

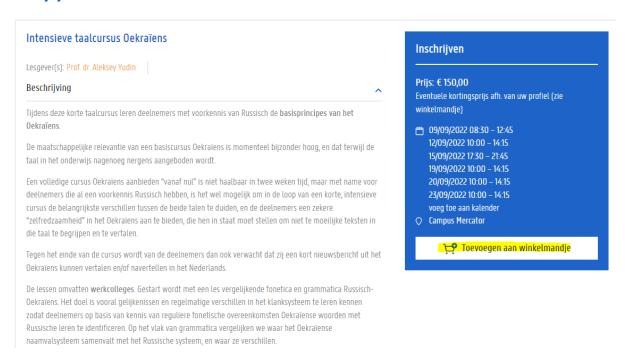
## **Humanities Academie**

## How to register for an activity?

### If you don't have an account yet, 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 there's a button "toevoegen aan winkelmandje" = "add to your cart". To start your registration, you have to click that 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 have to fill in your e-mail address. Fill in the address you wish to use and click on "inloggen" (=log in).

Winkelmandje

Voor het inloggen zal u doorgestuurd worden naar de aanmeldingspagina's van Mic	rosoft.
occi inci net e matadres in waarinee a zien geregistreera neert op dit platform.	
Geef hier het e-mailadres in waarmee u zich geregistreerd heeft op dit platform.	

E-mailadres \*

- 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 e-mail with a confirmation link will now be sent to your address. Click the link in the e-mail to confirm. You will be redirected to Microsoft. After following the usual 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 get an e-mail 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 an own account, preferably with a personal 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 of course enter the code in the required field.

#### **Discounts**

→ If you are eligible for a discount, you have to indicate this during checkout: Select the "I am eligible for a discount" checkbox (="ik heb recht op een uitzonderingsprijs"). In the dropdown menu next to "uitzonderingsprijs", select the category that applies to you.