

# CREATIVE ARTS WORKSHOP

## How To Register Online

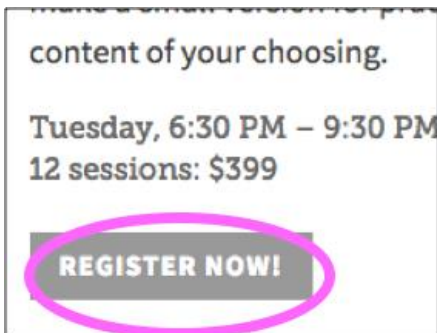
### STEP 1

Visit [CreativeArtsWorkshop.org](http://CreativeArtsWorkshop.org) to explore **Classes** and **Workshops**.



### STEP 2

Click the **Register Now** button underneath description of course to leave our website and enter the Active registration website.



### Questions?

Contact Astrid Bernard, Registrar – [registrar@creativeartsworkshop.org](mailto:registrar@creativeartsworkshop.org) | 203 562 4927

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### STEP 3

Click **Add** to select course cart and then **Continue** to checkout.

The screenshot shows the 'Session Selection' page for the Creative Arts Workshop. The page has a header with the logo and 'SIGN IN' link. Below the header is a banner for 'CREATIVE ARTS WORKSHOP a community art school' and 'SPRING TERM'. The main content area is titled 'Session Selection' and includes a sub-header: 'SELECT ONE OR MORE SESSIONS BELOW. YOU CAN REGISTER MULTIPLE PEOPLE AT THE SAME TIME.' There are two tabs: 'SESSION LIST' (active) and 'CALENDAR'. A 'Filter by' section on the left lists categories like 'LOCATION' with options such as 'Young People', 'Drawing + Painting', 'Fiber', 'Photo', and 'Book Arts'. The main session list shows 'Open Flat! With Paulette Rosen' for 'Mar 15 - May 31, 2016', 'TU, 6:30 PM - 9:30 PM', 'Ages 18-99', and '\$399.00'. An 'ADD' button is circled in pink. To the right, the 'YOUR SELECTIONS' section shows the same session with a 'Delete' link and a 'Quantity' dropdown set to '1'. A 'CONTINUE' button is circled in pink.

### STEP 4

Sign-in with **Email Address** and **Password** then press **Next**

The screenshot shows the '1 | LOOKUP ACCOUNT' step of the registration process. The page has a dark header with the number '1' and the text 'LOOKUP ACCOUNT'. Below the header, there is a message: 'To complete registration faster, let's check if you have an account.' There is a text input field labeled '\* Email address' and a 'NEXT' button.

### Questions?

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# CREATIVE ARTS WORKSHOP

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### STEP 5

If participant does not have an account with the Active system, type **Name**, **Date of Birth**, and **Gender** then click **Continue**.

If participant has an account, choose participant then click **Continue**.

## 2 | PARTICIPANTS & OPTIONS Add sessions

**Open Flat! With Paulette Rosen** Remove  
Mar 15 - May 31, 2016  
Book Arts  
Ages 18 - 99  
12 sessions: \$399.00

**Who are you registering?**

\* Person Daniel Fitzmaurice Edit

\* Name Daniel Fitzmaurice

\* Date of birth 03/26/1987 Why do we ask this?

\* Gender  Male  Female

\* Who are you registering?  Yourself  A different adult

**CONTINUE**

### Questions?

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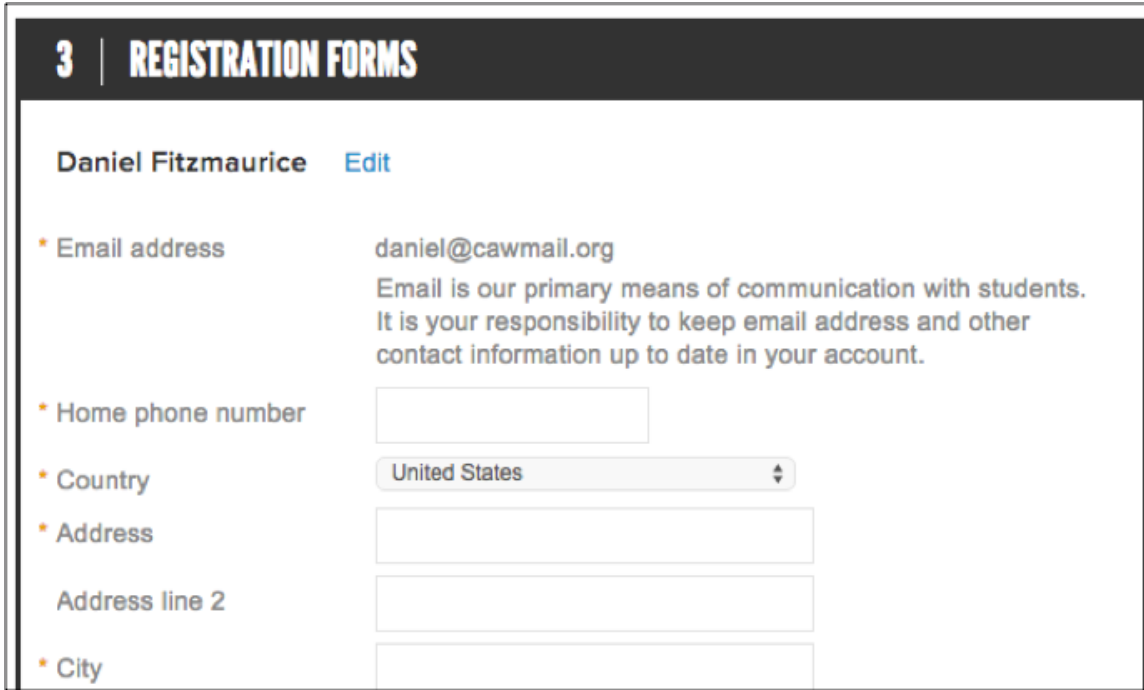
# CREATIVE ARTS WORKSHOP

## How To Register Online

### STEP 6

Complete registration forms.

If participant has an account, these fields will automatically fill-in.



The screenshot shows a registration form titled "3 | REGISTRATION FORMS" for a user named Daniel Fitzmaurice. The form includes an "Edit" link. The fields shown are: Email address (daniel@cawmail.org), Home phone number (empty), Country (United States), Address (empty), Address line 2 (empty), and City (empty). A note states: "Email is our primary means of communication with students. It is your responsibility to keep email address and other contact information up to date in your account."

While completing an account and registering for future courses, please be sure list any medical conditions and allergies, and fill in an emergency contact. This section is required for registration for our Young People's program to ensure the child's safety while in our care. You may always go in to your account and modify this information, and we strongly encourage our parents/guardians to keep this section up to date as changes occur. The information collected will not be shared with anyone outside of Creative Arts Workshop.

If you do not have a family doctor at this time, type "None" into the fields for the Physician name and "000-000-0000" for the phone number. If the child does not have any medical conditions or allergies we should be mindful of, please type "None" in this field.

### Questions?

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STEP 7

Add coupon code, select payment option, and enter payment information. Membership or bundle discounts, if applicable, are automatically calculated.

## Review cart & check out

### ORDER DETAILS

[+ Add Another Registration](#)

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| ITEMS  | TOTAL   |          |          |             |          |              |                 |
|--|---|----------|----------|-------------|----------|--------------|-----------------|
| <b>Open Flat! With Paulette Rosen - 12 sessions:</b> <a href="#" style="color: #0070C0; text-decoration: none;">Edit</a>   <a href="#" style="color: #0070C0; text-decoration: none;">Remove</a><br>3/15/2016 - 5/31/2016   T 6:30 PM - 9:30 PM<br>Book Arts<br>Daniel Fitzmaurice | \$399.00  |          |          |             |          |              |                 |
| Membership Discount  | -\$39.90  |          |          |             |          |              |                 |
| Coupon code <input style="width: 150px; height: 20px; border: 1px solid #ccc;" type="text"/> <span style="margin-left: 10px; border: 1px solid #0070C0; padding: 2px 5px; color: white; font-weight: bold;">APPLY</span>   | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: right;">Subtotal</td> <td style="text-align: right;">\$399.00</td> </tr> <tr> <td style="text-align: right;">Discount(s)</td> <td style="text-align: right;">-\$39.90</td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>\$359.10</b></td> </tr> </table> | Subtotal | \$399.00 | Discount(s) | -\$39.90 | <b>Total</b> | <b>\$359.10</b> |
| Subtotal   | \$399.00  |          |          |             |          |              |                 |
| Discount(s)  | -\$39.90  |          |          |             |          |              |                 |
| <b>Total</b>   | <b>\$359.10</b>   |          |          |             |          |              |                 |

### CHECK OUT

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#### PAYMENT OPTIONS

\* PLEASE SELECT A PAYMENT OPTION

**PAY IN FULL**

Pay \$359.10 now

**PAY \$107.73 NOW WITH A PAYMENT PLAN**

3 payments [See payment schedule](#)

Bill me automatically

**Questions?**

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STEP 8

View confirmation screen.

# Thank you! Your transaction is complete.

YOU WILL RECEIVE A CONFIRMATION EMAIL SHORTLY. [Print](#)

**MORE PEOPLE = MORE FUN**  
Invite your friends

 2.1K  2.9k  
 Like  G+1

## ORDER DETAILS

Order date: February 24, 2016

**ORDER ID: C-1D4288LQ**

| ITEMS  | TOTAL                        |
|--|------------------------------|
| <b>Open Flat! With Paulette Rosen - 12 sessions:</b><br>3/15/2016 - 5/31/2016   T 6:30 PM - 9:30 PM<br>Book Arts<br>Daniel Fitzmaurice | \$399.00                     |
| Membership Discount  | -\$39.90                     |
| Staff  | -\$359.10                    |
|  | Subtotal <b>\$399.00</b>     |
|  | Discount(s) <b>-\$399.00</b> |
|  | <b>Total \$0.00</b>          |

**Questions?**

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### STEP 9

You will receive a confirmation email from CAW and receipt from Active by email.



Thank you for enrolling at CREATIVE ARTS WORKSHOP! We couldn't do what we do without your support.

In addition to taking classes, you might also consider becoming a supporting member of CAW. Annual memberships start as low as \$40 and provide members with 10% tuition discounts plus discounts at local art supply stores. Often memberships pay for themselves with one class! Or ask about volunteer opportunities. We can always use assistance and some of our on-going volunteer opportunities are in exchange for free classes.

For your convenience, you can manage your courses and payments anytime [here](#), or from our website under the "Art Classes" tab by accessing our online registration system with Active Network. And finally, attached please find our cancellation policy. Your registration confirms your consent. If this is not the case, please contact us within 24 hours of receiving this email and we will provide a full refund.



Dear Daniel,

Thank you for your order with Creative Arts Workshop. Please save a copy of this receipt for your records.

#### Order information

Order ID: C-1D4288LQ  
Date: February 24, 2016

| Item  | Price    |
|---|----------|
| Open Flat! With Paulette Rosen - 12 sessions:<br>3/15/2016 - 5/31/2016   T 6:30 PM - 9:30 PM<br>Book Arts<br>Daniel Fitzmaurice | 399.00   |
| Staff   | (359.10) |
| Subtotal:   | \$ 39.90 |
| Grand total:  | \$ 0.00  |

### Questions?

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