

## Website Basics

### Accessing the website

1. Click on your browser (Google, Edge, Safari etc, whatever you use to get to the Internet.
2. Type our website address [www.gtlli.ca](http://www.gtlli.ca) (small or capitals – it doesn't matter) into the empty search bar, and press <ENTER>
3. You should see the website's Home Page – the 'front' of our site.  
The most important information is put here. If we have to cancel a lecture, this is where you will see the ALERT!  
If you scroll down on the Home Page, you will see a number of articles (posts) with information about GTLLI.

The Main Menu on a computer or laptop is the blue bar across the top. The menu needs space. If you are using a tablet or phone, and can't see the blue bar, turn your device sideways or click on the 3 horizontal lines at the top right (called the hamburg).

The main sections of the website (like an index) are on the blue bar across the top, or one under the other on the left on a smaller screen.

Home is the Home Page – the latest information

Purchase Tickets/Passes - where you buy tickets or passes.

Resources – handouts and extras provided by the lecturers

FAQs - Frequently Asked Questions

Create Account/Login – where you register initially and where you log in after you have an account. The system cannot tell that you have an account until you log in. Once you log in, this will become My Account. Under My Account, you can find your videos, your addresses and all your orders.

### Moving around the website

Clicking on an item on the main menu will take you to that section of the website.

Inside the black text, words in turquoise blue are 'links' that will take you to a particular page on the site. They are generally used to indicate more information is available on the topic.

At any time, if you wish to go back to the last screen you looked at, click on the back arrow '<' at the top left of your screen – or use an item on the main menu. HOME will take you back to the 'front page'.

Items or 'Posts' are one under the other on a screen. Keep scrolling down to find what you want. On the HOME PAGE, there will be 3 to 10 items of current interest.

**\*If you logged in and want to leave the site – go to My Account and Log out.**

## Website Basics

### Registering/Creating an Account with GTLLI

Anyone can look at the GTLLI website without having an account (being registered) or logging in.

You must have an account with GTLLI if you wish to buy anything or look at information meant only for members.

Once you register, you will have an account.

You will Log in to that account to tell the system who you are when you want to buy or see the restricted information.

#### To Create an Account (Register)

1. Go to [www.gtlli.ca](http://www.gtlli.ca) to get to the main menu. Small screens will need to be turned sideways or click on the 3 horizontal lines on the right (the hamburg) to get a vertical main menu.
2. Click on *Create Account/Login* on the main menu.
3. Register on the right side by entering your email address and creating a password you can remember. Your password should be at least 8 long and a mix of letters and numbers. <ENTER>
4. You now have an account with GTLLI. That does not make you a Member. You only become a GTLLI Member when you buy a ticket for a regular course in the Church Hall. Videos and Founders' Lectures do not come with a membership. You do not need to be a Member to buy Videos.
5. Next time, you need only Log in to your account if you want the system to know who you are (eg for buying.)

### Logging in to your account

You can look at most of the website without an account.

If you want the system to know who you are for buying or seeing restricted information, you must log in.

To look at your account, go to create Account/Log In and on the left side, enter your username or email address and your password. <ENTER>

You are now looking at your account. Stay here and click on Video Passes to see any videos you bought.

Click on Addresses to change your personal information.

Click on Orders to see previous course purchases.

Clicking on Account Details allows you to change your password.

Click on an item on the main menu to go Home (the front page) or Purchase Tickets/Passes if you want to buy, or Resources to see extra information.

## Website Basics

### Buying a Video Pass

1. Go to [www.gtlli.ca](http://www.gtlli.ca)
2. Go to *Create Account/Log in* on the main menu.
3. **Log in** to your account with your username or email address and your password. <ENTER>  
The system now knows who you are and whether you are a member.
4. Go to *Purchase Tickets/Passes* on the main menu.  
The top part of the screen is general information, and below that is a rough outline of how to buy.  
Scroll down to see what is for sale.  
Look at what is available to you and decide what you want to buy.  
If there is a small lock beside an item, you are not eligible to buy it. For instance, some products can only be bought by members.  
Perspectives has 3 or 4 videos. The other regular Courses have 6 videos. If you buy the bundle of all lectures in a course, it is cheaper than buying them individually.  
Videos are available for 2 weeks only after the live lecture so note when they expire..  
Once 2 videos have expired (disappeared), the bundle is not a bargain. Buy them individually.
5. Click on the video pass you want and a more detailed picture will appear.  
If you want it, <ADD TO CART>.  
If you want another one, <CONTINUE SHOPPING>.  
Follow the prompts to pay with your credit card.  
You can stop your order at any time if you haven't paid by clicking on the back arrow at the top left.  
  
When you have completed the purchase, you will get an immediate confirmation of your order.  
The system will remember who you are and what you bought.
6. To see what you bought – go to *My Account* on the main menu and look at Video Passes.  
You can click on Orders and see every order you ever made on the system.

## Website Basics

### Watching a Video

1. Click on your browser (Google. Edge. Safari etc)
2. Enter [www.gtlli.ca](http://www.gtlli.ca) to get the Home Page.
3. Go to *Create Account/Log In* and Log In so it knows who you are and what video pass you bought. Logging in should take you to your account page.
4. Click on Video Passes to see which video passes you bought.
5. Choose the video product that you bought.

The first item you see is the link to material that is restricted to members and those who buy videos. Scroll down past that to see the videos that are available to you. They are 'stacked', the earliest one at the top. If you bought 2 and both are still available, it will start with the lowest number and you must scroll down to see the second.
6. There is a Control bar across the bottom. If it disappears, click on the bottom area and it will reappear. Volume control is the multiple vertical bars on the control bar. If that is not loud enough, you can buy the small earphone buds, and plug them into your Laptop/iPad/tablet/phone to give you much better sound.

Size is controlled by the little 4-dot icon on the right on the control bar. Clicking that will make it full screen and easier to see. When you want to get out of the video, you will have to get the control bar back and click on that same 4-dot icon to get out of full screen.

You can stop and start the video and watch it as often as you like. By moving the narrow blue moving line back with your finger or cursor, you can repeat a section.

### Seeing the video on a TV

If you have a SMART TV, log in to the website on it. It is more awkward to buy the video passes on the TV than on your computer/iPad.

If you don't have a Smart TV, what you see on your computer/laptop/tablet can be 'mirrored' on your TV. Look on the Home Page for directions on GTLLI on Video and follow the blue links.

### Sharing a Video

1. You have purchased 2 weeks' access to a video. You have not bought the video itself. During that time, you may watch it as often as you like and invite anyone to watch it with you. Remember to notice its expiry date.

