

# Online Registration and Training Transcripts Now Available

ProClass, our training management system is set to go!!! To register for District Learning Institute training classes, log in using one of the two following procedures. Review your profile and if any key information is not correct, please update and/or add. Then continue to register using the third procedure

## ProClass Login Instructions for those that have attended training during Toastmasters year 2020-2021

**In order to create a new password, please:**

1. Access <https://Reg137.Imperisoft.com/tmdistrict66/Search/Registration.aspx>.
2. Click **Login**.
3. **Forgot your password?**, click **Click here**.
4. Enter the primary email address used for Toastmasters.
5. Click **Submit**.
  - o Email Sent!
6. From email, click **Click here**.
7. Note current username.
8. If you wish to change it, enter a new one in **Username**.
9. Enter **New Password**.
  - o 8 characters w/ at least 1 uppercase, 3 lowercase, 1 digit, 1 special character
10. Enter again to **Confirm Password**.
11. Click **Submit**.
  - o Automatically logged in.
12. To log out, click your name in the upper right and choose **Log Out**.

## ProClass New Member Instructions for those that are registering for training for the first time during Toastmasters year 2020-2021

**In order to create a new member record, please:**

1. Access <https://Reg137.Imperisoft.com/tmdistrict66/Search/Registration.aspx>.
2. In the upper right, click **Start Here**.
3. Enter all required information as denoted by the \*.
4. Click **Submit**.
  - o Automatically logged in.

Once logged in, proceed to registration:



### Welcome To Toastmasters International District 66

- If you are new to this site, create an account first.
- If you are a returning user, log in to your online account.
- Select Semester below to start registering for classes.

### Search Options [?](#)

View Programs for

All Contacts


Select Semester (required)

2020Q2

Program Type

Any

Search



1. Choose the appropriate semester based on current date.
2. Click **Search**.

## Search Options

### View Programs for

All Contacts

### Select Semester **(required)**

2020Q2

### Program Type

Any

Search

#### COT President - FF1: Think Like a Leader

TLI | Available

Date	Time	Instructor(s)
12/5/2020 (one day)	9:00 AM-9:55 AM EST on Sat	Tyree, William

Register

#### COT Sec/Treas/SAA - FF1: 3-Legged Stool, Working Together in Support of Your Club

TLI | Available

Date	Time	Instructor(s)
12/5/2020 (one day)	9:00 AM-9:55 AM EST on Sat	Harris-Ugworji, Tishaun

Register

#### COT VPE - FF1: Cheerleader/Coach, Helping Members Get the Most from the Toastmasters Education Program

TLI | Available

Date	Time	Instructor(s)
12/5/2020 (one day)	9:00 AM-9:55 AM EST on Sat	Sterrett, Cynthia

Register

#### COT VPM - FF2: Recruiting New Members, Sales for non-Sales people

TLI | Available

3. Scroll through and choose the first of the classes you wish to attend by clicking **Register**.

**To register individuals for this class -**

Click the check box next to the individuals name, If the individual is not already listed you may create them by clicking on the "Add new child" or "Add new adult" links below. Individuals within your account who are already registered for this class or event are listed as (Registered).

You may select more than one registrant and if there are options or additional information required a window will appear to collect any additional information needed.

## General Audience - Leadership, Move On, Not Out

TLI | **Available**

Date 12/4/2020 (one day) Download iCalendar	Time 6:30 PM-7:25 PM EST on Fri	Level Open
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### Select Students

Reynolds, Kathy

**Register**

**Add a new adult**

**Search for more programs**

4. In **Select Students**, place a check next to your name.
5. Click **Register**.

Your selections have been saved. You have 60 minutes to complete the registration process before these items are removed from your shopping cart.

To continue, choose an option from the list below.

**Search for more programs**

**View General Audience - Leadership, Move On, Not Out details**

**Checkout**

6. Click **Search** for more programs and choose the other classes for which you will attend.

Your selections have been saved. You have 60 minutes to complete the registration process before these items are removed from your shopping cart.

To continue, choose an option from the list below.

[Search for more programs](#)

[View COT VPM/VPPR - FF2: Your Club's Niche, Persona and Target Market details](#)

[Checkout](#)



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www.tmdistrict66.org/

7. Once all classes have been chosen, click **Checkout**.

**Before you click the Continue button:**

Kindly double check your registrations listed in the table below. You can remove if you wish to not include the registration **If you have a Coupon Code**, enter in the coupon code first and click 'Apply Coupon Code' link before you click the Continue button.

	Student	Type	Description	Action	Tuition	Additional Fees	Additional Items	Payment Options	Subtotal
✖	Reynolds, Kathy	TLI	2020Q2 -- General Audience - Leadership, Move On, Not Out	Register	\$0.00	\$0.00			\$0.00
✖	Reynolds, Kathy	TLI	2020Q2 -- General Audience - Mentoring as a Toastmaster	Register	\$0.00	\$0.00			\$0.00
✖	Reynolds, Kathy	TLI	2020Q2 -- COT VPM/VPPR - FF1: Dynamic Duo: The Math, The Plan, The Partner Process	Register	\$0.00	\$0.00			\$0.00
✖	Reynolds, Kathy	TLI	2020Q2 -- COT VPM/VPPR - FF2: Your Club's Niche, Persona and Target Market	Register	\$0.00	\$0.00			\$0.00

Subtotal:                      \$0.00                      Tuition

Total:                              \$0.00

Amount Due Today:              \$0.00

- 8. Review your registration.
- 9. Use the back arrow to return and make changes if necessary.
- 10. Once you are ready, scroll down.

You have no amount due today.

Continue

## Terms of Use

**PRIVACY:** Your privacy is important to us. It is the District 66 Learning Institute's policy to respect your privacy regarding any information we may collect from you. We collect information by fair and lawful means, with your knowledge and consent. We also let you know why we're collecting it and how it will be used. We only retain collected information for as long as necessary to provide you with your requested service. What data we store, we'll protect within commercially acceptable means to prevent loss and theft, as well as unauthorized access, disclosure, copying, use or modification.

We don't share any personally identifying information publicly or with third-parties, except when required to by law.

I have read and agree with the policies and procedures set forth.

Toastmasters International District 66  
www.tmdistrict66.org/

11. Read the **Terms of Use** and place a check next to **I have read and agree with the policies and procedures set forth.**
12. Click **Continue.**

Select Language  Powered by  Google Translate

Your registration/purchase is complete. Click [here](#) for a printable page for your records.

4 item(s) succeeded

0 item(s) failed



## Successful Items:


Student	Item	Type	Status	Instructor(s)	Start Date	Start Time
Reynolds, Kathy	COT VPM/VPPR - FF2: Your Club's Niche, Persona and Target Market	TLI	Registered	Baumann, Kara	12/5/2020	10:05 AM EST
Reynolds, Kathy	COT VPM/VPPR - FF1: Dynamic Duo: The Math, The Plan, The Partner Process	TLI	Registered	Reynolds, Kathy	12/5/2020	9:00 AM EST
Reynolds, Kathy	General Audience - Mentoring as a Toastmaster	TLI	Registered	Kennedy, Linda	12/4/2020	7:35 PM EST
Reynolds, Kathy	General Audience - Leadership, Move On, Not Out	TLI	Registered	Geoghegan, Maggie	12/4/2020	6:30 PM EST

13. Access your email account.

- You will receive an email with a receipt for your “purchase”.

District 66 Learning Institute Registration/Purchase Receipt

 **District 66 Learning Institute** <noreply@imperisoft.com> 1/21/2021 3:11 PM   
**Via** District 66 Learning Institute <education@tmdistrict66.org>  
**To** Kathy Reynolds

Quick reply Reply all Forward Delete 

Hello Kathy,

Thank you for your purchase.

**Purchase Details:**

Student	Item	Type	Status	Instructor(s)	Start Date	Start Time
Reynolds, Kathy	Free Toast Host for Users	Fundamentals in Fifteen	Registered	Vey, Kristine	2/5/2021	6:00 PM EST

This email comes from an unmonitored mail box, please send your emails to: [director@tmdistrict66.org](mailto:director@tmdistrict66.org)

Best regards,  
 District 66 Learning Institute

- You will receive an additional email for each of the classes for which you registered.

Confirmation Letter For Free Toast Host for Users

 **District 66 Learning Institute** <noreply@imperisoft.com> 1/21/2021 3:11 PM   
**Via** District 66 Learning Institute <education@tmdistrict66.org>  
**To** Kathy Reynolds

Quick reply Reply all Forward Delete 



**District 66 Learning Institute**  
**Toastmasters International District 66 Attn: Maggie Geoghegan**  
**Richmond, VA 23222**  
**(804) 304-2259**

1/21/2021

**Confirmation Letter**

Kathy Reynolds  
 3547 Londonderry Ln  
 Roanoke, VA 24018-5071

Reference Invoice #

Dear Kathy:

<https://zoom.us/j/2645659210> <https://reg137.imperisoft.com/ExProgramDetail.aspx?unit=tmdistrict66&id=47908>

Code	Instructor(s)	Programs		Start Date	End Date	Starts	Ends	Time Zone
		Room						
Free Toast Host for Users	Vey, Kristine			2/5/2021	2/5/2021	6:00 PM	6:30 PM	

Online Zoom <https://zoom.us/j/2645659210>

Passcode

Access Numbers

Other Details

- The Zoom link will be included in two places within the confirmation.

Transaction History					
Date	Description	Program Code	Detail	Charge	Payment
	Free Toast Host for Users				
				Amount Due:	\$0.00

TRANSFER AND CANCELLATION POLICY:

INFORMATION LINKS :

<https://zoom.us/j/2645659210>

Sincerely,

District 66 Learning Institute

You can access the confirmation letter and download a copy from your login:

TOASTMASTERS INTERNATIONAL DISTRICT 66

Search

1  
Kathy Reynolds

Select Language  Powered by Google Translate

2

My Account Change Password Log Out

Toastmasters International District 66  
www.tmdistrict66.org/

1. Access your user profile by clicking your name.
2. Access your account by clicking **My Account**.
3. Scroll to the bottom of the screen.





Search

My Registration								Invoices	Payments	Credit Cards
Semester	Type	Program	Status	Start Date	Balance	Mark				
2021Q3	Fundamentals in Fifteen	Free Toast Host for Users	Registered	2/5/2021 6:00 PM EST	\$0.00	Drop	<a href="#">Download PDF</a>			
2021Q3	DLI Direct	FTH for Club Mgmt	Registered	2/1/2021 7:00 PM EST	\$0.00	Drop	<a href="#">Download PDF</a>			
2021Q3	Train the Trainer	Train the Trainer 101	Registered	1/11/2021 7:00 PM EST	\$0.00		<a href="#">Download PDF</a>			
2021Q3	Contests	Contest Facilitation	Registered	1/11/2021 6:00 PM EST	\$0.00		<a href="#">Download PDF</a>			
2020Q2	DEC	DEC Contest Judges	Registered	12/7/2020 7:00 PM EST	\$0.00		<a href="#">Download PDF</a>			
2020Q2	TLI	FF2: VPM/VPPR	Registered	12/5/2020 10:05 AM EST	\$0.00		<a href="#">Download PDF</a>			
2020Q2	TLI	FF1: VPM/VPPR	Registered	12/5/2020 9:00 AM EST	\$0.00		<a href="#">Download PDF</a>			
2020Q2	TLI	FF1: VPM/VPPR	Dropped	12/5/2020 9:00 AM EST	\$0.00					
2020Q2	TLI	GEN Coach a Club	Registered	12/4/2020 7:35 PM EST	\$0.00		<a href="#">Download PDF</a>			
2020Q2	TLI	GEN Mentoring	Dropped	12/4/2020 7:35 PM EST	\$0.00					

- 4. Locate appropriate class.
- 5. Click [Download PDF](#).