

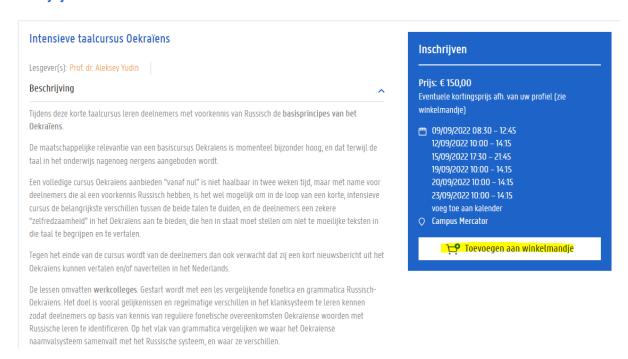
Humanities Academie

How to register for an activity?

If you don't have an account yet, please follow these steps:

- 1. Go to the page of the activity you would like to attend. Our complete offer can be found under "Programma".
- 2. At the bottom of each page is written "Schrijf je hier in", which means "register here". In the blue box on the right is a button "toevoegen aan winkelmandje" = "add to cart". To start your registration, you need to click this button.

Schrijf je hier in



3. After you have clicked the "add to cart-button", go to your cart right on top of the page.



4. A screen will pop up where you need to fill in your email address. Fill in the address you wish to use and click "inloggen" (=log in).

Winkelmandje

Geef hier het e-mailadres in waarmee u zich geregistreerd heeft op dit platform. Voor het inloggen zal u doorgestuurd worden naar de aanmeldingspagina's van Microsoft

→	Inloggen	١

- 5. You now get the following notification: "gelieve eerst een account aan te maken", which means "please create an account first". Type the address you wish to use*, your first and last name and check the box which says you accept / agree to the privacy conditions.
- 6. An email with a confirmation link will now be sent to your address. Click the link in the email to confirm. You will be redirected to Microsoft. After following the steps there, you can log in to your account and you will automatically be redirected to our platform.
- 7. Go to your cart again and verify your order, enter your data and confirm the order.**
- 8. You will receive an email with an order confirmation and a payment link.
- *Accounts are personal and for life. Every person who wants to book/order an activity, has to make a personal account, preferably with a <u>personal</u> mailing address.
- ** The address to which order confirmations and invoices are sent, can be different from the address you use to log in.

The field "waardeboncode" (=voucher code) and button "waardebon valideren" (=validate your voucher):

The field "waardeboncode" is not a required field, you can click on "doorgaan naar de volgende stap" (=next). If you do have a voucher, you can enter the code in the required field.