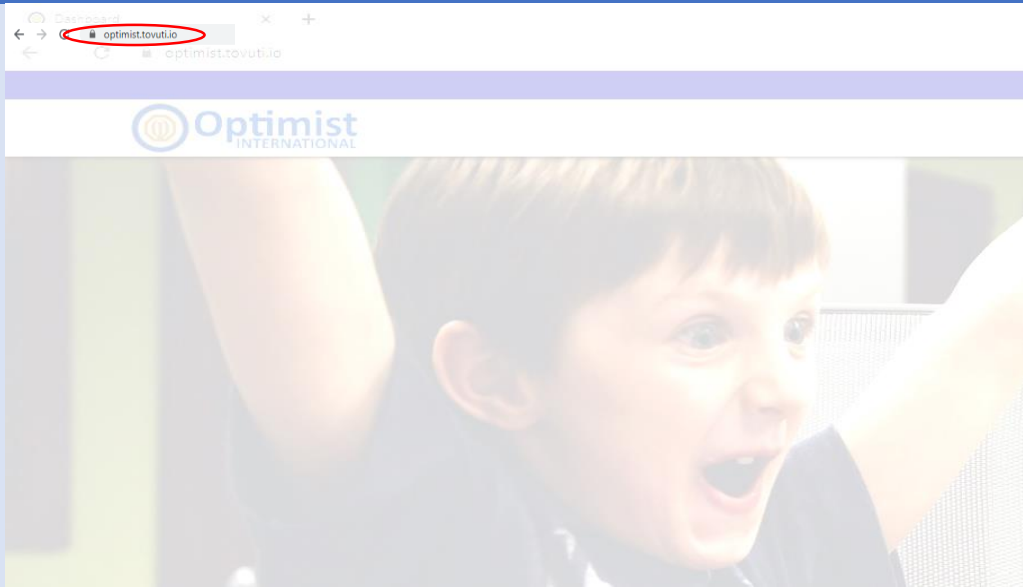
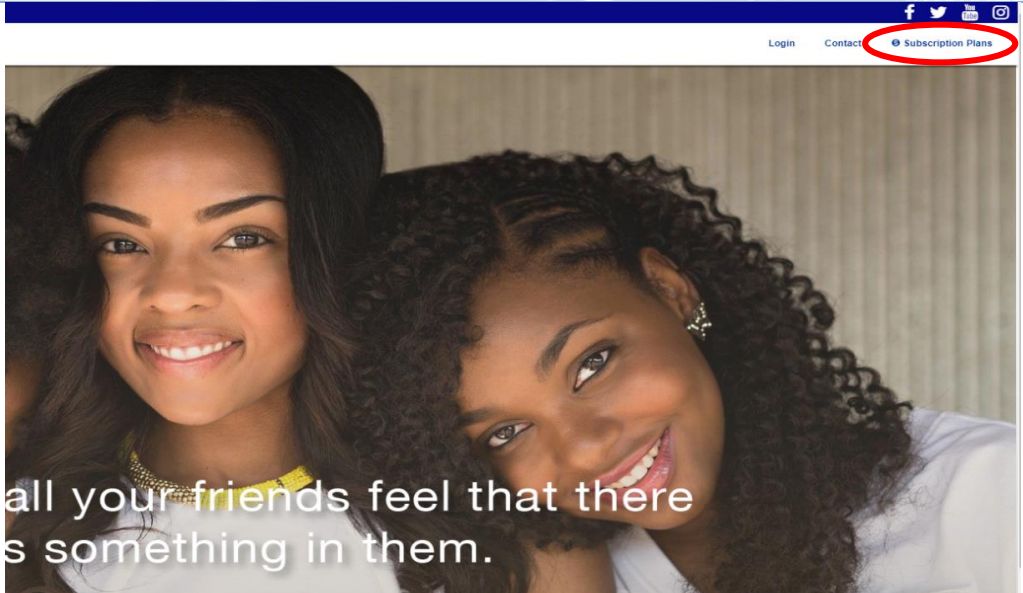




How to Register for an Officer License for Optimist International's LMS

STEP NUMBER	INSTRUCTIONS	ILLUSTRATION OF STEP
1	<p><u>Before starting, please have your Club and Member Number ready.</u></p> <p>Open the Optimist International LMS website. Go to: https://optimist.tovuti.io/ This will open the main page.</p>	
2	<p>Click "Subscription Plans." It is located in the top right corner of the screen, with a small dollar sign next to it.</p>	 <p>all your friends feel that there is something in them.</p>

3

Click on "Subscribe" underneath your officer title. For instance, if you are a 2021 Club President, click on the "Subscribe" under the 2021 Club President License.



4

Fill out the required information. Make sure to put the correct promo code in the "Promo Code" box. (See page 4 for promo codes) **Leave all of the credit card information blank.**

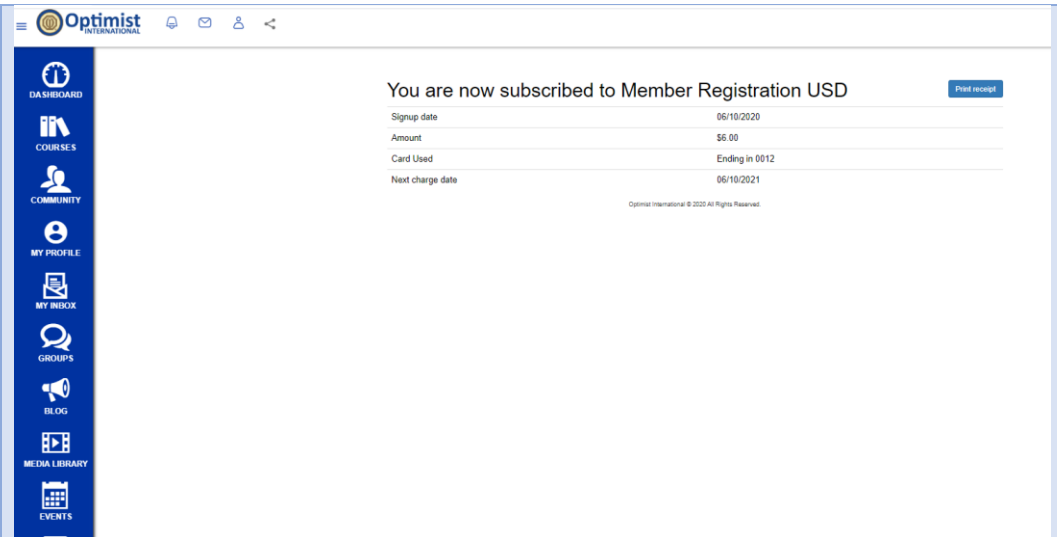
When you are finished filling out the information. Click the blue "Process Subscription" button.

****On 9/30/2020 all officers will be replaced with the 2021 Officers. You will have the option to pay \$6.00 USD to keep your license.**

A screenshot of the Optimist International website's account information and payment information sections. The page is titled "2020 Club President" and "Account Information". The "Account Information" section includes fields for First Name, Last Name, Email, Username, Password, Confirm password, Address, City, State, Country, Zip, Club Number, and Member Number. The "Payment Information" section includes fields for Initial Price, Recurring Date, Promo Code, Credit Card Number, Expiration date, CVV Code, First Name, Last Name, Address, City, State, Country, and Zip. A "Process Subscription" button is visible at the bottom.

5

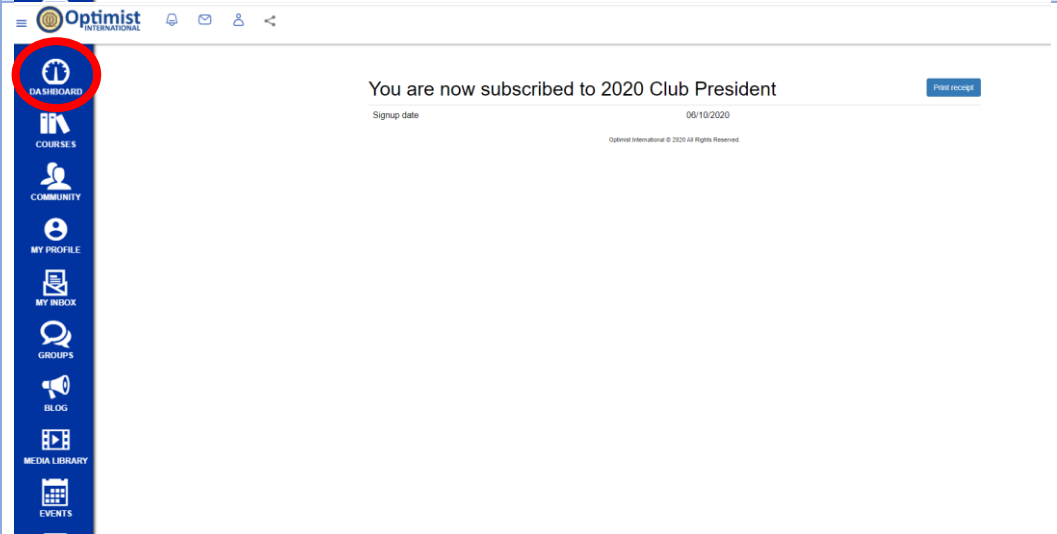
If you were successful, you will be brought to this screen. You can click on the blue “Print Receipt” button if you would like a receipt.



6

Click on the “Dashboard” Icon and begin your training.

Optimist International advises that you complete the “Welcome” video first.



Officer Position	Promo Code
Club President Elect	PRESELECT21
Club Foundation Representative Elect	CFRELECT21
2021 Club Secretary-Treasurer Elect	SECTRESE21