

This should only be done if you have not registered for the Optimist Institute or the LMS in the past.

When you get to the Optimist Institute site (<u>www.OptimistInstitute.org</u>), click Register (in the top right corner).



Scroll down and click the "Click Here to Subscribe" button in the section labeled Optimist Club Member Registration.



### **OPTIMIST CLUB MEMBER REGISTRATION**



All Optimist Club Members, including Vice Presidents, Governors, Lieutenant Governors, Club Officers, and District Officers, should register for the Optimist Institute using this subscription plan.

You will need to renew your subscription annually with the updated passcode.

YOU MUST HAVE A PASSCODE TO REGISTER FOR THIS LICENSE! Please reach out to your Club President or Lt. Governor for the Passcode.

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### COLLEGE OPTIMIST CLUB MEMBER REGISTRATION



All Optimist Club Members, including Vice Presidents, Governors, Lieutenant Governors, Club Officers, and District Officers, should register for the Optimist Institute using this subscription plan.

You will need to renew your subscription annually with the updated passcode.

YOU MUST HAVE A PASSCODE TO REGISTER FOR THIS LICENSE! Please reach out to your Club President or Lt. Governor for the Passcode.

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#### FRIEND OF OPTIMIST REGISTRATION



Friends of Optimist should register for the Optimist Institute using this subscription plan.

For \$25.00 USD, you will have access to the Optimist Institute for one year!

You must have your member number and a passcode in order to register as a Friend of Optimist for the Optimist Institute. If you do not know your member number or the passcode, please reach out to the Club President of your Club.

lick Here to Subscribe

To access the registration form, enter this year's Passcode, then click Get Access.

The Passcode is 2425member.

| Optimist Club Member Registration |  |  |  |
|-----------------------------------|--|--|--|
| Passcode is Required              |  |  |  |
| Passcode: *                       | P Get Access                                   |  |  |
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Complete the required account information.

For the username, you must use the email address that you have associated with your account (if not, the system will match your username to your email within 48 hours).

If you are a member of more than one Club, there are spaces provided for you to enter additional Club numbers. Please leave any additional spaces blank once you've entered all Club numbers to which you belong.

| 1 1                 |               |  |
|---------------------|---------------|--|
| Account Information |               |  |
| First Name *        |               |  |
| Last Name *         |               |  |
| Email *             |               |  |
| Username *          |               |  |
| Password *          |               |  |
| Confirm Password *  |               |  |
| Address *           |               |  |
| City *              |               |  |
| State *             |               |  |
| Country *           | United States |  |
| Postal Code *       |               |  |
| Club Number *       |               |  |
|                     |               |  |

Once you have completed the form, click "Click Here to Subscribe".



# Questions about creating an Optimist Institute Account?

Email: institute@optimist.org



## Renew a Subscription to Your Optimist Institute Account for Members

This should only be done if your current subscription plan for the Optimist Institute (former LMS) has expired.

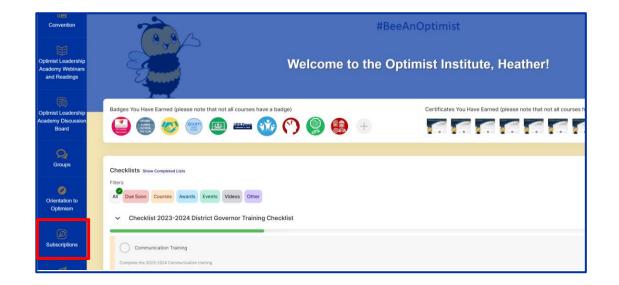
When you get to the Optimist Institute site (<u>www.OptimistInstitute.org</u>), click Login (in the top right corner).



Enter your username (which is your email address) and password. Click Login.

| myersh@optimist.org |  |
|---------------------|--|
| Password *          |  |
|                     |  |
| Remember me         |  |
| Login               |  |

Once you are logged in, look at the blue menu bar on the left of your screen. Scroll down and click Subscriptions.



Scroll down and click the "Click Here to Subscribe" button in the section labeled Optimist Club Member Registration.

| OPTIMIST CLUB MEMBER REGISTRATION<br>\$0.000<br>per Year  | Image: Additional and the second s | FIEND OF OPTIMIST REGISTRATION   \$25,00   gr gan  |
|---|---|--|
| All Optimist Club Members, including Vice Presidents, Governors,<br>Lieutenant Governors, Club Officers, and District Officers, should register<br>for the Optimist Institute using this subscription plan. | All Optimist Club Members, including Vice Presidents, Governors,<br>Lieutenant Governors, Club Officers, and District Officers, should register<br>for the Optimist Institute using this subscription plan.   | Friends of Optimist should register for the Optimist Institute using this subscription plan. |
| You will need to renew your subscription annually with the updated passcode.  | You will need to renew your subscription annually with the updated passcode.  | For \$25.00 USD, you will have access to the Optimist Institute for one year!                |
| YOU MUST HAVE A PASSCODE TO REGISTER FOR THIS LICENSE!<br>Please reach out to your Club President or Lt. Governor for the Passcode.   |   |  |
| Click Here to Subscribe   | Click Here to Subscribe   |  |
|   |   | Click Here to Subscribe  |

To access the renewal form, enter this year's Passcode, then click Get Access.

## The Passcode is 2425member.

| Optimist Club Member Registration |  |              |  |  |
|-----------------------------------|--|--------------|--|--|
| Passcode is Required              |  |              |  |  |
| Passcode: *                       |  | P Get Access |  |  |
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Input your Club Number(s) and Member Number.

The first Club number and Member number are required. Only fill in the amount of Club numbers for which you are a member. Please leave the remaining Club numbers blank.

| Account Information |  |
|---------------------|--|
| Club Number *       |  |
| Member Number *     |  |
| Second Club Number  |  |
| Third Club Number   |  |
| Fourth Club Number  |  |
| Fifth Club Number   |  |
| Sixth Club Number   |  |

### Click the button that reads "Click Here to Subscribe".





# Questions about renewing your Optimist Institute Account?

Email: institute@optimist.org