

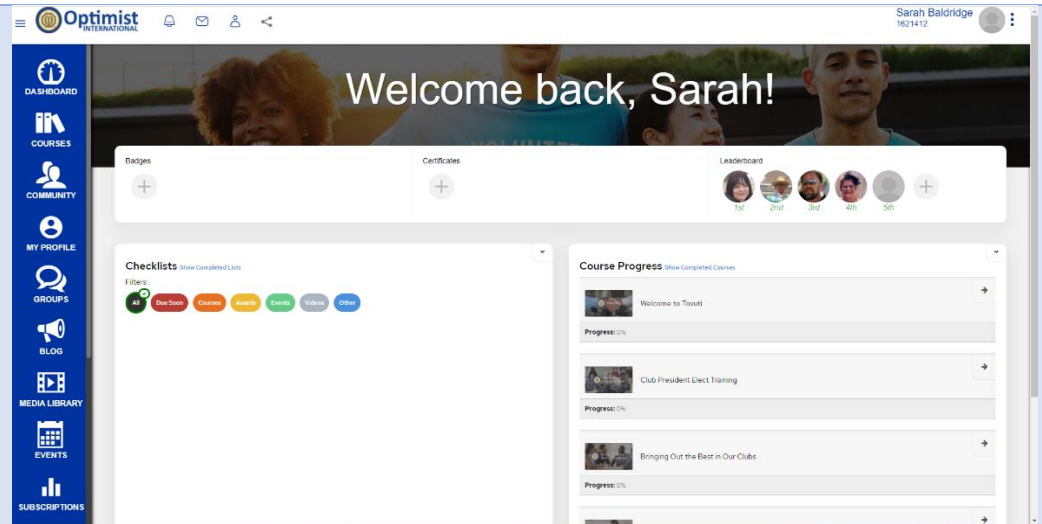
How to go from a Free to a Paid LMS License



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 "Login" It is located in the top right corner of the screen. Login with your existing credentials</p>	

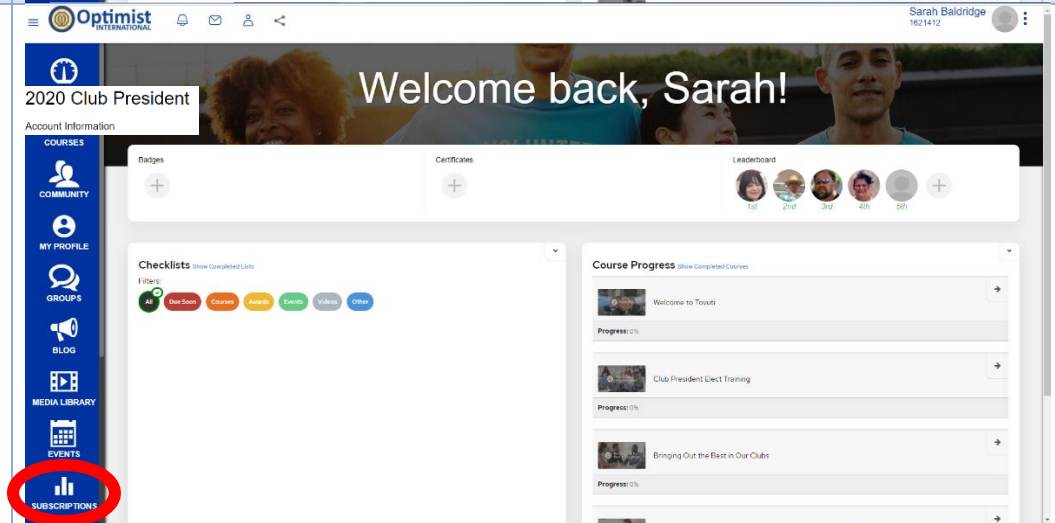
3

Once you have logged in you will be brought to this screen.



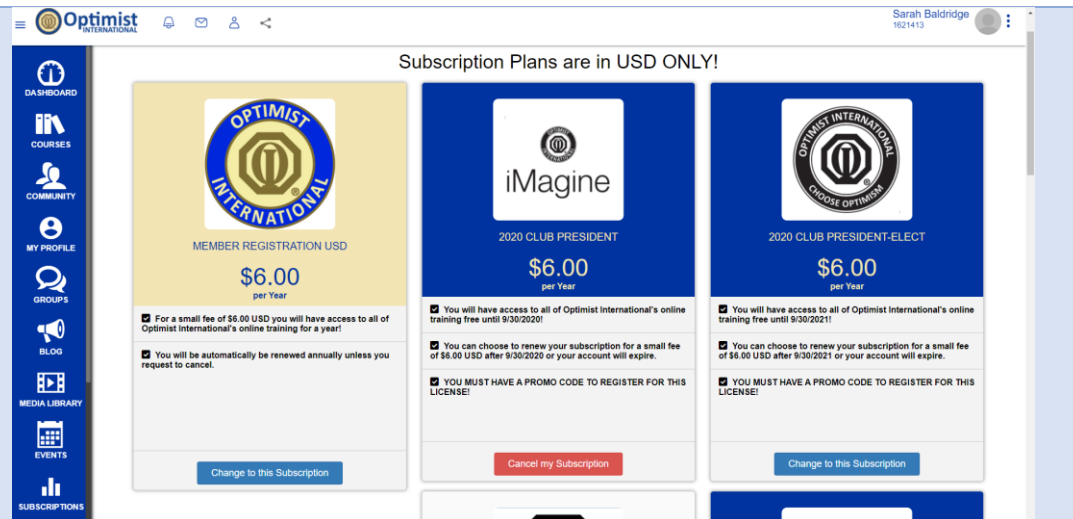
4

On the left hand side of the screen in the blue toolbar click on the "Subscriptions" button (circled in red)



5

You will then be brought to this screen. To pay for your subscription, click on the “Change to this Subscription” under “**Member Subscription**”



6

Fill out the required information.

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

Member Registration USD

Account Information

Club Number *

Member Number *

Payment Information

Initial Price \$ 6.00

Recurring Dues \$ 6.00

Promo Code

Credit Card Number

Expiration date 01 / 2020

CVV Code

First Name

Last Name

Billing address is same as account address ☐

Address

City

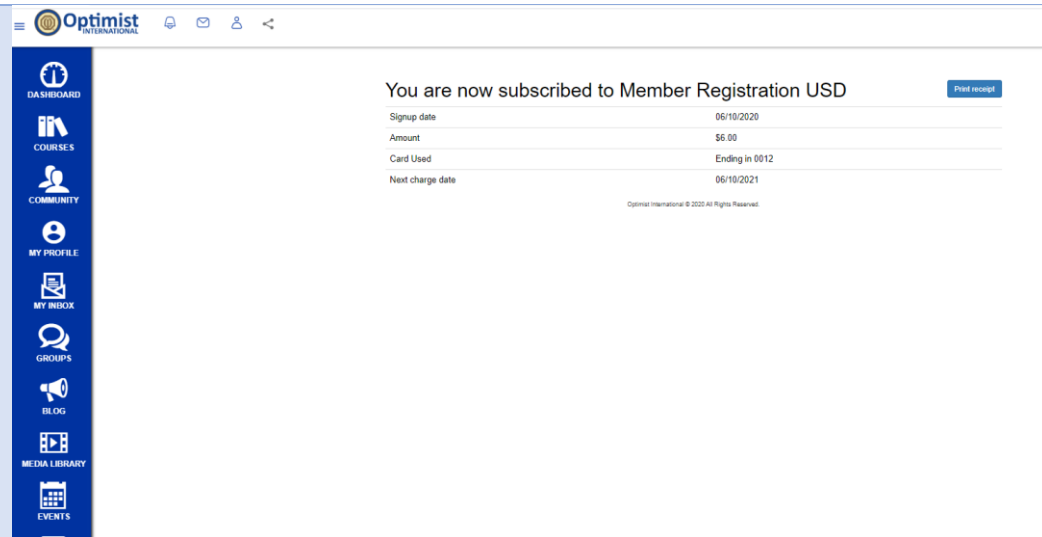
State

Country United States

Zip

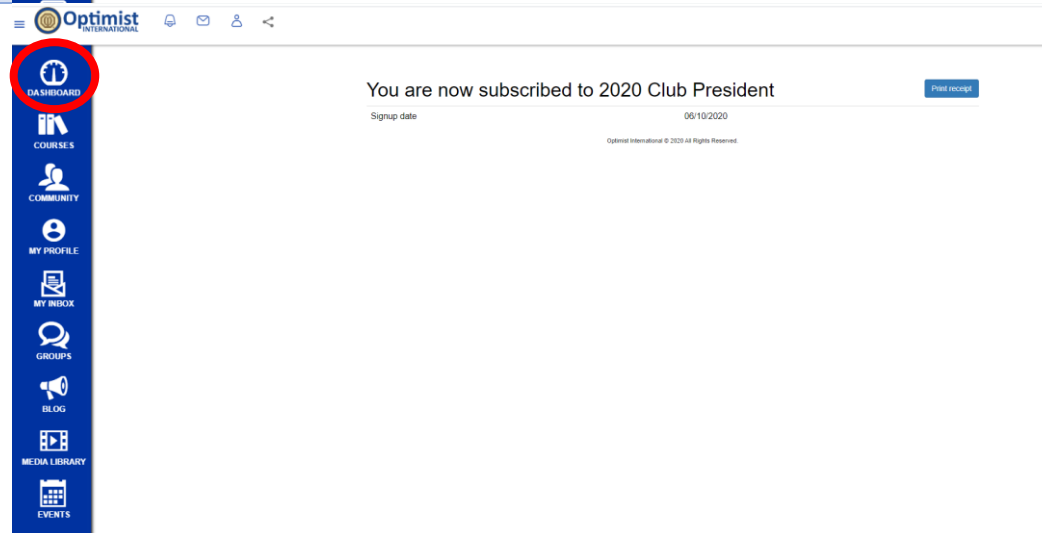
7

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.



8

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



If you have any questions, please contact Michelle Turner at ImS@optimist.org