

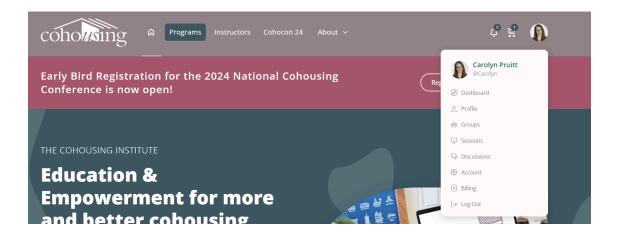


## TCI GUIDE

The Cohousing Institute (TCI) serves as the online learning platform for the Cohousing Association of the United States. Learn how to navigate the platform through the guide below. For more support, visit our help page at https://cohousinginstitute.org/help

## How to Register for Upcoming Programming Using your Membership Discount

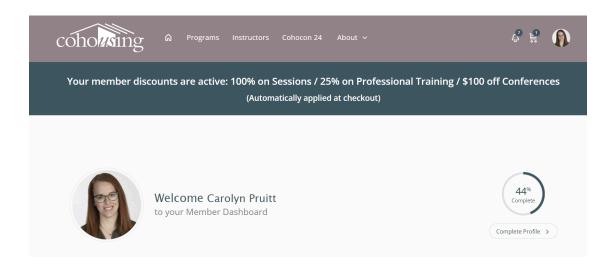
 Ensure that your account is registered as an active member. To do this, log in to your account and click the avatar icon on the top right. This will bring up a drop-down menu, select **Dashboard**.



On your dashboard - if you are registered as an active member you should see a banner that says "Your member discounts are active" with information on your benefits.

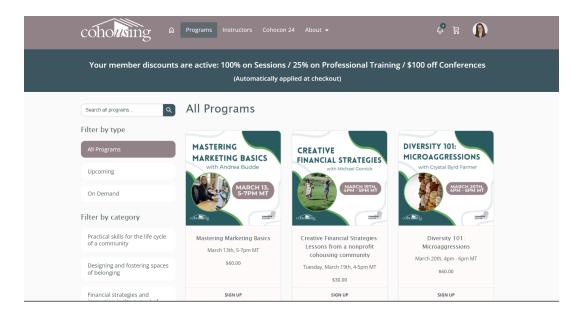






- 3. If you see this banner continue to the next step. If not, refer to the guide on activating your membership.
- 4. Once your membership is active, you can sign up for programming on The Cohousing Institute and your discounts will be applied automatically at checkout. **Go to the** <u>Programs Page</u>.

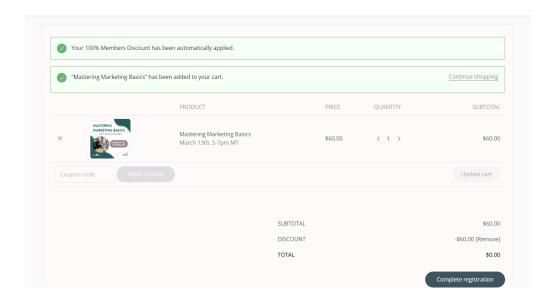
From here you can search by upcoming programs, on-demand programs (which are programs that took place in the past and now have recordings available online) as well as by issue area and theme. **The non-member price is listed, but member discounts will be applied at checkout.** 



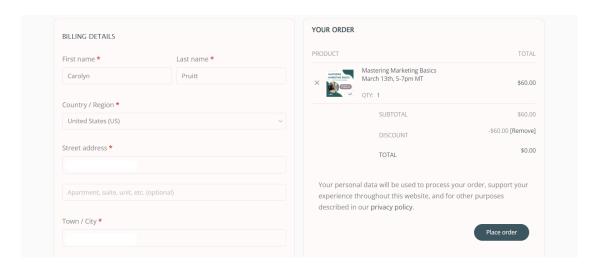
5. Click **Sign Up** on whichever program you are interested in attending. This will take you to your checkout page. Here you should see the appropriate discounts appear. If so, select **Complete Registration**.







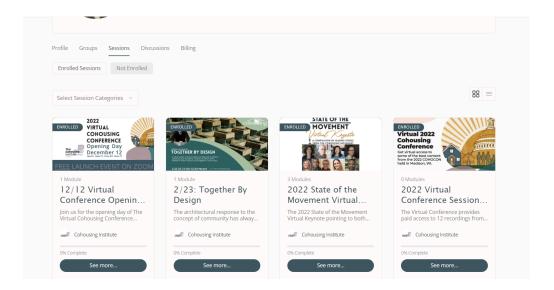
6. This will take you to the confirmation page. Most of your information will be automatically filled in from your account details. Select **Place order**.



7. Once you register for a program, you will be directed to your "Sessions page." This is where you can view all of the sessions that you have enrolled in.







8. When it's time for a session to take place (and/or you want to go back and review a recording of a previous session), select the "**See More**" button for that session. This will take you to the main course and/or event page.



- 9. From here, you can read more about the course, click on the instructor's name to view their instructor profile, join the Zoom, and/or view the recording.
  - To join the Zoom or view the recording, select the button on the right-hand side that says "**Start Session**." For upcoming events, this will take you to the page with the link to join the Zoom. For past events, this page will contain an embedded video recording.





