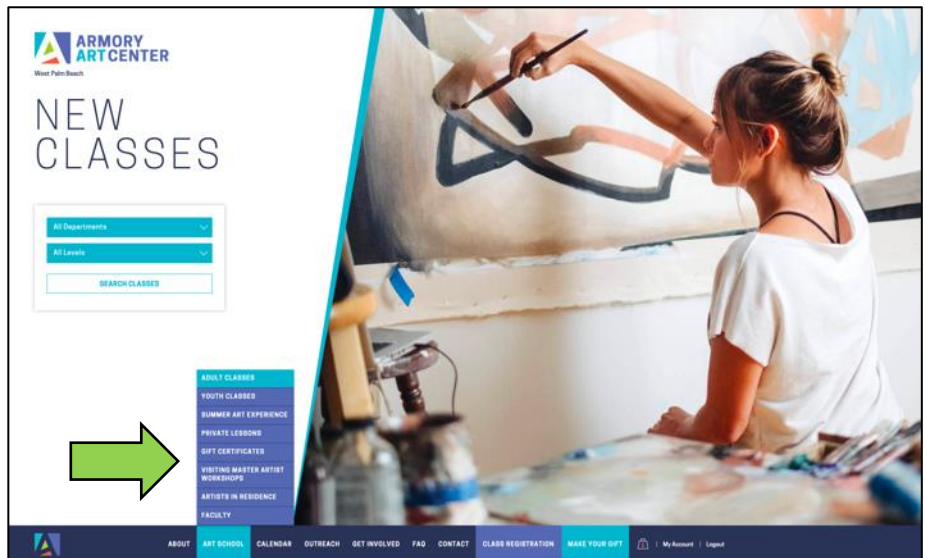




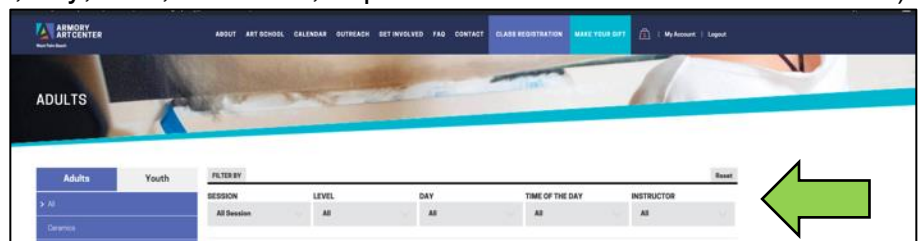
Welcome to our new website! See our tutorials and frequently asked questions below.

How to Register for a Class/Workshop

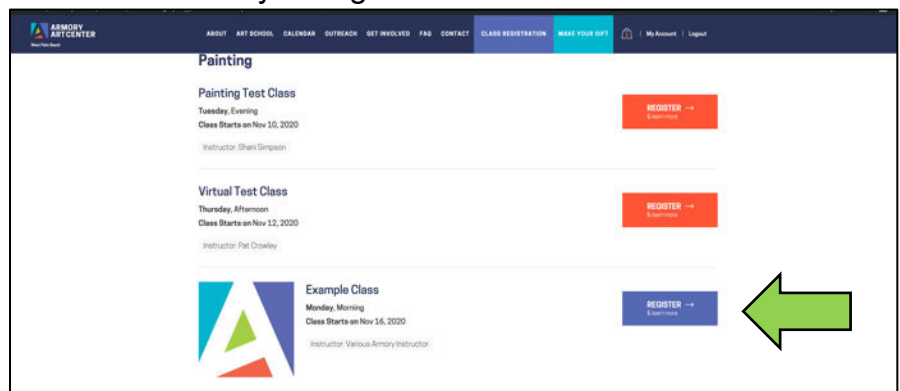
- Click “Login” at the far right of the main toolbar
- Enter your username/email and password, then click “Login”
- Navigate to “Art School” on the main toolbar, then select Adult Classes or Youth Classes as needed



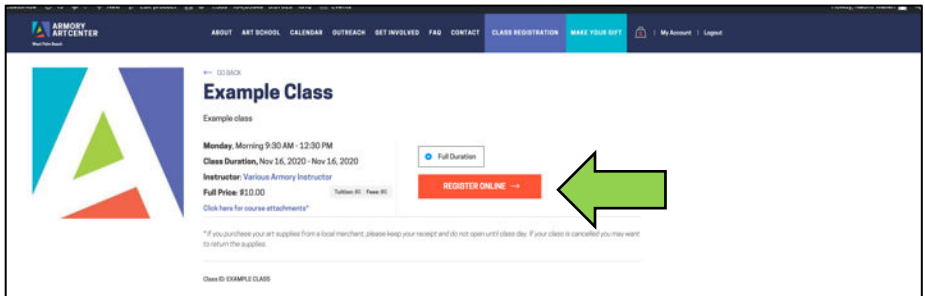
- Filter as desired (session, level, day, time, instructor; departments are on left-hand side menu)



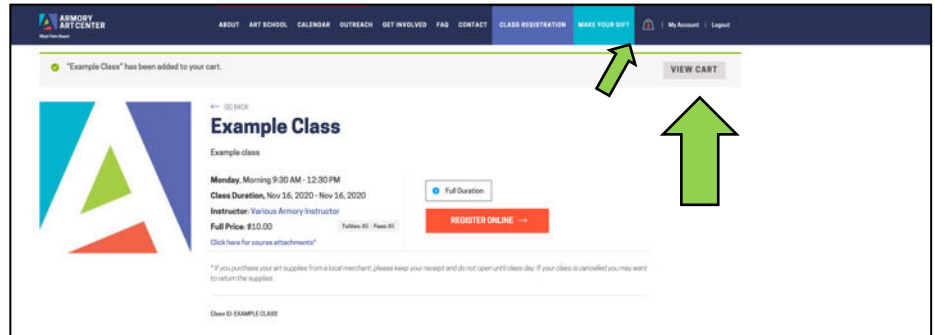
- For more info on a course, click the button that says “Register & learn more”



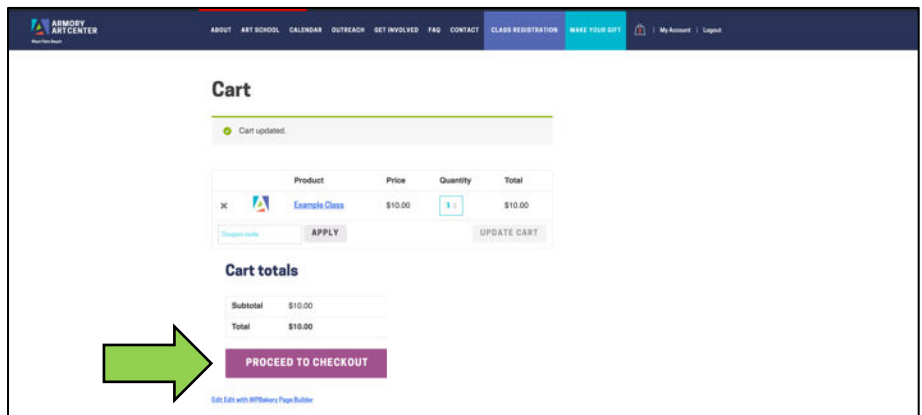
- Course description and details will open
- Click “Register Online” to add it to cart



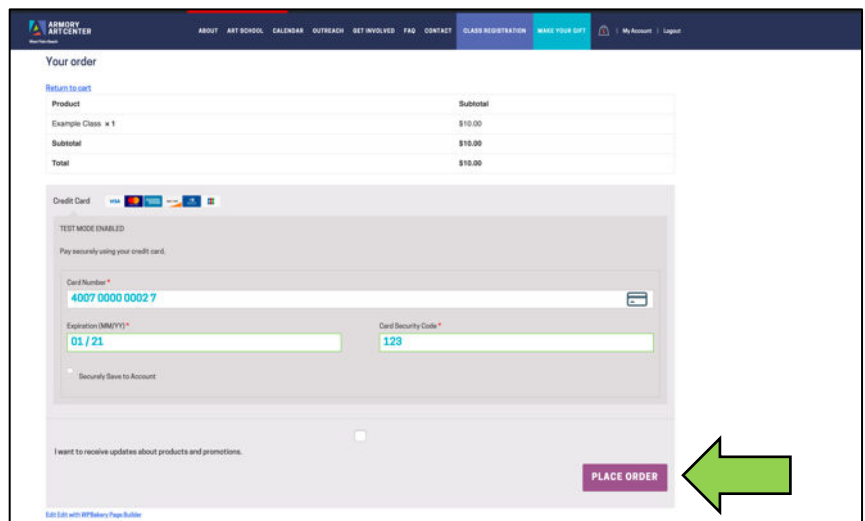
- Click on View Cart when it comes up at the top of the page, or the cart icon in the top right



- Click Proceed to Checkout



- Fill out required billing information; input your payment information
- Click “Place Order”



- Confirmation page will appear; receipt will be sent to the email provided. If applicable, supply lists will appear under downloads (click purple button)

Thank you. Your order has been received.

ORDER NUMBER: 7365 DATE: November 11, 2020 EMAIL: arduoyartw@test@gmail.com TOTAL: \$10.00 PAYMENT METHOD: Credit Card

Downloads

Product	Downloads remaining	Expires	Download
Example Class	∞	Never	EXAMPLE SUPPLY LIST

Order details

Product	Total
Example Class x 1	\$10.00
Tuition (1 Fees: 0)	
Subtotal:	\$10.00
Payment method:	Credit Card
Total:	\$10.00

[ORDER AGAIN](#)

Billing address

Where is my Old Account?

- Everyone will need to make a new account so we can have your most current information. Accounts are created when you purchase a course, sign up for membership, or make a donation.
- Not ready to take a class? Consider making a donation to set up your account. (See our donations tutorial below.)
- Each user (customer) must have their own account with a unique email address for registration purposes. Duplicate emails will not be accepted for account creation.
- If you have a credit remaining from our closure at the beginning of COVID-19, we will be in touch about how you can use them. Questions may be directed to the registrar.

How to Create an Account

Your account is created by making a purchase.

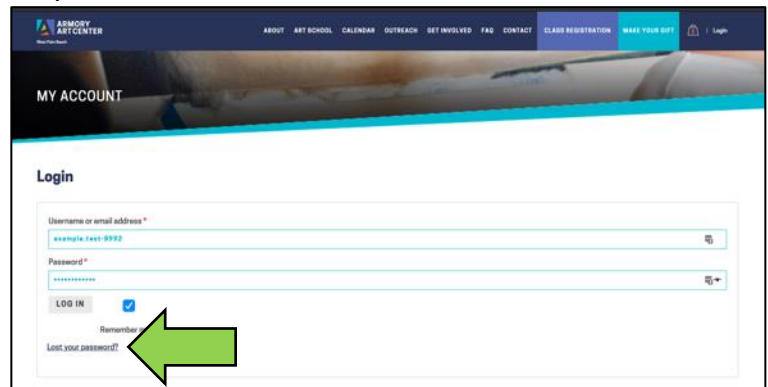
- Select the item you want to purchase (course, membership, donation)
- Click on View Cart when it comes up at the top of the page, or the cart icon in the top right
- Click Proceed to Checkout
- Fill out Billing Details
- Input credit card information
- Click Place Order
- Confirmation page will appear; a receipt will be sent to the email provided
- An automatic email will also be sent to you containing your new account information. This provides a username and generated password; this can be updated in your account profile after logging in for the first time.

Each user must have their own account with a unique email address for registration purposes.

I forgot my password / I want to change my password

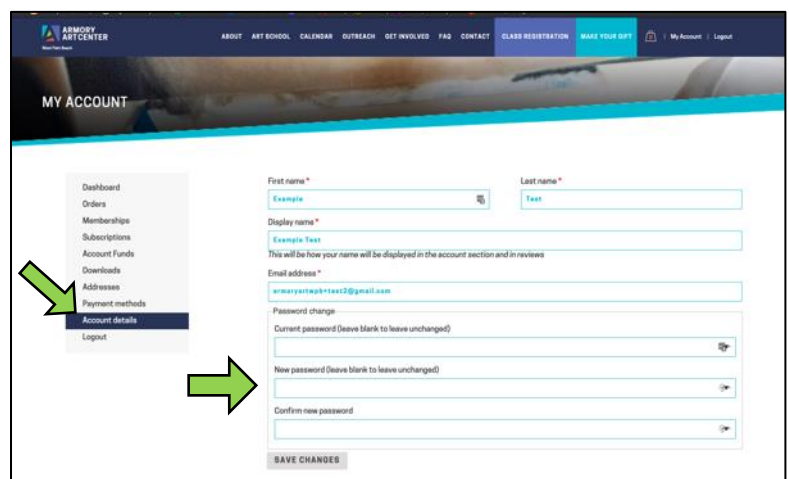
I Forgot My Password

- Click Login at the far right of the main toolbar
- Click “Lost your password?”
- Enter your username or email, then click Reset Password*
**This must be the email associated with your account*
- An email will be sent so you can change the password



Change Your Password

- Login to your account with the current password
- Click My Account
- Go to your account dashboard and select Account Details from the menu at left
- Input your desired password and save changes
(See diagram on next page)



How to Use a Gift Card/Voucher/Coupon

- Add your item to the cart and click Proceed to Checkout
- At the top of the page, click where it says “Have a coupon? Click here to enter your code”
- Enter your code in the box and “Apply” (See next page for diagram)

If you have a credit remaining from our closure at the beginning of COVID-19, we will be in touch about how you can use them. Questions may be directed to the registrar.

How to Make a Contribution/Donation

- Click “Make Your Gift” on the main toolbar
- Select your desired amount, or click “Other” and type in the amount
- Choose if the gift will be a one-time donation or Every month (subscription)
- Choose where you would like the donation to be directed; if not selected, will be applied to the Annual Fund
- Click Add to Cart (For subscriptions, button will say “Sign Up Now”)
- Click on View Cart when it comes up at the top of the page, or the cart icon in the top right
- Cart will display the donation information; if subscription was selected, it will show you the recurring information
- At this stage, you may also change your donation from one-time to subscription and vice versa; if you do so, click “update cart”
- Proceed to checkout
- Fill out information as necessary and Place Order

Become A Member

- Navigate to “Get Involved” on the main toolbar and click on Membership in the dropdown
- Under Membership Levels, scroll until you see your desired membership
- Click “Purchase Membership”, then “Sign Up Now”
- Fill out information as needed
- Place Order

View your membership details in My Account, under Subscriptions

Memberships suspended due to COVID-19 are still under consideration; we will be in touch with details. For questions contact the registrar.

What happened to pro-ration?

We are no longer offering pro-ration as a membership benefit for any level. Per diem (individual day) registration will be available for eligible classes after the first week of a new session and will include a 10% increase in tuition applied at checkout. For more information, see our school policies page.

Health Precautions/Waivers

All students must read and sign the health policy & waiver to attend on-campus classes until further notice. The waiver link will be posted on our school policies page.

Looking for...

Pop Up Workshops?

- On the homepage, in the top banner under “Courses, Workshops, & More”
- Use the first blue dropdown menu to select Pop Up Workshop
- Click “Search Classes”

Virtual Classes?

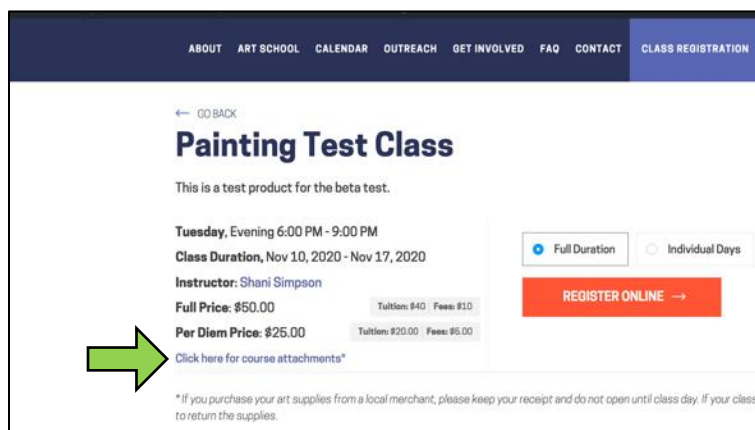
- On the homepage, in the top banner under “Courses, Workshops, & More”
- Use the first blue dropdown menu to select Virtual
- Click “Search Classes”

Youth Classes?

- Select “Youth Classes” from the toolbar under Art School.

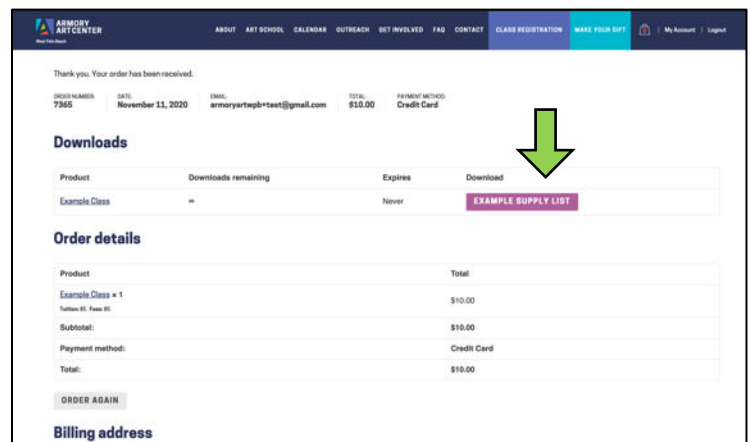
Supply Lists

In course listing, “Click here for related course attachments”



(continued on next page)

After purchase, you can access your supply lists from the confirmation page



You can also access this in My Account by clicking on Downloads

