

## Marketplace Guide for Registering Center for Creative Retirement

- To go to the College of Charleston Marketplace – Center for Creative Retirement registration website, copy/paste or type the following URL in your web browser:  
[https://secure.touchnet.com/C20590\\_ustores/web/store\\_main.jsp?STOREID=101](https://secure.touchnet.com/C20590_ustores/web/store_main.jsp?STOREID=101)
- Click on product tile to register
- Click the “Add to Cart” button
- Fill in your personal information – Name, address, phone (optional), email, consent to yearly directory and then click on “Continue” at the bottom of the page
- Verify that all the information is correct
- If you would like to register for another person as well (e.g. spouse), click the “Continue Shopping” at the bottom of the page
  - This will take you back to the products page, where you will click the product tile to register another person.
  - Click the “Add to Cart” button
  - Fill in the second person’s information and then click “Continue” at the bottom.
  - Verify that all information is correct
- Once you have registered everyone that you would like, click on “Checkout”

- If you are already a registered Marketplace user, enter username/password and click on “Login”
- If you would like to register as a new Marketplace user, click on “Register Now” (next to Login button)
- If you would like to checkout as a “guest” to the Marketplace system, enter your email address in the box that says “Contact Information” and then click “Checkout as Guest”
- Payment information page – For current \$0 cart it will skip past this page
  - When the new cart goes up for July 2023 – June 2024 registration, this is where people will input their credit card information
- Review Order page
  - As long as everything looks correct – Click “Submit”
- An “Order Confirmation” email will be sent to each person registering, as well as a “Product Registration” email sent to Karen Delcioppo at memberccr@gmail.com