



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.**

Optimist International

2020 Club President

Account Information

First Name *

Last Name *

Email *

Username *

Password *

Confirm password *

Address *

City *

State *

Country *

Zip *

Club Number *

Member Number *

Payment Information

Initial Price

Recurring Date

Promo Code

Credit Card Number

Expiration date

CVV Code

First Name

Last Name

Address

City

State

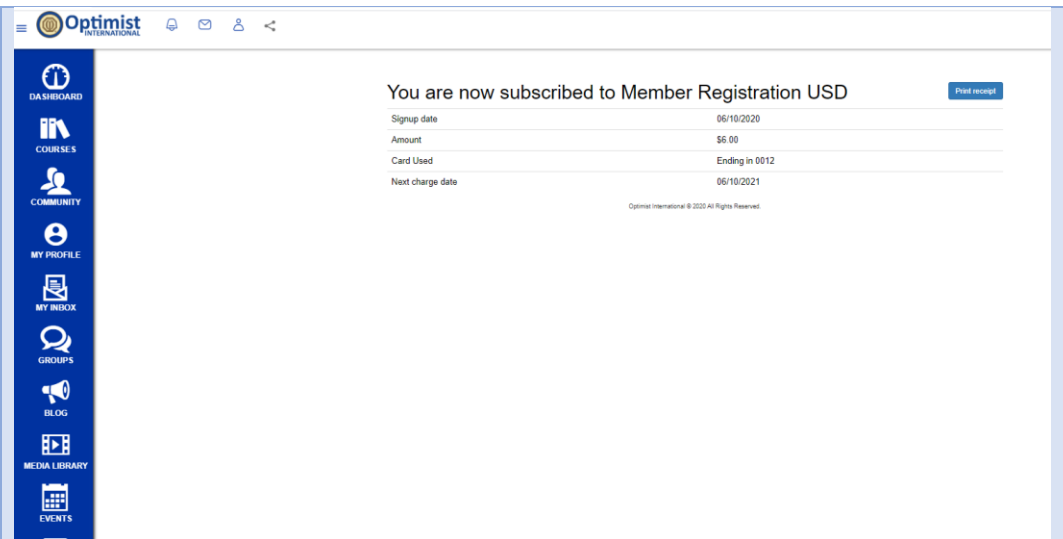
Country

Zip

☐ I'm not a robot

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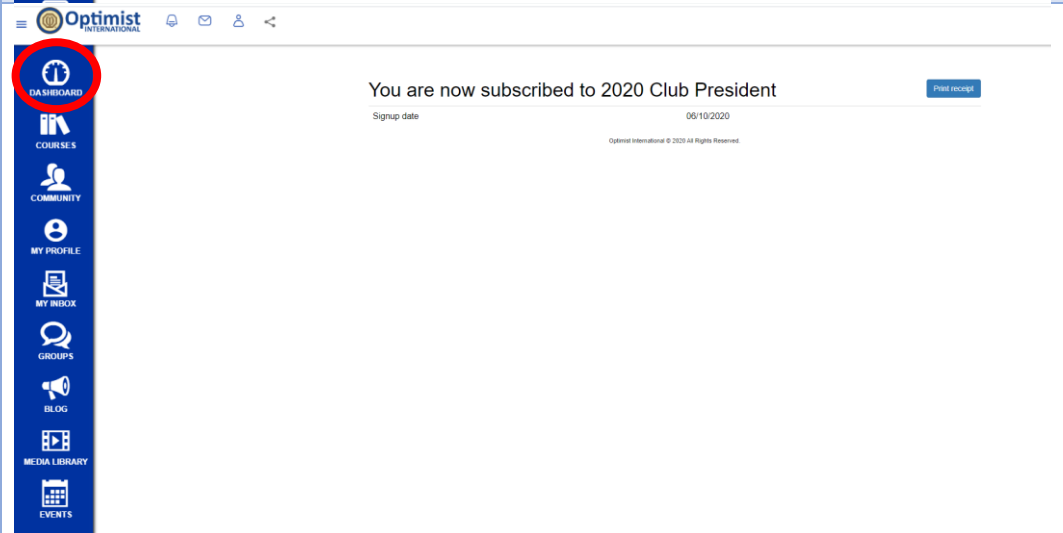
If you were successful, you will be brought to this screen. You can click on the blue "Print Receipt" button if you would like a receipt.



6

Click on the "Dashboard" Icon and begin your training.

Optimist International advises that you complete the "Welcome" video first.



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