

The Findjoo Membership and Event Registration System

Accounts in Findjoo

Findjoo is a company that is hosting our membership and events registration system. This new system allows you to establish an account with Findjoo so that:

1. when you sign up for events you will not have to put in all your contact information each time, and
2. you can update your contact and personal information yourself.

As a LifeWise member, your information is already in the system. The first time you register for an event, you will be asked to establish a password to use in future interactions with Findjoo.

Note that those who are not LifeWise members can still have Findjoo accounts. They can use this system to register for events or to become a member. The only difference between being a member of LifeWise and not being a member is that only members can attend certain events (such as the Christmas luncheon).

The **sections** of this document are as follows:

p. 2 Registering for an Event

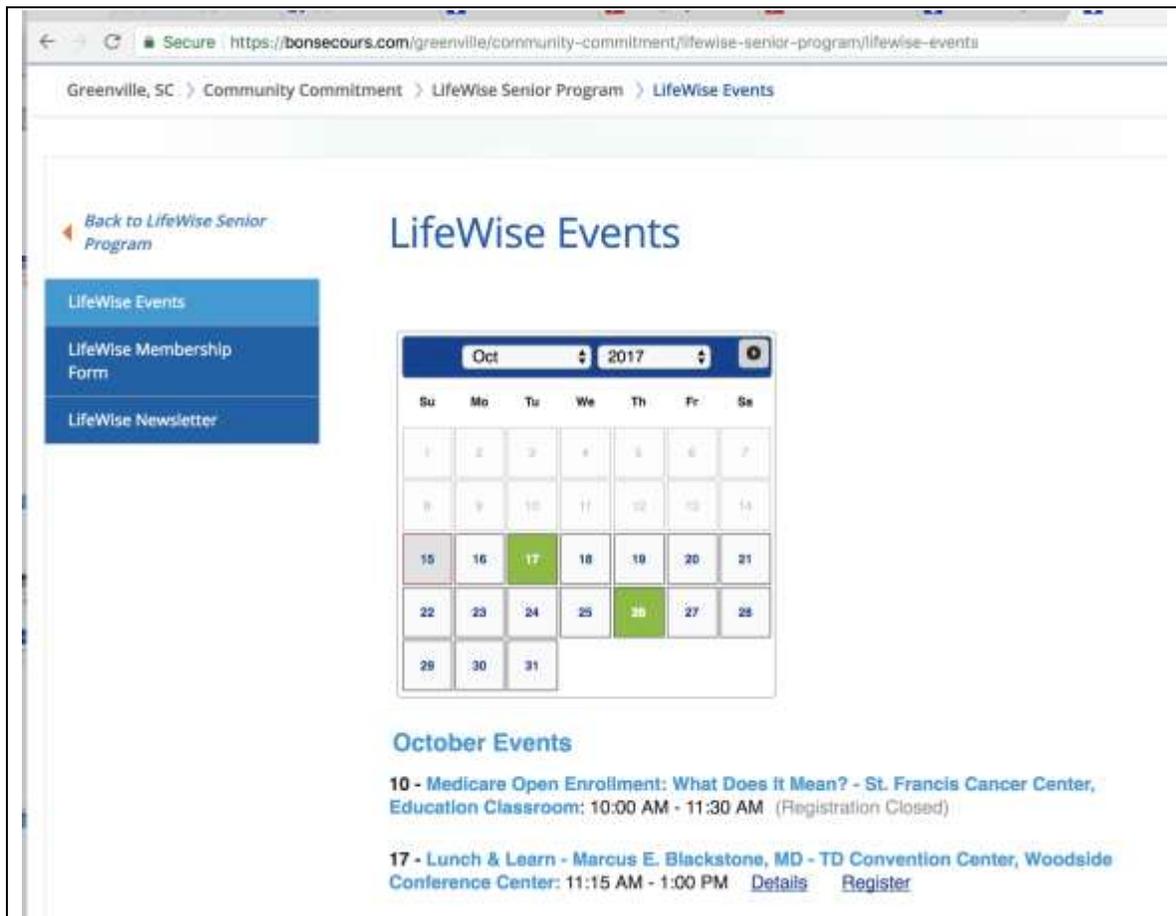
p. 7 Becoming a Member

p. 11 Managing Your Information

Registering for an Event

The big advantage for the user of this new system over the previous ones is that you can **register multiple people for multiple events in one session**.

1. Go to <https://bonsecours.com/greenville/community-commitment/lifewise-senior-program/lifewise-events>.
 - a. Alternatively you can access the registration page from the LifeWise page: <https://bonsecours.com/greenville/community-commitment/lifewise-senior-program>.
 - b. Select the **LifeWise Events** button on the left.



2. From the list under the calendar, select the event you are interested in. (If the event is in another month, select that month at the top of the calendar.)
3. Click the **Details** button to get more information.
4. Click the **Register** button if you want to sign up.
5. As with any commercial site on the internet, you select the items you want before you give your own information. In this case, that means selecting the event and giving the details of the people who are coming with you.

1 EVENTS		IDENTIFICATION	CONFIRM	PAYMENT	
Lunch & Learn - Marcus E. Blackstone, MD		10/17/2017	# People		
Cost	\$8				
Description	Seniors and Opioid Addiction - Specifically After Surgeries Join us for this very current and crucial topic in medicine today. Dr. Marcus Blackstone will illustrate the indications for use of opioids particularly when prescribed for people following a surgery. He'll review the side effects associated with them, discuss how long you'll be taking them and how they'll affect your recovery. He'll also help us understand the potential for abuse of these drugs. Don't miss this valuable learning experience.				
Add to Cart			Next →		

6. In the **# People** box, select the number of people you are registering including yourself.

Know the 10 Signs...Is It Normal Aging or Dementia?		10/26/2017	2		
Cost	\$0				
Description	Your memory often changes as you grow older. But memory loss that disrupts daily life is not a typical part of aging. It may be a symptom of dementia. Dementia is a slow decline in memory, thinking and reasoning skills. Alzheimer's disease and other dementias are not a part of normal aging. If you or someone you know is experiencing memory loss or behavioral changes, it's time to learn the facts. Early detection of dementia gives you a chance to begin drug therapy, enroll in clinical studies and plan for the future. Come learn what normal age related changes are compared to dementia related changes. Presented by: Jamie A. Guay Program Director, Greenville Area Office Alzheimer's Association SC Chapter				
<input type="text" value="Your Guest #1 first name"/>		<input type="text" value="Your Guest #1 last name"/>			
<input type="text" value="Your Guest #1 email"/>		<input type="text" value="Your Guest #1 phone number"/>			
<input type="text" value="Your Guest #1 address"/>		<input type="text" value="Your Guest #1 zip code"/>			
Add to Cart			Next →		

7. Fill in all the information for your guests. If any of your guests do not have an email address, click the **?** in the Your Guest #1 Email box to see what to write.
8. Press the **Add to Cart** button.

9. If you have more events to register for, scroll up to the list under the calendar or select the next event from the **Select Another Event** dropdown box.
10. Proceed as before with number of people and their information.

11. Note the **down arrow** to the right of the First Name box. Click it and find the name of your guest (if it is one of the guests you entered for the first event). Choose the name and all the other information will pop into the boxes.
12. Continue until you have selected all your events. Then press the **Next** button at the bottom of the screen to see a list of all your events.

13. If you want to cancel the registrations for an event, click the **shopping cart** and then the **X** beside the event you want to remove. Alternatively, you can

click the **Remove** button next to the name of the event. Note that the registration is canceled for all people for that event.

The screenshot shows a registration form with a progress bar at the top containing four steps: EVENTS, IDENTIFICATION (highlighted with a '2'), CONFIRM, and PAYMENT. A shopping cart icon with the number '4' is in the top right. Below the progress bar is a checkbox labeled 'I have a Findjoo account for LifeWise'. Underneath are input fields for 'Email', 'First name', 'Last name', and 'Create Password' (with a question mark). Below these are fields for 'Street address', 'Zip Code', 'Phone xxx-xxx-xxxx', and 'Alternate phone #'. At the bottom is another checkbox labeled 'I will read the newsletter online. Do not send a paper copy'. Two blue buttons, '← Back' and 'Next →', are at the bottom of the form.

14. When you are satisfied, click the **Next** button to get to the **Identification** tab where you put in your own information (equivalent to checking out).
 - a. If you are a LifeWise member but haven't yet set up a Findjoo password, put your name and contact information in the boxes provided.
 - b. If you have already set up a Findjoo password, put a check in the **checkbox** next to "I have a Findjoo account for LifeWise" and put your email address and password in the boxes provided. Your contact information will be filled in by the system.
 - i. **NOTE:** It is important that you use only one email address in the LifeWise/Findjoo system. If you change your email address, you can inform us using the Member Portal (see the Managing Your Information section, p. 12 below).
15. Click the **Next** button.
16. The **Confirmation** tab asks you to confirm your choices. You can delete any of them by clicking the **X** at the end of the line. Note that if you delete an event, it will delete it for everyone.
17. When you are satisfied, press **Next**.

EVENTS IDENTIFICATION CONFIRM **4 PAYMENT**

Payment to LifeWise **\$32**

Choose your payment option

Credit Card **\$32** **Check** **\$32**

Credit card information

Card holder's name

Visa

Card number

MM / YY

CVC

Checkout

18. If any of your events require a payment, the **Payment** page will come up.
 - a. If you wish to pay by credit card, select the **Credit Card** icon and give your credit card data.
 - b. If you wish to mail us a check, select the **Check** icon.
 - c. Then press **Checkout**.
19. If you are paying by check, you will get an **email invoice** as your reminder to pay. Please mail the check to **LifeWise, 131 Commonwealth Dr Ste 390, Greenville SC 29615**.
20. When you are finished with the payment information, press **Checkout**.

EVENTS IDENTIFICATION CONFIRM **4 PAYMENT**

The order has been processed.

Reset

21. If there was a payment, you will get the **confirmation message** above.
22. If no payment, you will get a **Completed Tab** affirming your registration.
23. You will also get an **email confirmation** after we receive your payment.
24. You are finished! Thanks for using the Findjoo/LifeWise registration and membership system.

Becoming a Member

1. For those who are not yet LifeWise members, go to <https://bonsecours.com/greenville/community-commitment/lifewise-senior-program/membership-form>.
 - a. Alternatively you can access the membership form from the LifeWise page: <https://bonsecours.com/greenville/community-commitment/lifewise-senior-program>
 - b. Select the **LifeWise Membership Form** button on the left.

Back to LifeWise Senior Program

LifeWise Newsletter

LifeWise Membership Form

LifeWise Membership Form

LifeWise Membership Form

MEMBERSHIP IDENTIFICATION CONFIRM PAYMENT

Description: LifeWise is an outreach program sponsored by Bon Secours St. Francis Health System designed for women and men 55 and older. LifeWise promotes physical, emotional, social, and spiritual wellness through many activities, events and membership benefits. Be part of a program that positively contributes to improving your health and enriching your life! Enjoy the best times of your life... enjoy LifeWise!

One time fee: **\$20.00**

[Click here to enroll your spouse who shares your email address](#) ?

How did you hear about LifeWise? *

Current or previous occupation

Marital status *

Spouse full name

Interests and hobbies (Check all that apply)

Next

2. You will answer the questions about yourself on the **Membership** tab before you put in your name and contact information.
3. For Interests and Hobbies, choose all that apply.
4. When finished, press **Next**.
5. **IMPORTANT NOTE:** If you want to enroll your spouse in LifeWise and the two of you share an email address, click the link: [Click here to enroll your spouse who shares your email address](#). Fill in all the information for your spouse as well as your first and last name.
 - a. The questions you will be asked about your spouse are shown below.
 - b. Click **Next** when you are finished.

One time fee: **\$20.00**

[Click here](#) to enroll your spouse who shares your email address ?

Spouse first name *

Spouse last name *

Your shared email * ?

Spouse phone number *

Spouse address *

Spouse zip code *

Spouse date of birth *

Spouse gender *

How did your spouse hear about LifeWise? *

Your spouse's current or previous occupation.

Married

Your full name.

Your spouse's interests and hobbies. *

Next →

Back to LifeWise Senior Program

LifeWise Membership Form
LifeWise Newsletter
Membership Form

Membership Form

MEMBERSHIP 2 IDENTIFICATION CONFIRM PAYMENT

I have a **Findjoo** account for LifeWise

Email First name Last name Gender Create Password ?

Street address Zip Code Phone xxx-xxx-xxxx Alternate phone # Date of Birth

I will read the newsletter online. Do not send a paper copy

[← Back](#) [Next →](#)

6. On the **Identification** page, fill in all fields including a password you will use in the future to avoid typing your contact information every time. The Password rules are given in the **?** to the right of the box.
7. When finished, press **Next**.

Back to LifeWise Senior Program

LifeWise Membership Form
LifeWise Newsletter
Membership Form

Membership Form

MEMBERSHIP IDENTIFICATION 3 CONFIRM PAYMENT

The account has been created. Click on Next to complete the transaction.

You have selected the following items:
1 x Regular (\$20.00) X

[← Back](#) [Next →](#)

8. The **Confirmation** page simply tells you that your account in Findjoo has been created. Select **Next**.

Back to LifeWise Senior Program

LifeWise Membership Form
LifeWise Newsletter
Membership Form

Membership Form

MEMBERSHIP IDENTIFICATION CONFIRM **PAYMENT** 

Payment to LifeWise **\$20**

Choose your payment option

Credit Card **\$20** 
Check **\$20** 

Credit card information

Card holder's name

Visa

Card number

MM / YY

CVC

Checkout

SECURED BY RapidSSL 

9. On the **Payment** page:
 - a. If you wish to pay by credit card, select the **Credit Card** icon and give your credit card data.
 - b. If you wish to mail us a check for \$20, select the **Check** icon.
 - c. Then press **Checkout**.
10. You will receive an **email confirmation** of your membership and, if you are paying by check, an **invoice** by email.
 - a. Please mail the check to LifeWise, 131 Commonwealth Dr Ste 390, Greenville SC 29615.
11. Thank you for becoming a member of Lifewise. Every two months you will receive our **WiseWords** publication (or an email notification if you choose to get it electronically only) which gives you the details of all our programs.

Managing Your Information

1. If you need to change your address or phone, etc., you will be able to do that yourself.
2. After you have established a password for your account (which you will do the first time you register for an event), log in to your account at:
<https://www.findjoo.com/Portal/Index/7610e888-a390-44cf-9ecb-a5ec014d6bd7>.
 - a. Alternatively, go to the LifeWise page at <https://bonsecours.com/greenville/community-commitment/lifewise-senior-program>.
 - b. Select the **Member Portal** button.
3. Enter your email address and password and select **Sign In**.



Welcome to the LifeWise members portal

IDENTIFICATION

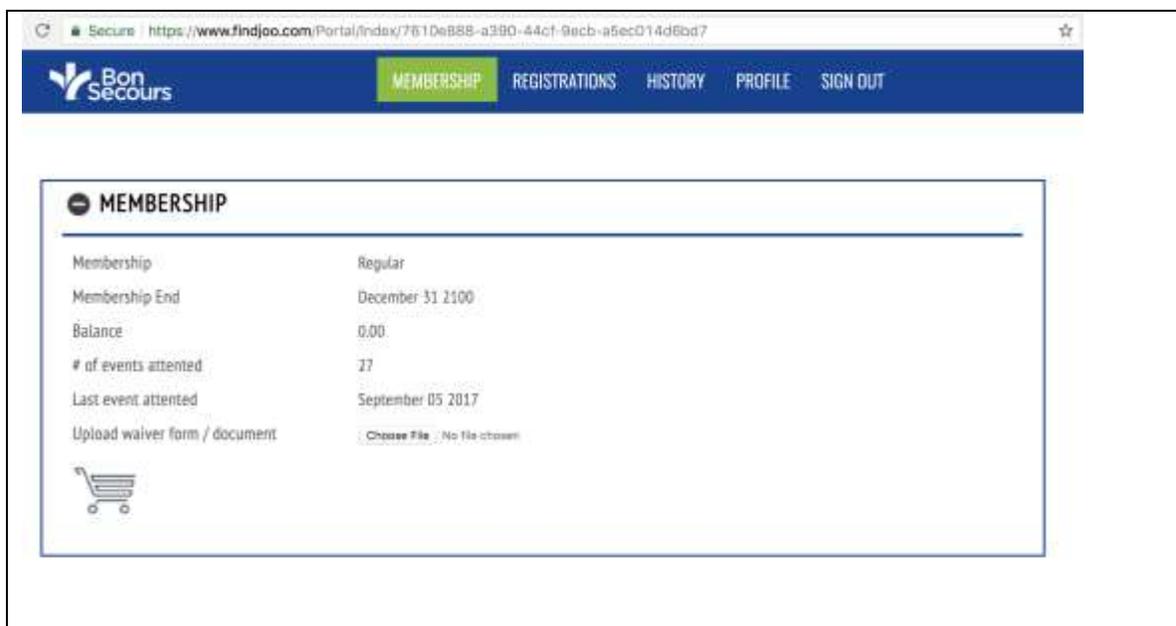
Email:

Password:

SIGN IN

Click [here](#) if you forgot your password

4. The **Membership** tab gives you basic information about your account.



Secure | <https://www.findjoo.com/Portal/Index/7610e888-a390-44cf-9ecb-a5ec014d6bd7>

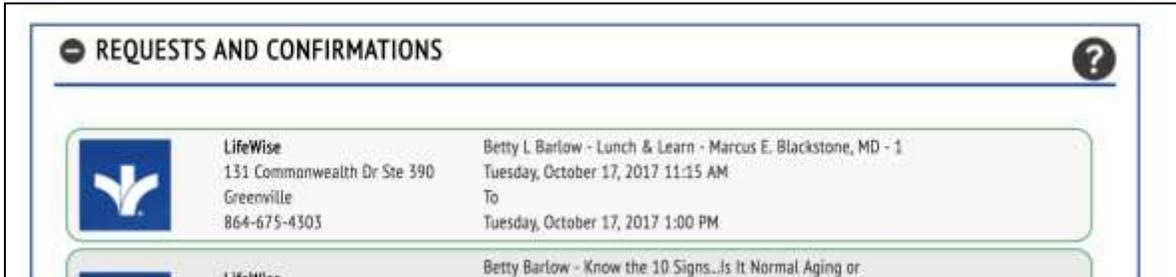
Bon Secours | **MEMBERSHIP** | REGISTRATIONS | HISTORY | PROFILE | SIGN OUT

MEMBERSHIP

Membership	Regular
Membership End	December 31 2100
Balance	0.00
# of events attended	27
Last event attended	September 05 2017
Upload waiver form / document	<input type="button" value="Choose File"/> No file chosen



5. Use the **Registrations** tab to see your events that are coming up.
 - a. If you need to cancel a registration for yourself or someone for whom you registered, hover over the event to see the **red X**. Press it to cancel.
 - b. If it is a paying event, your account will be **credited**. The next time you register for a paying event, your balance will be reduced by the amount of the credit.



6. The **History** tab shows you all the events for which you have registered as well as the events for which you registered other people.
7. The **Profile** tab shows you all the information LifeWise has about you. You can change your name and contact information, your lifestyle information, and your password. **PLEASE use standard format** for name and contact information (initial caps and not all caps, for example). We encourage you to add cell phone numbers if we don't have them.

Note that the image below only shows a few of the fields available for update.

