

How to Register for the First Time

Login / Register

Click on this button which is in the page header of the website.

As a first time user you will need to enter your details on the right hand side of the page.

* A red asterisk means that the entry is compulsory.

Username – your username must be unique. You can use your email address if it has not already been used, by another member of your family, for example. If you make up a username and it is already in use, the system will tell you.

E-mail address – you must enter a valid email address to be able to register. During the booking process the system will communicate with you through your email address.

Password – You should use a “medium” or “strong” password as a protection against anyone viewing your account and bookings. The system will advise you of your password strength as you key it in. “courses” would be low strength because it is an English word. “Co5-6Se8” would be high strength because it uses upper and lower case letters, numbers and punctuation. (Please don’t use this actual password!) It’s a good idea to write your password down before you key it in, as it will only appear as a row of blobs.

Make a note of your Username and Password! You will need them to login to the site.

Date of Birth to Mobile Number – you have to complete some of these entries because they are necessary for us to administer courses and plan future ones.

Create new account

When you have completed your input click on this button, which is at the bottom of the page. If you have left out any compulsory entries, the system will advise you of this. You can then complete them and try again.

Logging Out – when you have successfully created your new account, you will be logged in to the system, with your name displayed on the page header. To logout click on the word “Logout” which is also in the page header.

How to Login if You have Already Registered

Login / Register

Click on this button which is in the page header of the website.

Home | Branch Information | Courses

Login or Register

Login to your account

Username: *

Password: *

Log in

* = Required field

Enter your Username and Password and click the “Login” button.

Finding a Course - Using the Electronic Brochure

At the bottom of the Home page click on the “Current Brochure” link. This will open the current brochure Page:

At the bottom of this page there is a link which will enable you to download a copy of the brochure as a pdf file.

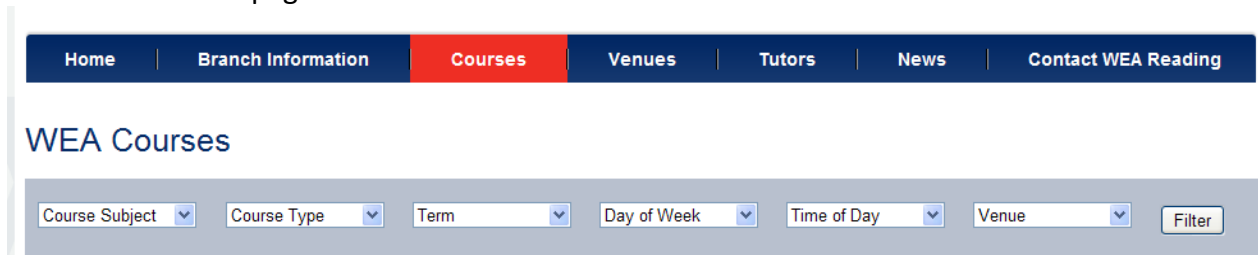
Clicking on the word “here” at the end of the second paragraph will open the issuu.com site which will allow you to browse an electronic copy of our traditional brochure.

Note that the changes and errata listed only apply to the paper brochure. Electronic copies are continually updated.

Finding a Course – Using the Filters

Click on “Courses” in the main menu bar. This will open the first of a series of pages showing all the courses in the current programme listed in date order.

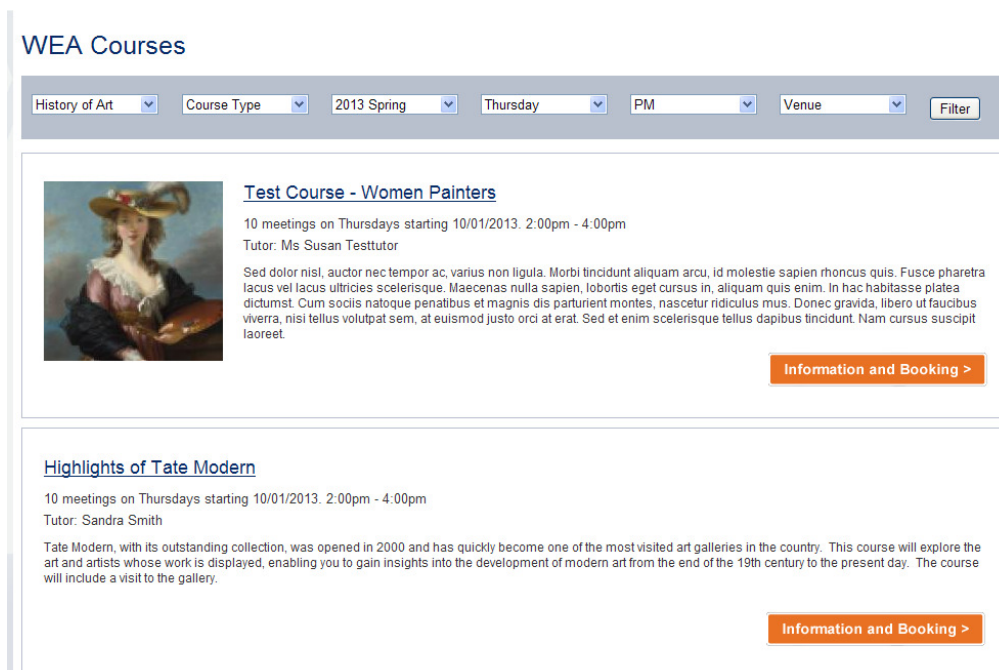
At the head of the page is a filter bar:



The screenshot shows the top navigation bar with links: Home, Branch Information, Courses (highlighted in red), Venues, Tutors, News, and Contact WEA Reading. Below the navigation bar is the heading "WEA Courses". Underneath is a filter bar with the following dropdown menus: Course Subject, Course Type, Term, Day of Week, Time of Day, and Venue. A "Filter" button is located to the right of the Venue dropdown.

Use the drop down lists in the filter bar items to define the characteristics of the course that you are looking for.

For example the settings for History of Art courses in the Spring 2013 term on Thursday afternoons would look like this:



The screenshot shows the "WEA Courses" page with the filter bar set to: History of Art, Course Type, 2013 Spring, Thursday, PM, and Venue. Below the filter bar are two course listings. The first listing is for "Test Course - Women Painters" with a small image of a woman in a hat. The second listing is for "Highlights of Tate Modern". Both listings include details about the number of meetings, start date, time, and tutor, and an "Information and Booking >" button.

Click the “Filter” button to show your selection.

To clear a filter, reset to its description word(s) and click “Filter” again.


Finding a Course – Through the Tutor List

Click on “Tutors” in the main menu bar. This will open the first of a series of pages showing all the tutors delivering the current programme listed in alphabetical order of surname.

Having found your favourite tutor, click on their name to get a list of courses that they are currently running:


Ms Susan Testtutor

Courses Currently Running



[Test Course - Women Painters](#)
10 meetings on Thursdays starting 10/01/2013. 2:00pm - 4:00pm
Tutor: Ms Susan Testtutor
Sed dolor nisi, auctor nec tempor ac, varius non ligula. Morbi tincidunt aliquam arcu, id molestie sapien rhoncus quis. Fusce pharetra lacus vel lacus ultricies scelerisque. Maecenas nulla sapien, lobortis eget cursus in, aliquam quis enim. In hac habitasse platea dictumst. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec gravida, libero ut faucibus viverra, nisi tellus volutpat sem, at euismod justo orci at erat. Sed et enim scelerisque tellus dapibus tincidunt. Nam cursus suscipit laoreet.

[Information and Booking >](#)



[Test Course - Women Sculptors](#)
1 meeting on Saturday 19/01/2013. 10:00am - 4:00pm
Tutor: Ms Susan Testtutor
Sed dolor nisi, auctor nec tempor ac, varius non ligula. Morbi tincidunt aliquam arcu, id molestie sapien rhoncus quis. Fusce pharetra lacus vel lacus ultricies scelerisque. Maecenas nulla sapien, lobortis eget cursus in, aliquam quis enim. In hac habitasse platea dictumst. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec gravida, libero ut faucibus viverra, nisi tellus volutpat sem, at euismod justo orci at erat. Sed et enim scelerisque tellus dapibus tincidunt. Nam cursus suscipit laoreet.

[Information and Booking >](#)

Booking a Course

You must be logged in to book a course. Find the course that you want to book into using the filter method or tutor method described above.

[Information and Booking >](#)

Click on this button to start the booking process. This will open the course page which give all details of the course, including the venue and price.


[Book/Reserve a Place](#)

Click on this button place the course in your “Shopping Cart” (Selection).

Home | Branch Information | Courses | Venues | Tutors | News | Contact WEA Reading

Test Course - Women Painters added to your shopping cart.

Your Selection

Remove	Products	Qty.	Total
Remove	 Test Course - Women Painters	1	£1.00
			Subtotal: £1.00

[Book more courses](#) [Checkout](#)

Now click the “Checkout” button. This will open the payment page:

Checkout

* = Required field

Confirm your purchase

Qty	Products	Price
1x	Test Course - Women Painters	£1.00
		Subtotal: £1.00

Enter your billing details

Order information will be sent to your account e-mail listed below.
E-mail address: admin@segment.co.uk ([edit](#))

Enter your billing address and information here.

*First name:

*Last name:

Company:

*Street address:

*City:

*Country:

County:

*Postal code:

Phone number:

Pay by Credit/Debit Card via PayPal

Order total preview:
Subtotal: £1.00
Order total: £1.00

Payment method: *


Credit/Debit Card via PayPal


Continue with checkout to complete payment.

[Back](#) [Place Order](#)

Complete the name and address associated with your Paypal Account or Credit Card. Select the payment method and click “Place order”

The review order page will give you a chance to check that everything is correct. Use the “Back” button on the page if you want to make any alterations.

Now click the  button. The next page will allow you to pay using “Paypal” if you have an account or pay using a credit or debit card if you do not. To use the latter option, just click on the “Check Out as a Guest” button.



🛒 £38.00 GBP ▾

Log In to PayPal

English ▾

As a PayPal user, your eligible purchases are protected by [PayPal Buyer Protection](#).

Email address

Password

From now on, log me in with One Touch™ [?](#)
Less typing. More speed. PayPal security.

[Log In](#)

[Having trouble logging in?](#)

or

[Check Out as a Guest](#)

The transaction will be completed using secure facilities provided by our payment processors, Paypal. We do not read or store your card details.

Version 2 (24/10/16)