

## Affiliate Organizations

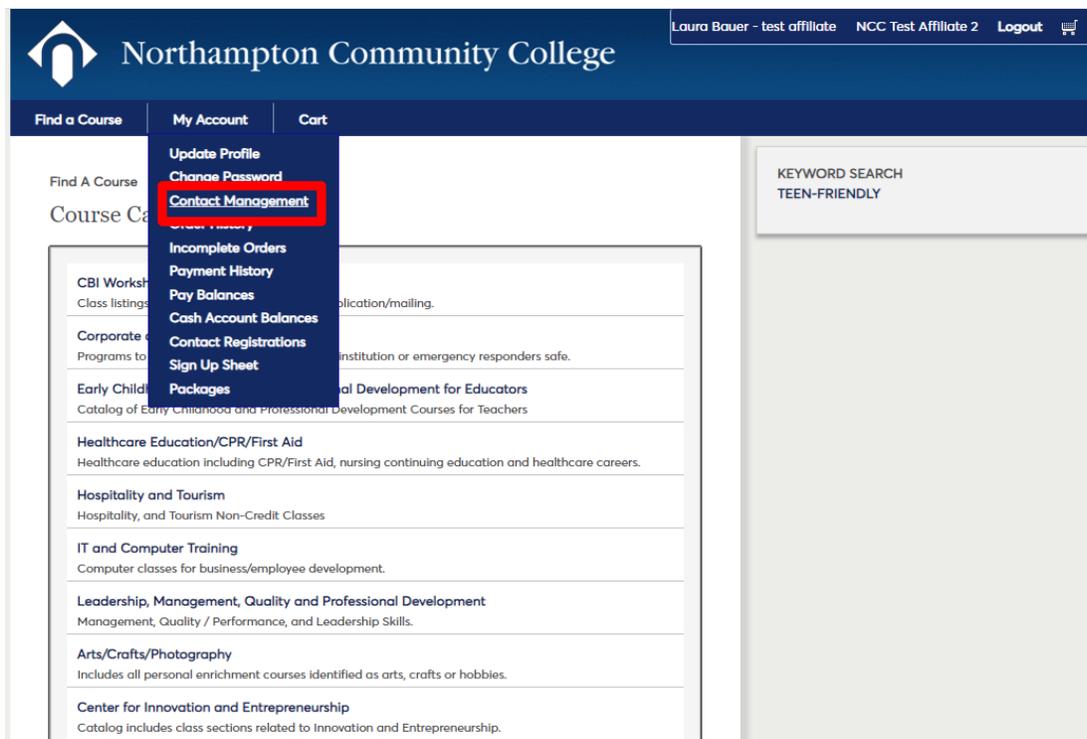
Becoming an Affiliate Organization allows you to take advantage of additional benefits that our newly upgraded LifeLearn system. A sample of benefits includes:

- The ability to reserve a seat for your employees, guaranteeing a spot in that class.
- The ability to manage your organization’s contact list so it is easy to register employees in classes. The new upgrade has eliminated reservation tickets. Instead you are able to register employees in one step with some of their basic information (like birthdate and email address).
- Swap employees out on your own, instead of requesting a transfer.
- Pay immediately via corporate credit card or arrange to be invoiced.
- Assign several people as purchasing agents within your organization.

There are two ways to use the Affiliate Organization function in LifeLearn – register by **employee** and register by **class**.

### Register by Employee:

- First, log in on the affiliate login page <https://lifelearn.northampton.edu/modules/affiliate/index.html>
- Click on “My Account” on the blue menu bar and choose “Contact Management”.



- All of your contacts will appear. If you don’t have any contacts/employees associated with your affiliate account, you’ll need to add them now. **(please see instructions on “What is a Contact and How to Add to your Account”)**

- Click on the 3 dots on the right side next to the appropriate contact. Then, click on “register”.

Use the ADD CONTACTS button to update your contact list with new contacts.  
Please expand to search your contacts >

Last Name	First Name	Email	Relationship	Status	Action
Jones	Jane	cbi@northampton.edu	Employee		...
Jones	Zachary	cbi@northampton.edu	Employee		...
Smith	Andrew	cbi@northampton.edu	Employee		...
Smith	Corinne		Employee	Active	...
Smith	Fred	cbi@northampton.edu	Employee	Active	...
Smith	Hannah	cbi@northampton.edu	Employee	Active	...
Smith	Jane	cbi@northampton.edu	Employee	Active	...
Smith	John	cbi@northampton.edu	Employee	Active	...

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- This will bring up **all** sections available for registration. Find the section you’d like to register the employee for and click “Select” on the right side. If you’d like to choose **multiple sections**, click the box on the left of each desired section.

Section ID	Description	Date	Time	Location	Price	Action
<input checked="" type="checkbox"/> LDRWK101.(54)	Online class offered as two 4 hour sessions. Zoom link will ...	Nov 8, 2021	8:00 AM EST	DIST	\$ 279.00	Select
<input checked="" type="checkbox"/> LDRWK103.(46)	On ground workshop. Includes all materials, continental brea...	Nov 10, 2021	8:00 AM EST	SBTH	\$ 279.00	Select
<input type="checkbox"/> LDRWK104.(42)	Online class offered as two 4 hour sessions. Zoom link will ...	Oct 27, 2021	8:00 AM EDT	DIST	\$ 279.00	Select
<input type="checkbox"/> LDRWK105.(43)	On ground workshop. Includes all materials, continental brea...	Oct 5, 2021	8:00 AM EDT	SBTH	\$ 279.00	Select
<input type="checkbox"/> LDRWK105.(44)	Online class offered as two 4 hour sessions. Zoom link will ...	Dec 9, 2021	8:00 AM EST	DIST	\$ 279.00	Select
<input type="checkbox"/> LDRWK107.(21)	Online class offered as two 4 hour sessions. Zoom link will ...	Nov 17, 2021	8:00 AM EST	DIST	\$ 279.00	Select
<input type="checkbox"/> LDRWK112.(46)	On ground workshop. Includes all materials, continental brea...	Dec 6, 2021	8:00 AM EST	SBTH	\$ 279.00	Select
<input type="checkbox"/> LDRWK114.(21)	Online class. Link will be sent prior to class.	Nov 4, 2021	8:00 AM EDT	DIST	\$ 145.00	Select
<input type="checkbox"/> LDRWK121.(23)	Online class offered as two 4 hour sessions. Zoom link will ...	Nov 17, 2021	8:00 AM EST	DIST	\$ 279.00	Select

Online class. Two 4

- At the top of the screen, click “Add to Cart”.

Registration

Jane Jones

Relationship: Employee  
Email address: cbi@northampton.edu

Sections Available for Registration

0 sections have been selected for Registration CANCEL **ADD TO CART**

Use the Select action to add individual sections for registration. A checkbox is provided to multi-select section from your section listing for registration.  
Please expand to search your sections >

2 Selected REGISTER SELECTED

<input type="checkbox"/>	Section Number	Description	Start Date	Time	Location	Cost	Action
<input type="checkbox"/>	ACRNC107.(9)	This is for service technician systems who install, service,...	Nov 13, 2021	9:00 AM EST	MAIN	\$ 150.00	Select
<input type="checkbox"/>	ARTON107.(1)	Class meets ONLINE. Register Early! Registratio...	Sep 30, 2021	6:30 PM EDT	DIST	\$ 99.00	Select
<input type="checkbox"/>	CIENC102.(2)	Class meets in the new Center for	Oct 30, 2021	8:00 AM EDT	SBTH	\$ 150.00	Select

- In the cart, choose appropriate payment method and click “proceed”. For information about additional payment methods, please visit <https://www.northampton.edu/noncredit/affiliate-organizations.htm>
- You must agree to “Terms and Conditions” before proceeding to payment.
- If you choose “credit card”, you will be taken to our external credit card site. After payment is processed, you may be asked to log back in, depending on the browser you are using.

- You can check what classes you've registered your employees in by going to "My Account" on the blue menu bar and clicking on "Contact Registrations". If you'd like to swap employees, drop an employee from a class, or see the employees' activity history, click on the 3 dots on the right side next to the employee's name.

## Registration List

Use the form below to filter registration list. All fields are optional.

Last Name	First Name	Offering Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Section Number	Section Start From (MM/dd/yyyy)	Section Start To (MM/dd/yyyy)
<input type="text"/>	<input type="text"/> <input type="button" value="Clear"/>	<input type="text"/> <input type="button" value="Clear"/>
Package Name	Package Start From (MM/dd/yyyy)	Package Start To (MM/dd/yyyy)
<input type="text"/>	<input type="text"/> <input type="button" value="Clear"/>	<input type="text"/> <input type="button" value="Clear"/>

Section Number	Last Name	First Name	Email	Offering Name	Section Start Date	Actions
CIENC402.(2)	Jones	Jane	cbi@northampton.edu	Business Financing	11/04/2021	<div style="border: 2px solid red; padding: 2px;">           Drop            Swap            Activity History         </div> <input type="button" value="..."/> <input type="button" value="+"/>
CIENC111.(3)	Smith	Andrew	cbi@northampton.edu	Entrepreneurial Mindset for K-12 Educators	10/05/2021	<input type="button" value="..."/> <input type="button" value="+"/>
LDRWK105.(43)	Smith	Andrew	cbi@northampton.edu	Effective Interactions	10/05/2021	<input type="button" value="..."/> <input type="button" value="+"/>
LDRWK105.(43)	Smith	Corinne		Effective Interactions	10/05/2021	<input type="button" value="..."/> <input type="button" value="+"/>
LDRWK105.(43)	Smith	Hannah	cbi@northampton.edu	Effective Interactions	10/05/2021	<input type="button" value="..."/> <input type="button" value="+"/>
CIENC113.(2)	Jones	Jane	cbi@northampton.edu	Grow with Google	10/04/2021	<input type="button" value="..."/> <input type="button" value="+"/>
FAB3D106.(40)	Jones	Jane	cbi@northampton.edu	3 Hour Laser Technology	09/30/2021	<input type="button" value="..."/> <input type="button" value="+"/>

- **To register by class**, search for the class by catalog or by using the search tool.
- Once you've found the desired class, click on sections



Course Catalog

### Leadership, Management, Quality and Professional Development

Course	Sections	Description
LDRWK100	<input type="button" value="INQUIRE"/>	<b>Achieving Personal Effectiveness</b> High-performing organizations have focused employees who effectively manage their work and are resilient in the face of everyday challenges. In this interactive workshop, you'll explore professional and personal skills to help you function at your very best. This includes how to focus on what's impo... <a href="#">READ MORE</a>
LDRWK101	<div style="border: 2px solid red; padding: 2px;"><input type="button" value="SECTIONS"/></div>	<b>Basic Management Skills</b> Your company is counting on you to help the business thrive and grow. To do this, you must master certain basic management skills, including planning, organizing human capital and work, meeting management deadlines, delegating, communicating effectively, and aligning your departmental and company go... <a href="#">READ MORE</a>
LDRWK102	<input type="button" value="INQUIRE"/>	<b>Better Business Writing</b> Writing is a key means of communicating and demonstrating professionalism on the job. This highly interactive program is designed to help the business communicator improve writing skills. Topics include preparing and organizing ideas, understanding the needs of the reader, avoiding common grammar an... <a href="#">READ MORE</a>
LDRWK103	<input type="button" value="SECTIONS"/>	<b>Coaching for Improved Performance</b> Employees enter the workplace with diverse skill sets and levels of engagement and interest concerning work. Factor in the "do more with less" pressure supervisors and managers face daily, and the question becomes how do you motivate employees and encourage excellence in an increasingly difficult en... <a href="#">READ MORE</a>
LDRWK104	<input type="button" value="SECTIONS"/>	<b>Conflict Resolution Strategies</b> While workplace conflicts are often inevitable, this one-day, interactive workshop provides tools to identify needs in conflict situations, manage stress, and promote conflict resolution. The program focuses on how communication styles affect conflict, the benefits of conflict, and five conflict sty... <a href="#">READ MORE</a>

- A separate box will pop up. (this may take a moment) Click on reserve.

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Laura Bauer - test affiliate NCC Test Affiliate 2 Logout

Find a Course My Account Cart

LDRWK101- Basic Management Skills

Section	Start Date	Time	Location	Seats	Cost	Availability	Action
LDRWK101.(54)	Nov 8, 2021	8:00 AM EST	Online	Default seat group	\$ 279.00	15	<b>RESERVE</b>

CLOSE

MORE

**LDRWK102** **INQUIRE** Better Business Writing  
Writing is a key means of communicating and demonstrating professionalism on the job. This highly interactive program is designed to help the business communicator improve writing skills. Topics include preparing and organizing ideas, understanding the needs of the reader, avoiding common grammar an... **READ MORE**

**LDRWK103** **SECTIONS** Coaching for Improved Performance  
Employees enter the workplace with diverse skill sets and levels of engagement and interest concerning work. Factor in the "do more with less" pressure supervisors and managers face daily, and the question becomes how do you motivate employees and encourage excellence in an increasingly difficult en... **READ MORE**

**LDRWK104** **SECTIONS** Conflict Resolution Strategies  
While workplace conflicts are often inevitable, this one-day, interactive workshop provides tools to identify needs in conflict situations, manage stress, and promote conflict resolution. The program focuses on how communication styles affect conflict, the benefits of conflict, and five conflict sty... **READ MORE**

- This will bring up your contact list. Add contacts now if necessary (**please see instructions on “What is a Contact and How to Add to your Account”**)
- If you are only registering one employee, click on “select” next to their name on the right and click on “Add to Cart”. Or choose multiple employees by clicking on the checkboxes next to their names on the left and click on “register selected” that will appear on the right side, and then “Add to Cart”.

Registration

LDRWK101.(54) Basic Management Skills

Section Description  
Online class offered as two 4 hour sessions. Zoom link will be sent prior to class.

Selecting Contacts as Registrants

**ADD CONTACTS**

You have selected **0 contacts** to register in this order. After selecting your contacts click **ADD TO CART** to continue. **CANCEL** **ADD TO CART**

Seats to Reserve: 0 Selected Contacts: 0 Total Seats: 0

Identify registrants for this order by using the Select action for any individual contact in your list. Use the checkbox to select multiple contacts as registrants. Use the **ADD CONTACTS** button to update your contact list with new contacts. Please expand to search your contacts >

2 Selected

<input type="checkbox"/>	Last Name	First Name	Email	Relationship	Action
<input checked="" type="checkbox"/>	Jones	Jane	cbi@northampton.edu	Employee	<b>REGISTER SELECTED</b> Select
<input checked="" type="checkbox"/>	Jones	Zachary	cbi@northampton.edu	Employee	Select
<input type="checkbox"/>	Smith	Andrew	cbi@northampton.edu	Employee	Select
<input type="checkbox"/>	Smith	Corinne		Employee	Select

- Proceed to checkout. You may be asked to log back in after processing your credit card payment, depending on the browser you're using.
- **Don't click "Seats to Reserve"** if you know who you are registering in the selected classes. If you don't know who you are sending to the class, but would like to reserve a spot, click "Seats to Reserve".
- If you choose "seats to reserve" and process the registrations without adding contacts, you can pay but the system will ask you select contacts to register in the purchased seats.
- To do this, click on "My Account" and then "Incomplete Orders". It will ask you to specify the registrants for all seats you've purchased. These are called "unassigned seats".
- Choose the appropriate contacts from the list (or add new contacts). Click "submit".
- If there is incomplete information, it will prompt you to fill in.