to you as a member account.

For the member accounts listed below, you can register these members in the same manner you would register yourself. However, during the registration process, make sure you select the correct member account before adding the course to the cart. At the bottom of the course detail page just above the Add To Cart button is a list of all your members. Select the correct member name and then add the course to the cart. If you do not use the correct member account name, the registration will be under your name as the person taking the course.

Member Name	Options
no members linked to your profile.	

Fill out the New Member Profile and submit.



Welcome Login My Account | Q

- Course Search
- Category Search
- Leisure Learning Classes
- Calendar View
- TeacherReady Program
- Program Search
- Ed2Go Online Career Training Programs
- Ed2Go Online Skill Development Courses
- Continuing Ed Website
- Leisure Learning Website
- Request a Leisure Learning Catalog
- Canvas Login

REGISTRANT PROFILE

Please enter the profile information for the person attending the course/conference/camp/product.

* denotes a required field

Name Prefix:

First Name *

Middle Name/Initial

Last Name *

Name Suffix

Affiliated Company/Employer

Mailing Address

Address 1 *

Address 2

Apt./Suite or additional address details

City/Town *

State/Province *

Postal Code *

Country *

Example: 555 345 2345 (numbers only)

Home Phone *

Mobile Phone

Email Address *

Confirm Email *

Want to sign up for updates and exclusive offers? Select all the methods desired to receive offers.
 Email Mail Phone

Birth Date (mm/dd/yyyy) *

Gender

For new accounts, add User Name and Password.

Password Requirements:
* From a minimum of 8 to a maximum of 15 characters - case sensitive
* Special characters allowed: #!\$%&()*+,-./:;<=>?@[{}^_`|}~

User Name (6-50 characters) *

New Password *

Confirm Password *

PROFILE CONSENT

Have you read and agree to the terms of the Consent Statement? Yes No Consent Statement

*

Once you have added a member, you will have the option to select them for a course.

The screenshot shows the 'COURSE DETAILS' page for 'Azalea Trace Lunch: A Railroad Car Dining Experience'. The page includes a navigation menu on the left, a course description, a list of attributes (Status, Course Code, Category, Days, Dates, Times, # of Hours, Available Slots, Instructor, Location), an age requirement, a refund policy, and a fee table. A yellow arrow points to a dropdown menu for selecting an attendee, with 'Test, Stephania' highlighted in a red box. The text 'Need to r' is partially visible next to the dropdown.

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Welcome Cart | My Account | Q

COURSE DETAILS Account: Julie Test

Last Viewed: Azalea Trace Lunch: A Railroa 3D Printing in the John C. Pao Pickleball for Beginners

Azalea Trace Lunch: A Railroad Car Dining Experience*

Join us for a unique culinary journey inspired by a classic railroad car menu! Chef James will delight your taste buds with a specially curated menu featuring crabcakes as the star of the meal. In addition to this delectable lunch, Dr. Jerry Norris, retired UWF professor, will share fascinating facts about railroad dining cars and the golden age of train travel. This two-in-one experience offers a delicious meal and an engaging presentation that's sure to leave participants happy and satisfied. The cost is all-inclusive, so no tipping—just relax and enjoy! *Not available on the Unlimited Classes option.

Status Registration Available
Course Code LL-AZL202501
Category Leisure Learning
Days Th
Dates 2/20/2025 - 2/20/2025
Times 12:00 PM - 2:30 PM
of Hours 1.5
Available Slots 30
Instructor Fontaine, James
Location Azalea Trace
10100 Hillview Dr.
Pensacola, FL 32514

Age Requirement There is a min age requirement of 55.

Refund Policy Leisure Learning Refund Policy
If you are unable to attend your registered class, you must notify the Leisure Learning office at leisurelearning@uwf.edu or 850.473.7468 at least 48 hours in advance of the class to receive a refund or credit towards a future class. Any cancellation given less than 48 hours in advance will not receive a refund or credit. Please be courteous to your volunteer instructors and fellow members by adhering to this policy. For pre-paid events that include items such as food, tickets, entry fees, etc., refunds will not be issued.

Fee(s)

\$ 35	Tuition
\$ 35	Total Fees

Please select the name of the person who will be attending this course:

Need to r

Test, Julie
Test, Julie
Test, Stephania

Back Add to Cart