



MyOasis

How To Register

Table of Contents

Sign in.....	3
MyOasis Dashboard.....	4
Class Search and Registration.....	5
Class search screen.....	7
The Shopping cart.....	10
Checkout.....	13
Class credits.....	14

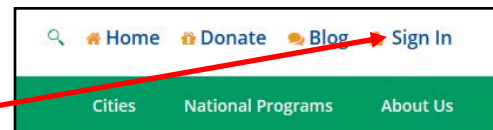
MyOasis: How To Register

Welcome to the new Oasis website! We are thrilled to announce the release of new website. With a fresh design and easier navigation we are sure you will enjoy your experience as you visit the site and explore all of the opportunities Oasis has to offer.

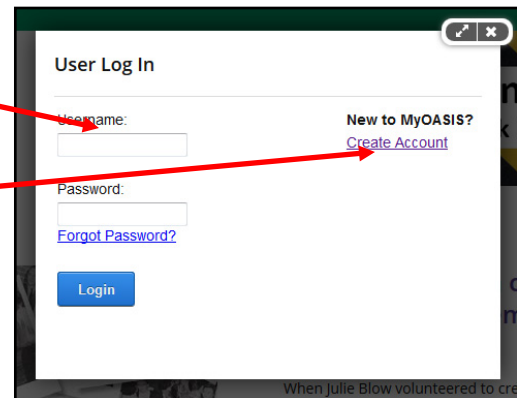
Sign In

To get the most out of the website, you should **Sign In** to your **MyOasis** account. Having a **MyOasis** account will allow you access to register and pay for classes, as well as give you access to your profile information.

If you already have a MyOasis account, simply click on the **Sign In** link in the upper right corner of the page.



The login box will popup on your screen. Enter your **Username** and **Password** and click Login.



If you do not have a MyOasis account, click the **Create Account** link on the right, side of the login popup screen.

To create a new account, simply fill out the form and click **Sign Up Now**.

A screenshot of the 'Create a MyOasis Account' registration form. It includes fields for First, Middle, and Last name; Address; City, State, and Zip; Phone; Birthdate; E-mail Address; and various personal details like gender, marital status, education, and ethnicity. A 'Sign Up Now' button is at the bottom. A red arrow points from the text above to this button.

MyOasis Dashboard

The **MyOasis Dashboard** is where you can locate your personal information. To get to your **MyOasis Dashboard**, click the **MyOasis** link at the top of the page.

The screenshot shows the 'MyOasis Dashboard' registration form. At the top, there are navigation links for 'Cities', 'National Programs', 'About Us', and 'Network'. A 'Your Cart' icon with a 'View Receipt' link is also present. The form is divided into four tabs: 'About Me', 'Public Profile', 'My Classes', and 'Communication Preferences'. The 'About Me' tab is active, showing fields for First Name (Diane), Middle Name, Last Name, Nickname, Birthday, Email, Address (14288 Forest Crest Dr), City, State, Zip, Home Phone, Mobile Phone, Business Phone, Employer, Occupation, Gender (Male/Female), Education (College Degree), Race (select), Marital Status (Married), and Emergency Contact/Phone.

The dashboard It has been divided into four categories: **About Me**, **Public Profile**, **My Classes** and **Communication Preferences**. You may edit or update this information at any time.

About Me: This section includes your name and contact information.

Public Profile: This section allows you to upload a user photo and list any social media contact you may have.

MyClasses: This is a list of the current classes you are enrolled in, any classes that you might be wait listed for or any class that you have added to your wish list.

Communication Preferences: This is where you set your preferences for receiving electronic communication from Oasis.

This screenshot shows the 'Public Profile' section of the dashboard. It features a profile picture placeholder with 'Edit/Update Image' and 'Remove Image' buttons. The form includes fields for First Name (Diane), Last Name, Display Name, LinkedIn URL, Facebook URL, Google+ URL, Twitter URL, Instagram, Personal Website, and Short Bio.

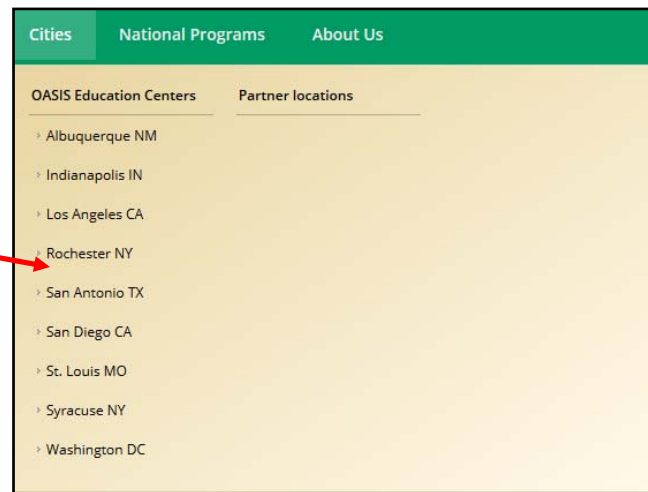
This screenshot shows the 'My Classes' section. It displays a 'Current Classes' list with the message 'No current classes'. Below this are three expandable sections: 'Wait listed classes', 'My Wish list', and 'Previous Classes', each with a downward arrow icon.

This screenshot shows the 'Communication Preferences' section. It asks 'May we send you emails about OASIS programs?' with radio buttons for 'Yes' (selected) and 'No'. Below, it lists several newsletter subscriptions with checkboxes: 'Connections News', 'News Flash from St. Louis OASIS', 'St. Louis OASIS Class Information', 'Volunteer News', 'About Your Class', 'Discoveries - News from The OASIS Institute', and 'Strengthening the Mission'. It also asks 'Do you wish to receive the OASIS catalog by mail?' with radio buttons for 'Yes' (selected) and 'No'. An email address field contains 'aster41@charter.net'. 'Save Changes' and 'Reset' buttons are at the bottom.

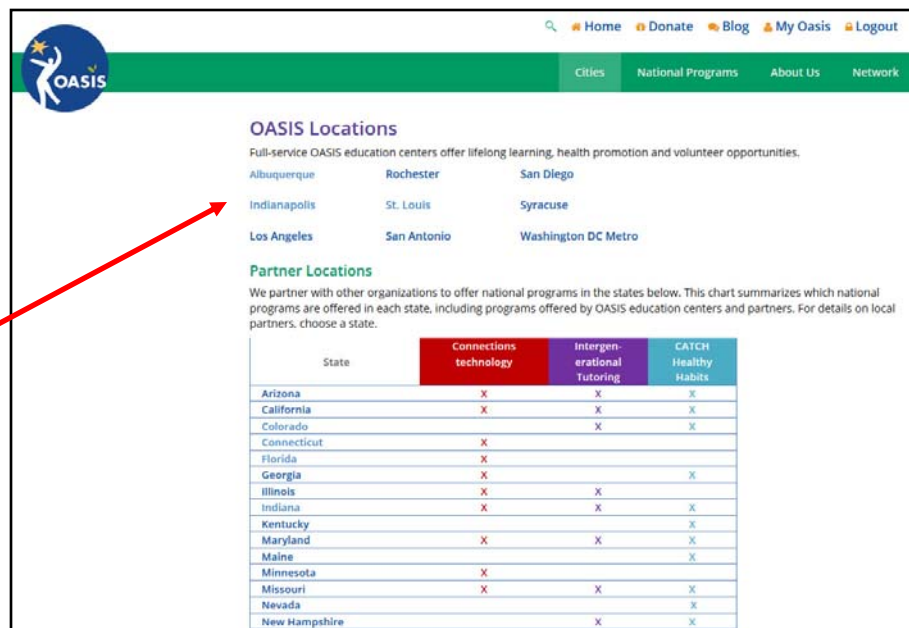
Class Search and Registration

In order to search and register for classes, you first need to **Login** and navigate to your local **Oasis Education Center**. Please note that you will only be able to register for classes that are being offered by the center you belong to.

The easiest way to get to your local **Oasis Education Center** is to hover your mouse of the **Cities** link in the main menu bar. When you do, the megamenu of City locations will popup. Click on the name of your **Oasis Education Center** from the list.



Clicking on the **Cities** link instead of hovering your mouse over it will open the full Cities location page. You also may choose your local **Oasis Education Center** from this list.



MyOasis: How To Register

Clicking the name of your local **Oasis Education Center** will open the local homepage for that location.

The screenshot shows the MyOasis website interface. At the top, there is a green navigation bar with links for "Cities", "National Programs", and "About Us". Below this, a dropdown menu is open, showing "Oasis Education Centers" and "Partner locations". Under "Oasis Education Centers", three locations are listed: "Albuquerque NM", "Indianapolis IN", and "Los Angeles CA". A red arrow points from the text above to the "Indianapolis IN" link. Below the dropdown, the main content area shows the "Indianapolis IN" homepage. The page features a purple header with the OASIS logo and navigation links: "Home", "Donate", "Blog", "My Oasis", and "Logout". The main content area includes a "Welcome to Indianapolis OASIS" message, a "Spring 2015 classes are here!" announcement with a "Read more" button, and an "Upcoming Events" section with three event cards for Thursday 12, Friday 13, and Saturday 14.

To search for classes, click the **Classes** link in the left column menu.

The screenshot shows the MyOasis website interface, focusing on the left column menu. The menu is located on the left side of the page and includes links for "Highlights", "Locations and Contacts", "Classes", "Volunteer", "Support OASIS", and "Sponsors". A red arrow points from the text above to the "Classes" link. The rest of the page content is identical to the previous screenshot, showing the "Indianapolis IN" homepage with the "Welcome to Indianapolis OASIS" message, the "Spring 2015 classes are here!" announcement, and the "Upcoming Events" section.

Class search screen

Clicking the Classes menu link will open the Class search screen.

The screenshot shows the MyOasis website interface for the Indianapolis IN location. At the top, there is a navigation bar with the OASIS logo and links for 'Cities', 'National Programs', and 'About Us'. Below the logo, the location 'Indianapolis IN' is displayed. A search bar is present with a dropdown menu set to 'All' and a 'Go' button. To the left, there are several filter options: 'Class Number', 'Class Type', 'Instructor', 'Class location', and 'My Wish list'. Below these are input fields for 'Start Date*' and 'Start Time*' with 'GO' buttons. A 'Change Center' dropdown is set to 'Indianapolis'. The main content area shows a list of classes. The first class is '1 Epilogue Players Present: Crimes of the Heart' on Friday 09/18/15 from 07:30 - 12:00. The second is '2 Epilogue Players Present: Crimes of the Heart' on Sunday 09/20/15 from 02:00 - 12:00. The third is '11 Storytelling Arts: Evening with Storyteller Kevin Kling' on Saturday 09/19/15 from 07:30 - 09:30. Each class listing includes a description and a 'More' link. To the right of each class listing are two buttons: 'Add to cart' and 'Add to Wish list'. The page also shows 'Showing 1 - 30 of 33' and a 'Sort By' dropdown set to 'Class Number'.

You may search for classes in your local Oasis Education Center in a variety of ways, including by **Class Number**, **Class Type**, **Instructor** and **Class Location**. Click the name of the search by topic you would like to use to search for your class. When you click it, a text field will drop down to allow you to input your entry.

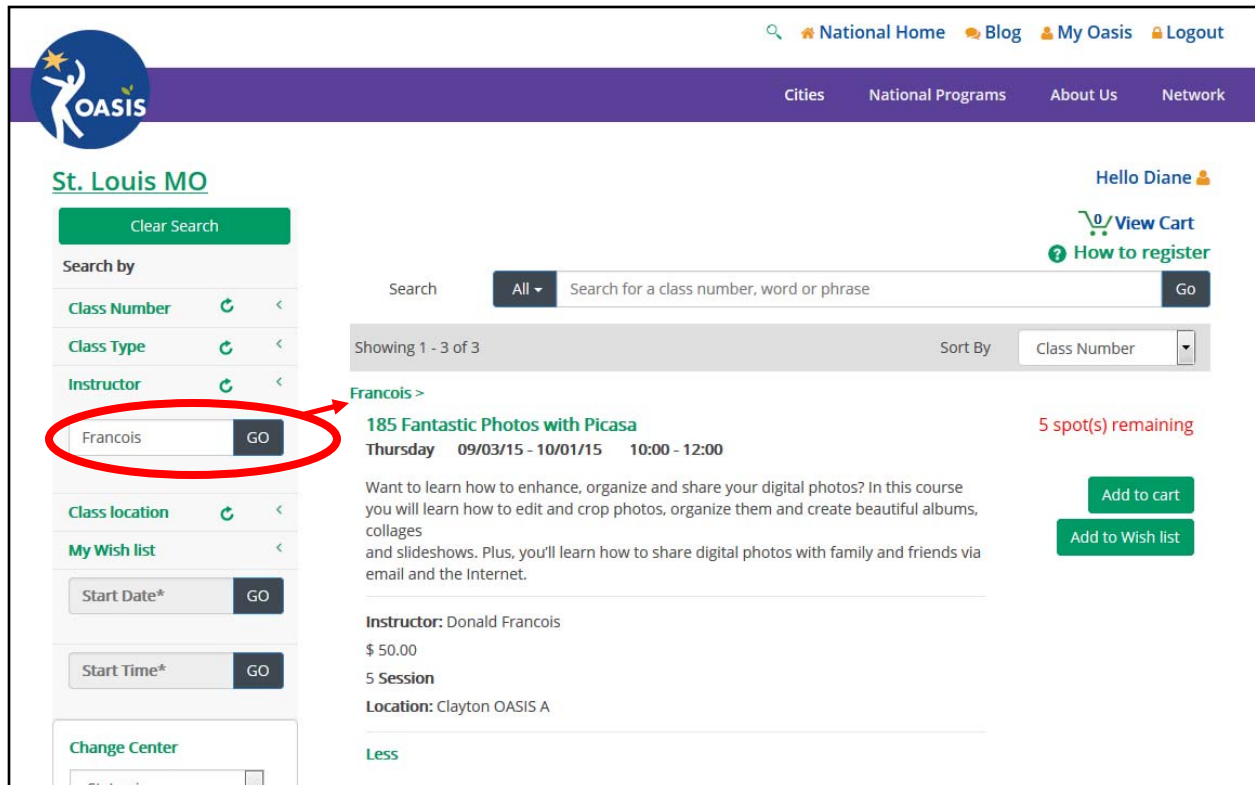
In this example, the **Class Number** filter was chosen. To use this filter, enter the **Class Number** of the course and click the **Go** button.

This is a close-up view of the search filters on the MyOasis website. The 'Class Number' filter is selected and highlighted with a red border. A red arrow points to the 'GO' button next to the text input field for this filter. Other filters like 'Class Type', 'Instructor', and 'Class location' are visible but not selected. The 'Start Date*' and 'Start Time*' filters are also visible at the bottom of the filter section.

MyOasis: How To Register

Clicking **Go** on the search filter will return a list of matching classes.

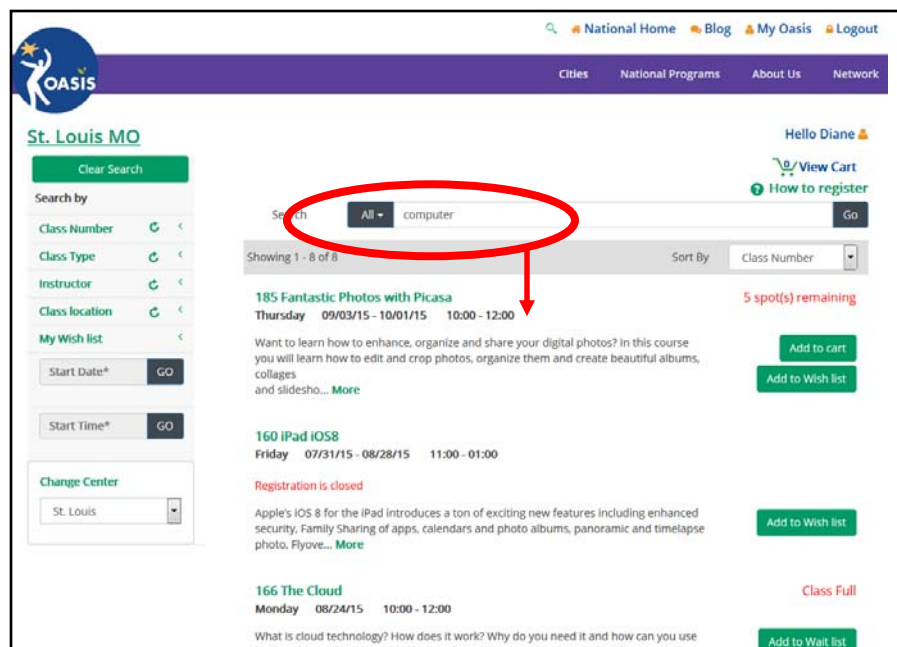
In this example a search was performed by using the **Instructor** filter. After clicking **Go**, the classes being taught by that specific instructor were returned.



The screenshot shows the MyOasis website interface. On the left, there is a search filter menu with categories: Class Number, Class Type, Instructor, Class location, My Wish list, Start Date*, and Start Time*. The 'Instructor' filter is selected, and 'Francois' is entered in the search box. A red circle highlights the 'GO' button next to the search box. On the right, the search results show a list of classes. The first class is '185 Fantastic Photos with Picasa' by Donald Francois, scheduled for Thursday 09/03/15 - 10/01/15 from 10:00 - 12:00. The class has 5 spots remaining. Below the class title, there is a description: 'Want to learn how to enhance, organize and share your digital photos? In this course you will learn how to edit and crop photos, organize them and create beautiful albums, collages and slideshows. Plus, you'll learn how to share digital photos with family and friends via email and the Internet.' The instructor is listed as Donald Francois, the price is \$50.00, and the location is Clayton OASIS A. There are 'Add to cart' and 'Add to Wish list' buttons for this class.

In addition to using the search filter on the left menu, you also can search keywords and phrases using the **Search bar** at the top of the class listings. In this example, the keyword **computer** was entered in the search field.

Clicking **Go** returned a list of computer classes being offered.



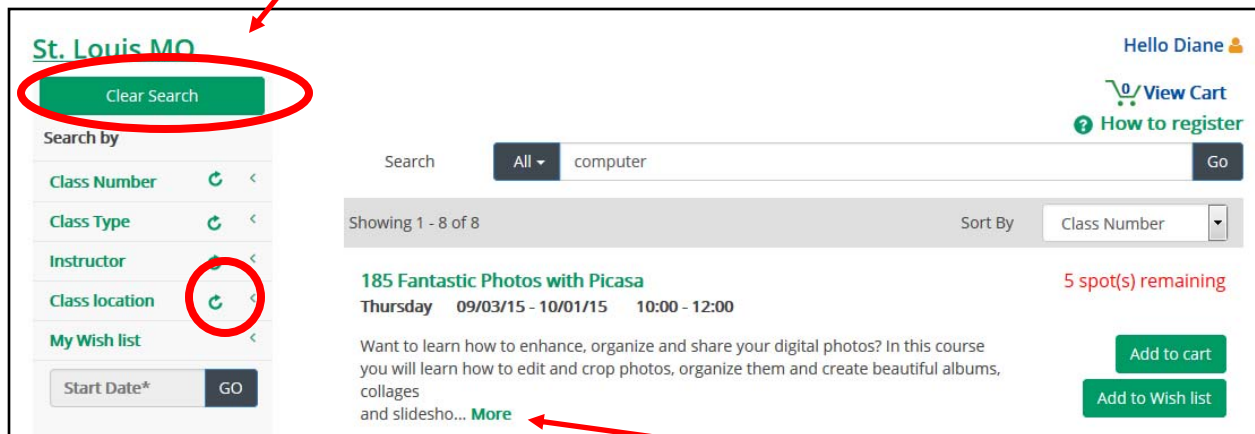
The screenshot shows the MyOasis website interface. At the top, there is a search bar with the text 'computer' entered. A red circle highlights the search bar and the 'GO' button. Below the search bar, the search results show a list of classes. The first class is '185 Fantastic Photos with Picasa' by Donald Francois, scheduled for Thursday 09/03/15 - 10/01/15 from 10:00 - 12:00. The class has 5 spots remaining. Below the class title, there is a description: 'Want to learn how to enhance, organize and share your digital photos? In this course you will learn how to edit and crop photos, organize them and create beautiful albums, collages and slideshows... More'. The instructor is listed as Donald Francois, the price is \$50.00, and the location is Clayton OASIS A. There are 'Add to cart' and 'Add to Wish list' buttons for this class. The second class is '160 iPad iOS8' by Apple, scheduled for Friday 07/31/15 - 08/28/15 from 11:00 - 01:00. The class has 'Registration is closed'. Below the class title, there is a description: 'Apple's iOS 8 for the iPad introduces a ton of exciting new features including enhanced security, Family Sharing of apps, calendars and photo albums, panoramic and timelapse photo, Flyove... More'. The instructor is listed as Apple, the price is \$0.00, and the location is Clayton OASIS A. There are 'Add to Wish list' buttons for this class. The third class is '166 The Cloud' by Apple, scheduled for Monday 08/24/15 from 10:00 - 12:00. The class is 'Class Full'. Below the class title, there is a description: 'What is cloud technology? How does it work? Why do you need it and how can you use it? This class will teach you the basics about devices and accessing data from anywhere... More'. The instructor is listed as Apple, the price is \$0.00, and the location is Clayton OASIS A. There are 'Add to Wait list' buttons for this class.

MyOasis: How To Register

If you are getting unexpected results from your search, try clearing the filters and searching again.

To clear the **Class Number**, **Class Type**, **Instructor** and **Class Location** filters, click the “fishhook” icon next to each specific search field that you wish to clear. Clicking the “fishhook” will clear the filter for that specific criteria.

Clicking the green **Clear Search** button at the top of the menu will clear all of the search criteria for that page, including the left menu search filters, as well as, the keyword and phrase search bar.



St. Louis MO

Hello Diane

View Cart

How to register

Search by

Class Number

Class Type

Instructor

Class location

My Wish list

Start Date* GO

Search All computer Go

Showing 1 - 8 of 8

Sort By Class Number

185 Fantastic Photos with Picasa

Thursday 09/03/15 - 10/01/15 10:00 - 12:00

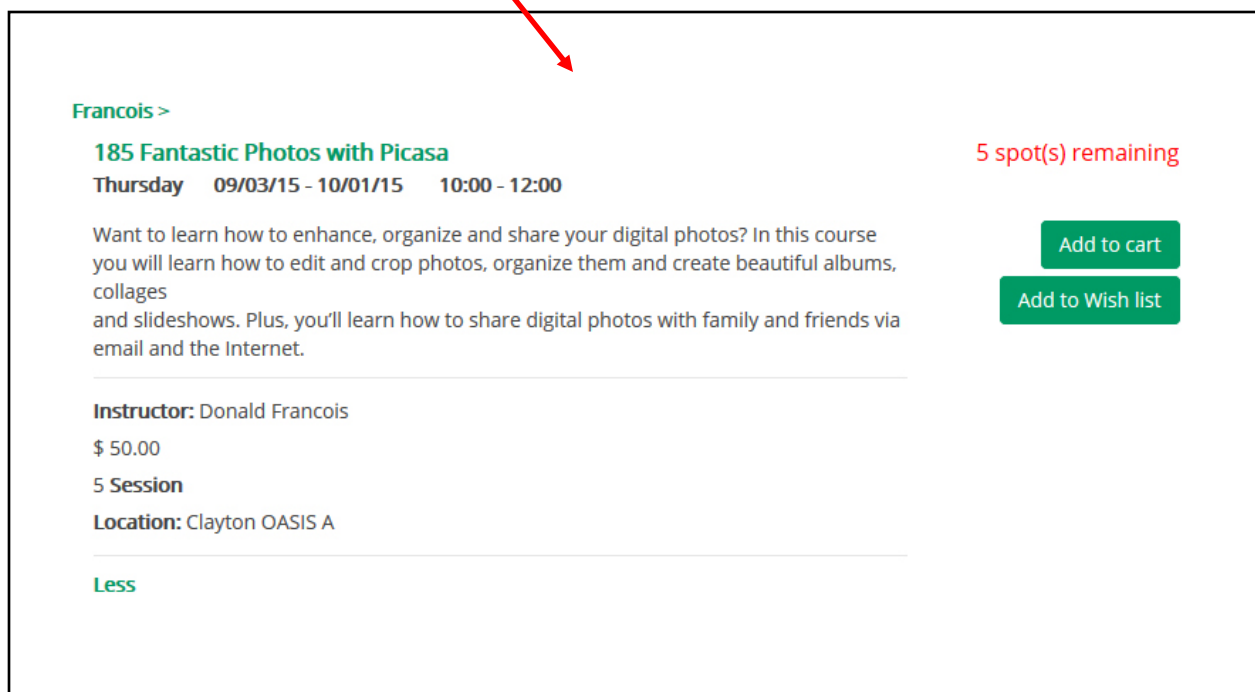
5 spot(s) remaining

Want to learn how to enhance, organize and share your digital photos? In this course you will learn how to edit and crop photos, organize them and create beautiful albums, collages and slidesho... [More](#)

Add to cart

Add to Wish list

When you find a class that you are interested in, you can click the **More** link to expand the view and see the full description.



Francois >

185 Fantastic Photos with Picasa

Thursday 09/03/15 - 10/01/15 10:00 - 12:00

5 spot(s) remaining

Want to learn how to enhance, organize and share your digital photos? In this course you will learn how to edit and crop photos, organize them and create beautiful albums, collages and slideshows. Plus, you'll learn how to share digital photos with family and friends via email and the Internet.

Instructor: Donald Francois

\$ 50.00

5 Session

Location: Clayton OASIS A

[Less](#)

Add to cart

Add to Wish list

The Shopping cart

If you would like to register for a class, you can click the **Add to Cart** button. Or you may click the **Add to Wish list** button to save this class to your wish list. You may go back and view your wish list at any time.

Indianapolis : Classes near 46229

Carolyn Meeker >

134 Getting the Upper Hand with iPad Using IOS 7
Tuesday 03/17/15 10:00 - 12:00

Now that you know the basics of navigating and using your iPad, it's time to learn some advanced iPad skills and look at some of the most popular iPad apps. In this course we will: Learn to master the App Store; Use your iPad to read books and subscribe to your favorite magazines; Edit your pictures and organize them into albums for sharing and slideshows; Use FaceTime to communicate with family and friends; Download Podcasts for your listening convenience; Stay social with Facebook; Listen to music using the Music app. **Not for beginners! Must bring your own iPad fully charged to this class.**

Instructor: Carolyn Meeker
\$ 22.00
1 Session
Location: Broad Ripple-Flanner and Buchanan

[Add to cart](#)
[Add to Wish list](#)

When you choose to add a class to your cart, you are automatically sent to your **Shopping Cart**. Here you can see the class you have chosen, along with the class cost and the processing fee.

If you try to register for a class that is full, you will be added to the **Wait list** for that class. If a spot becomes available you will be contacted in the order of the wait list for that class.

Classes on your **Wait list**, as well as, your **Wish list** also can be viewed from the shopping Cart.

Home Donate Blog My Oasis Logout

Cities National Programs About Us Network

Shopping cart

Current Term: Summer 2015

There are no classes in your cart for purchase. [Return to class search](#)

Wish list

Class#	Class Title	Begins	Status	Spaces	Fee	
131	Step, Strengthen and Stretch	28 Aug, 2015	Available	1	\$40.00	Add to cart Remove
111	Marilyn Monroe: The Icon	11 Sep, 2015	Available	1	\$10.00	Add to cart Remove
102	Flounder House Survey: Historical Architecture	18 Sep, 2015	Available	1	\$10.00	Add to cart Remove

[Add all to cart](#)

Wait list

There are no classes in your wait list.

The screenshot shows the MyOasis website interface. At the top, there is a navigation bar with links for Home, Donate, Blog, My Oasis, and Logout. Below this, a purple header contains the Oasis logo and the text 'Indianapolis IN', which is circled in red. To the right of the header, there are links for Cities, National Programs, and About Us. A user greeting 'Hello Caroline' and a 'Your Cart' icon are visible. The main content area is titled 'Shopping cart' and shows 'Current Term: Winter/Spring 2015' and 'Classes near Indianapolis'. A table lists '1 class in your cart for purchase' with columns for Class#, Class Title, Begins, Status, Spaces, Fee, and Paid. The class listed is 'Getting the Upper Hand with iPad Using IOS 7' with a fee of \$22.00. A 'Processing Fee for Winter/Spring 2015' of \$15.00 is also shown. The subtotal is \$37.00. On the right side of the cart, there are buttons for 'Return to class search' (circled in red), 'Make a donation' (with an 'Amount' input field and an 'Add donation' button), and a summary section with 'Subtotal \$37.00', 'Add another class' (circled in red), and 'Proceed to checkout' (circled in red).

Class#	Class Title	Begins	Status	Spaces	Fee	Paid	
134	Getting the Upper Hand with iPad Using IOS 7	17 Mar, 2015	Unpaid	1	\$22.00	\$0.00	Save for later Delete
Processing Fee for Winter/Spring 2015					\$15.00		
Subtotal					\$37.00		

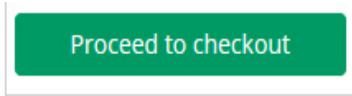
If you are finished register for classes, you can click the **Proceed to checkout** button to complete your registration. You are not registered for a class until you pay for it.

If you would like to continue looking for classes you can click the green **Return to class search** button or the green **Add another class** button. Either button will return you to the **Class search** screen.

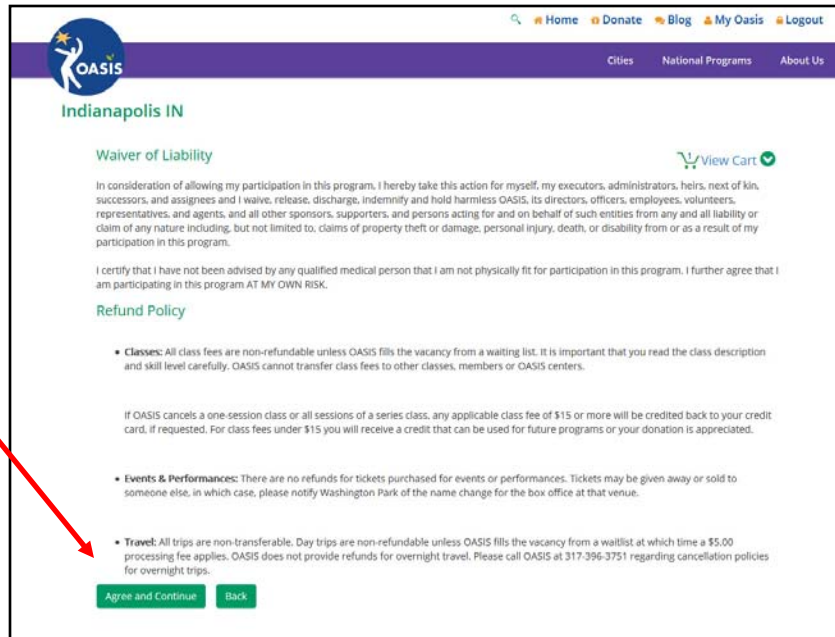
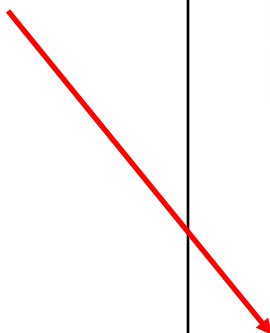
Clicking the **state name** at the top, left of the screen also will return to you to the local Oasis Education Center homepage.

Proceed to checkout

Click the **Proceed to checkout** button to complete your registration. You are not registered for a class until you pay for it.



Once you click the button, you will be taken to the **Waiver of Liability** page. You must click the **Accept and continue** button to continue with your registration.



Indianapolis IN

Waiver of Liability [View Cart](#)

In consideration of allowing my participation in this program, I hereby take this action for myself, my executors, administrators, heirs, next of kin, successors, and assignees and I waive, release, discharge, indemnify and hold harmless OASIS, its directors, officers, employees, volunteers, representatives, and agents, and all other sponsors, supporters, and persons acting for and on behalf of such entities from any and all liability or claim of any nature including, but not limited to, claims of property theft or damage, personal injury, death, or disability from or as a result of my participation in this program.

I certify that I have not been advised by any qualified medical person that I am not physically fit for participation in this program. I further agree that I am participating in this program AT MY OWN RISK.

Refund Policy

- **Classes:** All class fees are non-refundable unless OASIS fills the vacancy from a waiting list. It is important that you read the class description and skill level carefully. OASIS cannot transfer class fees to other classes, members or OASIS centers.

If OASIS cancels a one-session class or all sessions of a series class, any applicable class fee of \$15 or more will be credited back to your credit card, if requested. For class fees under \$15 you will receive a credit that can be used for future programs or your donation is appreciated.

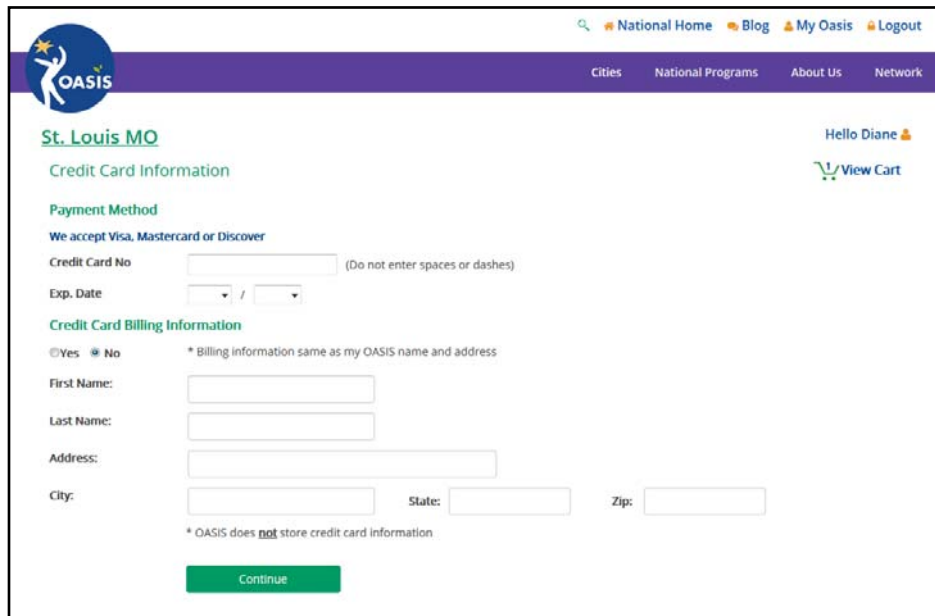
- **Events & Performances:** There are no refunds for tickets purchased for events or performances. Tickets may be given away or sold to someone else, in which case, please notify Washington Park of the name change for the box office at that venue.

- **Travel:** All trips are non-transferable. Day trips are non-refundable unless OASIS fills the vacancy from a waitlist at which time a \$5.00 processing fee applies. OASIS does not provide refunds for overnight travel. Please call OASIS at 317-396-3751 regarding cancellation policies for overnight trips.

[Agree and Continue](#) [Back](#)

Checkout

Once you accept the Waiver of Liability, you will automatically be transferred to the **checkout page** to complete the financial portion of the registration.



St. Louis MO Hello Diane [View Cart](#)

Credit Card Information

Payment Method

We accept Visa, Mastercard or Discover

Credit Card No (Do not enter spaces or dashes)

Exp. Date /

Credit Card Billing Information

Yes No * Billing information same as my OASIS name and address

First Name:

Last Name:

Address:

City: State: Zip:

* OASIS does **not** store credit card information

[Continue](#)

Class credits

If you have a credit balance on your MyOasis account from a previous refund or cancellation you may apply the credit during the checkout process.

The credit will be visible from your shopping cart.

If you are ready to check out, click the **Proceed to checkout** button and accept the Waiver of Liability.

Shopping cart
Current Term: Winter/Spring 2015
Classes near St. Louis
You have a credit that you can apply towards classes: **\$10.00**

3 classes in your cart for purchase

Class#	Class Title	Begins	Status	Spaces	Fee	Paid	
562	Navigating the West: George Caleb Bingham and the River	25 Mar, 2015	Unpaid	1	\$5.00	\$0.00	Save for later Delete
125	Try Your Hand at the iPad	13 Mar, 2015	Unpaid	1	\$22.00	\$0.00	Save for later Delete
195	Asteroids, Comets and Cocktails	19 Mar, 2015	Unpaid	1	\$0.00	\$0.00	Save for later Delete

Processing Fee for Winter/Spring 2015 \$15.00

Subtotal **\$42.00**

Buttons: Return to class search, Make a donation (Amount: _____), Add donation, Add another class, Proceed to checkout

Upon accepting the Waiver of Liability, you will be asked if you want to use your credits towards your purchase. You may choose **No** and keep the credits on your account for future use. If you click **Yes**, the credits will be applied to your current balance due.

Apply credit

You have a credit available of \$10.00. Would you like to apply your credit towards your classes?

No, I will use the credit later.

Yes, apply the credit now. Amount Payable will then be: \$32.00

[Continue Checkout](#)

After you make your choice, click **Continue Checkout**.

If you choose **Yes**, the popup screen that follows will show your credit being applied.

Apply credit

Class#	Class Title	Due Amount	Credit Applied
	Processing Fee	15.00	10.00
562	Navigating the West: George Caleb Bingham and the River	5.00	0.00
125	Try Your Hand at the iPad	22.00	0.00
195	Asteroids, Comets and Cocktails	0.00	0.00

Pay \$32.00 to apply your credit.

To continue with your payment, scroll further down the popup window and click the **Apply Credit & Checkout** button.