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:

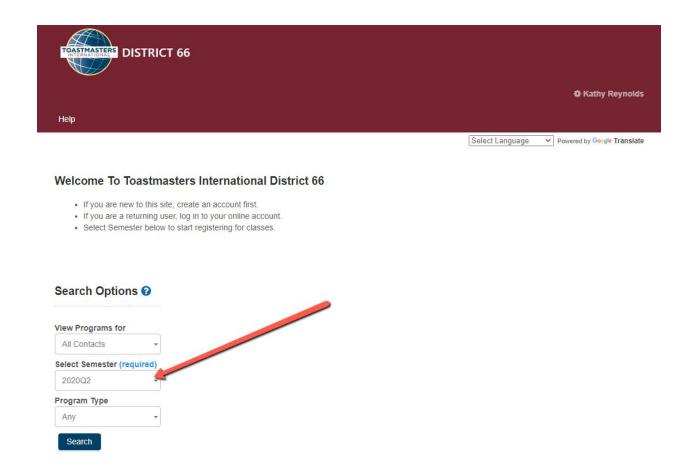
- 1. Access https://Req137.Imperisoft.com/tmdistrict66/Search/Registration.aspx.
- 2. Click Login.
- 3. Forgot your password?, click Click here.
- 4. Enter the primary email address used for Toastmasters.
- 5. Click Submit.
 - Email Sent!
- 6. From email, click Click here.
- 7. Note current username.
- 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.
 - 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

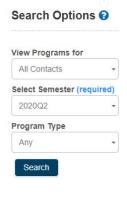
In order to create a new member record, please:

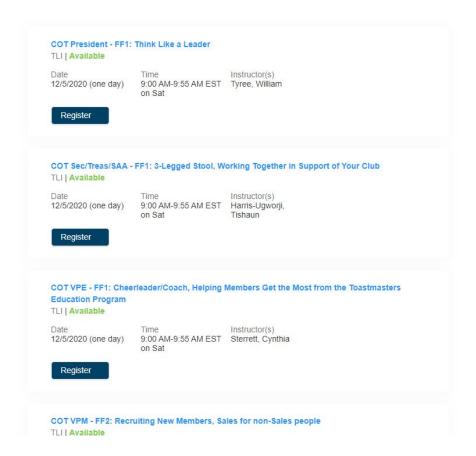
- 1. Access https://Reg137.Imperisoft.com/tmdistrict66/Search/Registration.aspx.
- 2. In the upper right, click **Start Here**.
- 3. Enter all required information as denoted by the *.
- 4. Click Submit.
 - Automatically logged in.

Once logged in, proceed to registration:



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



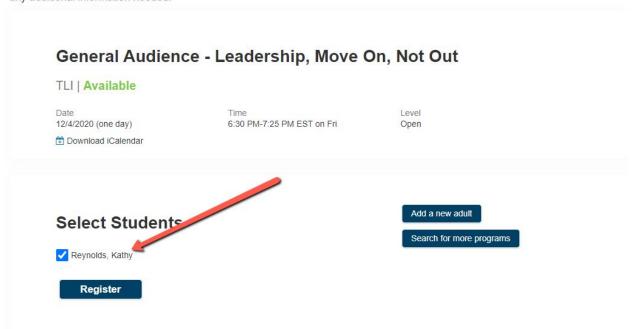


3. Scroll through and choose the first of the classes you wish to attend by clicking **Register**.

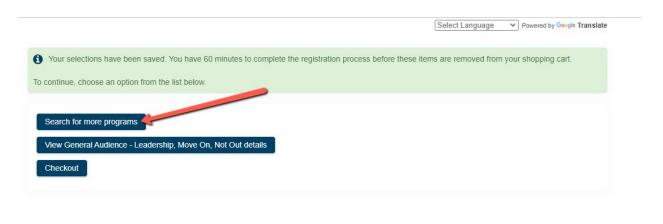
To register individuals for this class -

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.

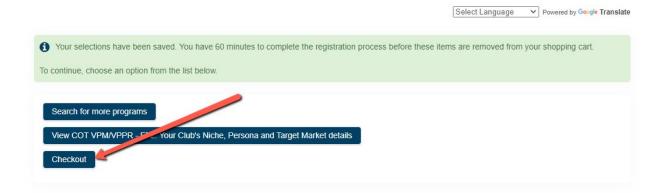


- 4. In **Select Students**, place a check next to your name.
- 5. Click Register.



Toastmasters International District 66

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



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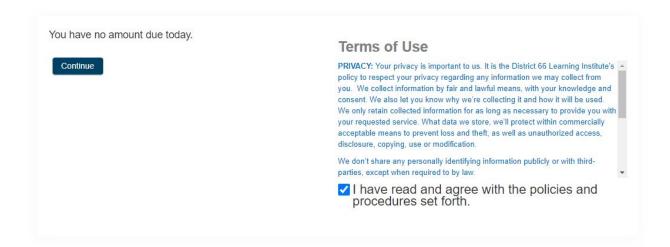
7. Once all classes have been chosen, click **Checkout**.

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.

-		Туре	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

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



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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

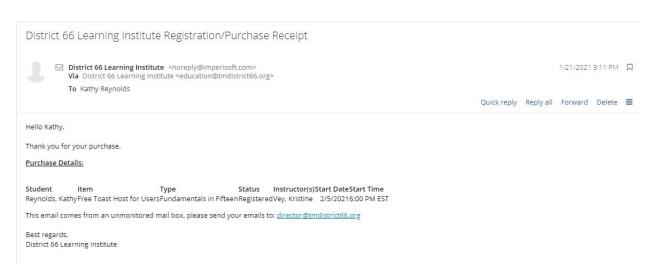
0 item(s) failed

Successful Items:

Student	Item	Туре	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".



 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 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:

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

https://zoom.us/j/2645659210

Online Zoom 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 Use	ers		
				Amount Due:	\$0.00
TRANSFER	AND CANCELLATION PO	OLICY:			
INFORMAT	ION LINKS :				
https://zoo	<u>om.us/j/2645659210</u>				
Sincerely,					
District 66 L	earning Institute				

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



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

- 4. Locate appropriate class.
- 5. Click Download PDF.