

Job Aid: Online Enrollment for Classes

This guide will walk you through the process of enrolling in your classes online. Our portal is available **24 hours a day** for your convenience.

Please Note: If you plan on using your Medicare Fitness Program Coupon for fitness classes, please reference our separate job aid that reviews those specific steps.

Step 1: Access the Portal

1. Go to the San Diego Oasis website: www.sandiegoasis.org.
2. In the upper right-hand corner, click the link that says **Sign into my Oasis**.

National Oasis Oasis Everywhere FAQs Donate My Account

La Mesa (619) 881-6262 | Rancho Bernardo (858) 240-2880 | info@sandiegoasis.org

San Diego Oasis Lifelong Adventure

Sign In to MyOasis

Classes Health Resources Tutoring Technology Volunteer About My Account View Classes

Welcome to San Diego Oasis

We work to prevent isolation and loneliness in older adults so they can stay healthy, engaged and involved in the world.

Take a Class Donate Teach a Class

Step 2: Log In or Create a Profile

- **Existing Members:** Enter your username and password.
 - *Note:* If you have ever taken a class with us, you already have a profile.
 - *Forgot Password?* Use the **Lost your password** link or call the front desk at **619-881-6262** to have your credentials emailed to you.
- **New Members:** Click the red **Create Your Profile** button to set up your account.

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San Diego Oasis Lifelong Adventure

My Account

Classes Health Resources Tutoring Technology Volunteer About My Account

Login

Username *

Password *

Log in Remember me [Lost your password?](#)

Register for MyOasis

Create Your Profile

Step 3: Navigate to Classes

1. Once logged in, you will see your **Dashboard**.
2. To find classes, click **Classes** in the blue bar at the top of the screen (next to the white house icon).

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San Diego **Oasis** Lifelong Adventure

Welcome johntest!
Class Catalog

Classes | Health | Resources | Tutoring | Technology | Volunteer | About | My Account

Hello johntest
(not johntest? Sign Out) | VIEW CART

My wishlist
My waitlist
Dashboard >
Orders
Memberships
Coupons
Addresses

Dashboard

Hello johntest (not johntest? Log out)

From your account dashboard you can view your recent orders, manage your shipping and billing addresses, and edit your password and account details.

[View/Print Class Term Receipt](#)

Helpful Side Tip:

If you ever want to see what classes you have already enrolled in for the current trimester, you can click on the red button that says “**View/Print Class Term Receipt**”

This will show you:

- all of the classes you are currently enrolled in, in date order
- the date and time information of the class
- any materials needed for the class
- Zoom information for any classes that are online or hybrid

Step 4: Searching for Online Class Listings

Finding the right class is easy once you know how to navigate the search tools. Use this guide to master the filters and find exactly what you're looking for.

Please review all the search and filter options below, in order to determine what would work best for you.

1. Using the Keyword Search - best for specific terms.



- **Pro Tip:** Use the most **distinctive** word possible.
 - *Example:* Searching "Cardio" for a Cardio Drumming class will show every fitness class available that has "Cardio" in the title or description. Searching "**Drum**" will narrow it down instantly.
- **Important Limitation:** Keyword searches **cannot** be combined with other filters. If you use the keyword box, other filter selections will not be available.

2. Using Advanced Filters

Unlike the keyword search, these filters **can** be combined (e.g., search for a specific Location **AND** a specific Instructor).

<u>Filter Type</u>	<u>How to Use It</u>
Class Number	Click on the specific Class# if you have it.
Class Type	Filter by category (e.g., Fitness, Art, Tech).
Location	Narrow results by Oasis Location, Hybrid (titled "In-Person or Online"), Online Only, or library location.
Instructor	Find classes taught by your favorite teacher.
Price	Filter based on your budget.

3. Filtering by Begin Date

Clicking the date box opens a calendar tool. Follow these steps to set your timeframe:

- **For a Date Range:**
 - 1. Click the **start date** (a half-circle will appear).
 - 2. Click the **end date** (the other half-circle appears, highlighting all dates in between).
 - 3. Click the green "**Filter Classes**" button at the bottom of the calendar.
- **For a Single Day:**
 - 1. Click the same date **twice** until the selection circle is complete.
 - 2. Click the green "**Filter Classes**" button.

4. Managing and Clearing Filters

Don't be afraid to experiment! Playing with the filters is the best way to learn the system.

- **To Remove One Filter:** Click the "**X**" next to that specific filter selection.
- **To Reset Everything:** Click the red "**Clear All Filters**" button on the left side of the screen to start fresh.



#1462 - A Day of Plant-Based Nutrition

\$15
February 6
Friday
10:00 AM → 11:00 AM

Sessions: 1
Instructor: Charlene Correia, Certified Plant-Based Lifestyle Health Coach
Locations: [Grossmont Lifelong Learning Center](#)

Create simple, delicious, and nutritionally dense plant-based foods! In this class, you will be guided through options for each meal...
[read more](#)

[ADD TO CART](#) [+ Add to wishlist](#)



#2372 - A Day of Plant-Based Nutrition

\$15
February 27
Friday
10:00 AM → 11:00 AM

Sessions: 1
Instructor: Charlene Correia, Certified Plant-Based Lifestyle Health Coach
Locations: [Rancho Bernardo Lifelong Learning Center](#)

Create simple, delicious, and nutritionally dense plant-based foods! In this class, you will be guided through options for each meal...
[read more](#)

[ADD TO CART](#) [+ Add to wishlist](#)



#2065 - Abs and Glutes and Thighs, Oh My!

\$40
February 4 – February 25
Wednesday
8:30 AM → 9:15 AM

Sessions: 4
Instructor: Pam Chilton, Certified Personal Trainer & Fitness Instructor
Locations: [Rancho Bernardo Wellness Center](#)



#2065-2 - Abs and Glutes and Thighs, Oh My! – à la carte (2/11)

\$12
February 11
Wednesday
8:30 AM → 9:15 AM

Sessions: 1
Instructor: Pam Chilton, Certified Personal Trainer & Fitness Instructor
Locations: [Rancho Bernardo Wellness Center](#)

Now You can add a gift card to your order. Give yourself some *store credit* or email a *gift card to a friend!* Click to add a gift card to your cart today!



[Clear All Filters](#)

Filter By Class Begin Date
From: _____
To: _____
[Clear Dates](#)

- [Filter By Class Number](#)
- 115
 - 116
 - 117
 - 118
 - 119
 - 120
 - 121
 - 122
 - 123
 - 124
 - 125
 - 126
 - 127

- [Filter By Class Type](#)
- Arts
 - Business, Financial and Legal
 - Exercise and Dance
 - Health
 - History and Humanities
 - Language
 - Literature and Visual Arts
 - Music and Live Performance

Step 5: Add to Cart

1. Click the blue **Add to Cart** button for each class you wish to attend.
2. IMPORTANT: Fitness Classes have both a “**Session**” and “**A La Carte**” option.
 1. Enrolling in Session will enroll you in all session dates of the class.
 2. Enrolling A-La-Carte dates allows you to pick and choose what specific dates to attend during the session.
 1. This is a perfect solution for people who know they are not going to be able to attend all dates of a class session.

The screenshot shows the LA MESA website interface. At the top, there is a navigation bar with links for Home, Classes, Health, Resources, Tutoring, Technology, Volunteer, About, and My Account. Below the navigation bar, there are two class listings for "LA MESA In-Person".

The first listing is for "#1012-3 - Better Balance: Free From Falls – à la carte (1/30)". It includes details such as the price (\$12), date (January 30), time (10:45 AM → 11:45 AM), and instructor (Russell Rowe, MS, Exercise Physiology). At the bottom of this listing, the "ADD TO CART" button is circled in red.

The second listing is for "#1013-2 - Better Balance: Free From Falls – à la carte (2/13)". It includes similar details: price (\$12), date (February 13), time (10:45 AM → 11:45 AM), and instructor (Russell Rowe, MS, Exercise Physiology). At the bottom of this listing, the "ADD TO CART" button is also circled in red.

On the right side of the page, there are filter sections for "Filter By Class Type" (Exercise and Dance), "Filter By Location" (Grossmont Wellness Center), and "Filter By Instructor" (Ambrosini, Diane; Awdziejewicz, Martha; Beauchamp, Jeanna; Birmingham, Michael; Clark, Skylar).

3. When finished adding your classes, click the **White Shopping Cart Icon** in the upper right corner to begin checkout.

The screenshot shows the LA MESA website interface after a class has been added to the cart. At the top, there is a navigation bar with links for Home, Classes, Health, Resources, Tutoring, Technology, Volunteer, About, and My Account. Below the navigation bar, there is a message: "Better Balance: Free From Falls – à la carte (2/13)" has been added to your cart. View cart

At the bottom of the page, there is a search bar with the text "Search..." and a magnifying glass icon.

At the top right of the page, there is a white shopping cart icon with a red circle around it, indicating that the cart is not empty.

Step 6: Order Review and Applying Available Coupons

1. Review your list. (Click the **pink trash can** to remove any classes added in error).
2. Scroll down to **Available Coupons**.
 1. If there are any credits on your account available to use, they will show up here.
3. **Apply the Coupons:** Click on the specific coupon you would like to use.
4. **Promotional Code:** If you have a promotional code to use, enter it here and click the red “Apply Coupon” button.
5. **Make a Donation:** As a non-profit we greatly appreciate all donations. You are able to add one to your order to donation quickly and easily!
6. Check your **Cart Totals** at the bottom. You will see any coupons or promotional codes applied.
7. Click the red **Proceed to Checkout** button.

Classes Health Resources Tutoring Technology Volunteer About My Account 2

You Have 2 Items In Your Cart

Product	Price	Quantity	Subtotal
1012 Better Balance: Free From Falls - à la carte (1/30) January 30 Friday 10:45 AM → 11:45 AM	\$12	- 1 +	\$12
1013 Better Balance: Free From Falls - à la carte (2/13) February 13 Friday 10:45 AM → 11:45 AM	\$12	- 1 +	\$12

Available Coupons (click on a coupon to use it)

\$96 STORE CREDIT
INSURANCE123456, FEB2026
March 7, 2026

\$96 STORE CREDIT
INSURANCE123456, JAN2026
February 8, 2026

Have A Promotional Code?

Make a donation

\$10 \$25 \$50 \$100

Cart totals

Subtotal	\$24
Total	\$24

Step 7: Finalize Enrollment

1. **Billing Details:** Please ensure the address matches the address on your credit card. Otherwise, the system will not be able to process your payment.
2. Click **Continue**.

Classes Health Resources

Have A Promotional Code?

Billing Address >
Review & Payment

Billing details

First name * Last name *

Company name (optional)

Country / Region *

Street address *

Town / City *

State *

ZIP Code *

Phone (optional)




Email address *

3. **Credit Card Information:** Enter in your credit card information for payment.
 1. We take all credit cards except American Express
 2. You also have the option of saving the card information for future enrollments.
4. **Terms & Conditions:** Review and check the box: *"I have read and agree to the website terms and conditions."*
5. **Place Order:** Click the red **Place Order** button in the bottom right.

[Billing Address](#)

[Review & Payment >](#)

Product	Subtotal
Abs and Glutes and Thighs, Oh My! - à la carte (2/11) × 1	
February 11	\$12
Wednesday	
8:30 AM → 9:15 AM	
Abs and Glutes and Thighs, Oh My! - à la carte (2/25) × 1	
February 25	\$12
Wednesday	
8:30 AM → 9:15 AM	
Subtotal	\$24
Total	\$24

Credit Card   

Pay securely using your credit card.

Card Number *
.....

Expiration (MM/YY) *
MM / YY

Card Security Code *
CSC

Securely Save to Account

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

I have read and agree to the website [terms and conditions](#) *

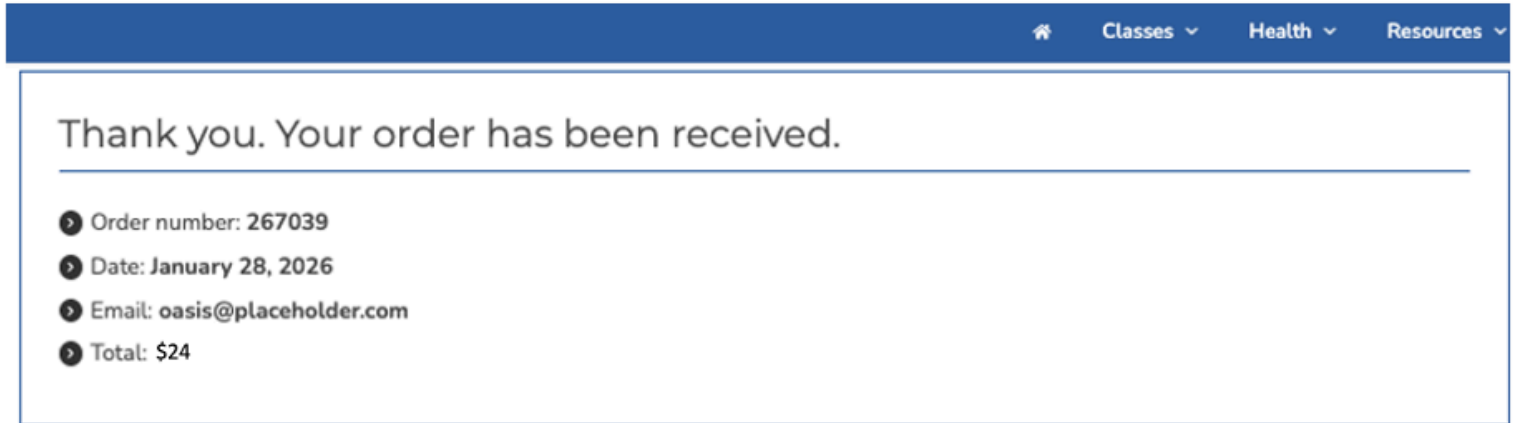
Place order

Confirmation

You will see a "Thank You" page with your order number.

- A confirmation receipt will be emailed to you automatically.
- You may also print this page for your records.

Congratulations! We look forward to seeing you in class!



The screenshot shows a confirmation page. At the top, there is a dark blue header bar with a home icon, the text "Classes", "Health", and "Resources", each followed by a downward arrow. Below the header, the main content area has a white background and a thin blue border. It features the text "Thank you. Your order has been received." followed by a horizontal line. Below the line, there is a list of order details, each preceded by a right-pointing arrow icon:

- Order number: 267039
- Date: January 28, 2026
- Email: oasis@placeholder.com
- Total: \$24