

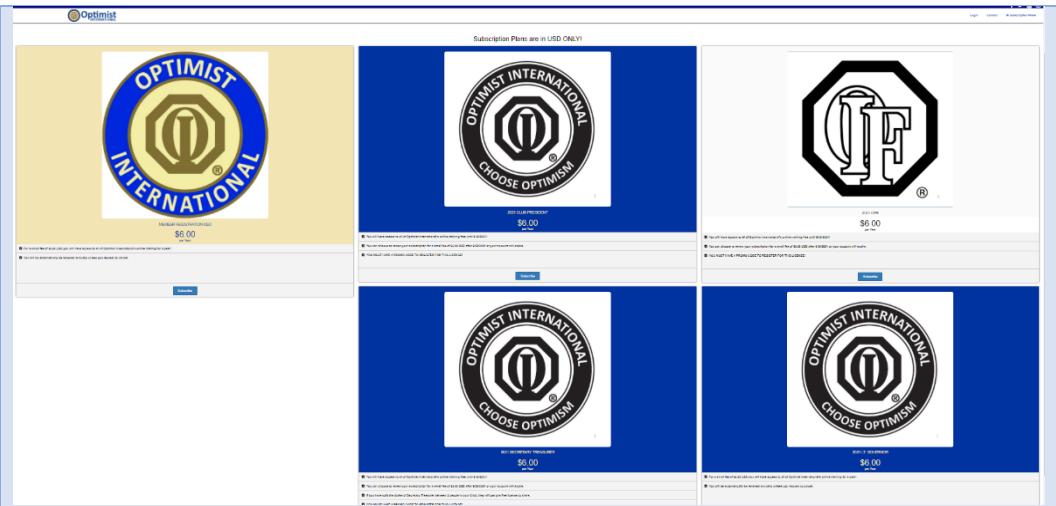


How to Register for an Officer License for Optimist International's LMS

STEP NUMBER	INSTRUCTIONS	ILLUSTRATION OF STEP
1	<p><u>Before starting, please have your Club and Member Number ready.</u></p> <p>Open the Optimist International LMS website. Go to: https://optimist.tovuti.io/ This will open the main page.</p>	
2	<p>Click "Subscription Plans." It is located in the top right corner of the screen, with a small dollar sign next to it.</p>	

3

Click on "Subscribe" underneath your officer title. For instance, if you are a 2021 Club President, click on the "Subscribe" under the 2021 Club President License.



4

Fill out the required information. Make sure to put the correct promo code in the "Promo Code" box. (See page 4 for promo codes) **Leave all of the credit card information blank.**

When you are finished filling out the information. Click the blue "Process Subscription" button.

****On 9/30/2020 all officers will be replaced with the 2021 Officers. You will have the option to pay \$6.00 USD to keep your license.**

2020 Club President

Account Information

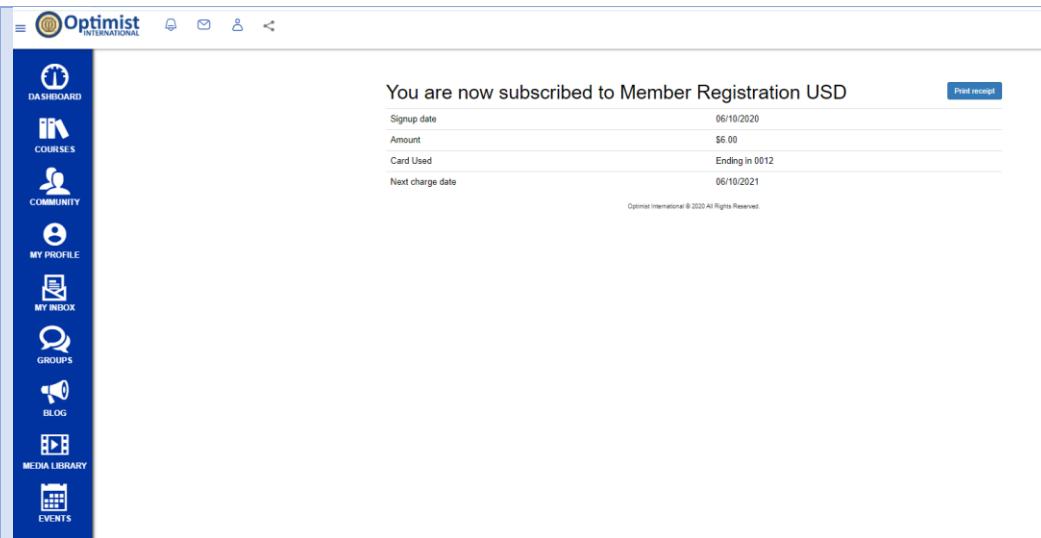
First Name *	Michele
Last Name *	Turner
Email *	m.turner14@outlook.com
Username *	michele.turner@optimist.org
Password *	*****
Confirm password *	*****
Address *	444 Lindell Blvd
City *	St. Louis
State *	Missouri
Country *	United States
Zip *	63108
Club Number *	12345
Member Number *	12345

Payment Information

Initial Price \$ 0.00
Recurring Due \$ 0.00
Promo Code <input type="text"/>
Credit Card Number <input type="text"/>
Expiration Date <input type="text"/> 10 / <input type="text"/> 2024
CVV Code <input type="text"/>
First Name <input type="text"/>
Last Name <input type="text"/>
Address <input type="text"/>
City <input type="text"/>
State <input type="text"/>
Country <input type="text"/> United States
Zip <input type="text"/>
<input type="checkbox"/> I'm not a robot  Privacy Statement Terms of Use
<input type="button" value="Process Subscription"/>

5

If you were successful, you will be brought to this screen. You can click on the blue “Print Receipt” button if you would like a receipt.

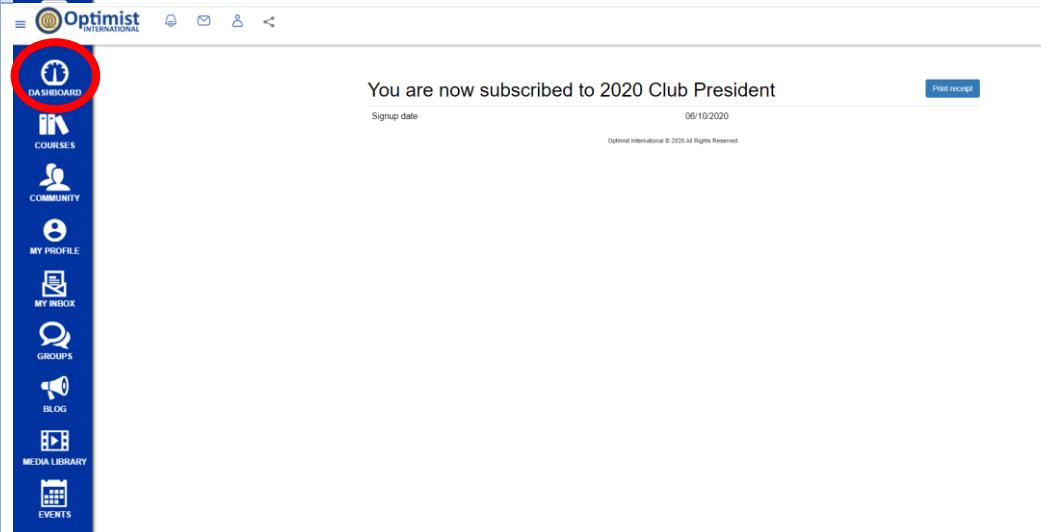


The screenshot shows the Optimist International dashboard. On the left is a vertical sidebar with icons for Dashboard, Courses, Community, My Profile, My Inbox, Groups, Blog, Media Library, and Events. The main content area displays a confirmation message: "You are now subscribed to Member Registration USD". Below this are details of the subscription: Signup date 06/10/2020, Amount \$6.00, Card Used Ending in 0012, and Next charge date 06/10/2021. At the bottom right is a "Print receipt" button.

6

Click on the “Dashboard” Icon and begin your training.

Optimist International advises that you complete the “Welcome” video first.



The screenshot shows the Optimist International dashboard. On the left is a vertical sidebar with icons for Dashboard, Courses, Community, My Profile, My Inbox, Groups, Blog, Media Library, and Events. The "Dashboard" icon is highlighted with a red circle. The main content area displays a confirmation message: "You are now subscribed to 2020 Club President". Below this are details of the subscription: Signup date 06/10/2020. At the bottom right is a "Print receipt" button.

Officer Position	Promo Code
Club President	2021CPRES
Club Foundation Representative	2021CFR
2021 Club Secretary-Treasurer	2021SECTRES