

## Instructions for a Member to Create an Account Online and Register for a Program

Step 1: Find the program you wish to register for Click on the Event Registration button you will be redirected to the Event page.

Name: Library Hour Zoom  
Date(s): 2/12  
Time: 1:30p - 2:30p  
Ages Allowed: 1 - 99

**LIBRARY HOUR ZOOM**

While the History Center is closed, library staff will be offering a Library Hour on Zoom on Fridays at 1:30 beginning January 8. This will be an opportunity to discuss your research in a small group meeting and seek advice on library resources and using online resources such as FamilySearch, Ancestry, and Newspapers.com. This service is FREE for Members of the History Center and \$10 for Non Members. Please contact Nicole Smith, Director of Library and Archives for more information. A link to the ZOOM will be emailed to you once your registration is confirmed.

Having trouble logging in? Email [nsmith@yorkhistorycenter.org](mailto:nsmith@yorkhistorycenter.org) for assistance.

Please log in to complete your purchase.

**LOGIN**

Step 2: Scroll down through the description and Click the Login Button:

Please log in to complete your purchase.

**LOGIN**

Step 3: To create an account, Click "Register" and Check the box "I am a Member":

Log In Register

Welcome! Please choose the statement that applies to you.

I am a Member:

Membership ID

Last Name

**CREATE WEB ACCOUNT**

Step 4: You will need to enter your Member ID and Last Name, Click "Create Web Account". Your Member ID is the same as your Patron ID. If you do not know your Member ID/Patron ID you may contact [membership@yorkhistorycenter.org](mailto:membership@yorkhistorycenter.org) for information.

Step 5: Enter your Email, Create a User Name, and Password & Click “Log In”

Email
User Name
Password
Confirm Password
<b>LOG IN</b>

Step 6: You are now logged in & will be redirected to our Online Registration Page.

Go to “Events and Programs” Listing or the Calendar to begin to register online

Choose what you would like to do next: Register for programs, renew your membership, donate. In this case we’ll register for a Program.

**Make your selection from the activities below:**

- [Purchase or Renew Memberships or Gift Memberships](#)
- [Donate to the Annual Fund](#)
- [Events and Programs Calendar](#)
- [Events and Programs Listing](#)
- [Museum & Library Admission Calendar](#)
- [School Program Calendar](#)
- [Museum & Library Admission](#)
- [Online Bookstore](#)
- [Buy Electronic Gift Cards](#)

Step 7: Choose the Program you wish to attend by double clicking on the blue title:

Week of February 14, 2021					
Thursday, February 18					
<a href="#">Third Thursday Webinars: Cabal!</a>	53 seats	1 day	7:00p to 8:00p	Ages: 12 - 99	
Friday, February 19					
<a href="#">Library Hour Zoom</a>		1 day	1:30p to 2:30p	Ages: 1 - 99	
Week of February 21, 2021					
Friday, February 26					
<a href="#">Library Hour Zoom</a>		1 day	1:30p to 2:30p	Ages: 1 - 99	
Week of February 28, 2021					
Thursday, March 4					
<a href="#">Estate Planning Seminar</a>		1 day	10:00a to 11:00a	Ages: 18 - 99	

Step 8: Now add the Attendees. Check which person will be attending or ADD an attendee

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### LIBRARY HOUR ZOOM

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Membership Status Individual - Expires 06/30/2021

Select Attendee(s):	Age:	Price:
<input type="checkbox"/> Paul Altland		Member Adult - \$0.00
<input checked="" type="checkbox"/> Terri Altland		Member Adult - \$0.00

[ENTER ATTENDEE NAME](#)

Step 9: Add to Your Cart

Select Attendee(s):	Age:	Price:
<input type="checkbox"/> Paul Altland		Member Adult - \$0.00
<input checked="" type="checkbox"/> Terri Altland		Member Adult - \$0.00

[ENTER ATTENDEE NAME](#)

[ADD TO CART](#)

Step 10: Complete Your Purchase

DESCRIPTION	PRICE	QUANTITY	SUBTOTAL	
Terri Altland has been registered into 'Library Hour Zoom' on 02/12/2021 at 1:30 PM	0.00	1	0.00	<a href="#">REMOVE</a>

Promotional Code:  [APPLY](#)

Total: \$0.00

For those with AAA, Active or Veteran Military status, or Seniors, use code: AAA, MIL or SEN for a \$2 discount for each *Adult Museum Admission only*. No discounts for Library Admission or paid programs.

You may purchase what is in your cart through our secure server, or continue shopping.

[MAKE A DONATION TO OUR ANNUAL FUND](#) [CONTINUE SHOPPING](#) [COMPLETE PURCHASE](#)

Step 11: Once you complete your purchase you will receive an email confirmation. Please check your "Junk/Spam" folder for your email from us. Thank you!