**Basic Information:**

**For registration to work, you must make 3 choices for each class: the registration fee, class deposit, and banquet tickets.**

* When you select an instructor for a class, you will:
	+ **Register** for the Rendezvous **(onetime $20 fee)**
	+ Make a **$25 deposit** for that class
	+ Purchase **Banquet Ticket(s)**
* If you are adding classes, you will make a **$25 deposit for each additional class**
	+ Then, you will select “Already paid registration” and “Already or Not purchasing Banquet Ticket”
* Order t-shirts, hats, and sweatshirts with the colorful new logo
* **STEP 1: CLASS SCHEDULE**
	+ Select **Class Schedule** at the top of the screen to preview the classes and instructors
	+ Carefully decide on your classes because unless the instructor cancels, no class changes are allowed
	+ Instructors cancel by May 15th
* **STEP 2: INSTRUCTIONS FOR CHOICE OF FIRST CLASS**
	+ Select **Instructors** at the top of the screen
	+ Instructors are in alphabetical order
		- **Click on the picture of the class under the instructor**. A description of the class appears
* **STEP 3: DAY SELECTION, REGISTRATION AND BANQUET TICKETS**
	+ Select the **Class Day** (ex. Wednesday)
	+ **Place checks in at least 3 boxes**
		- **Registration for Rendezvous ($20)**
		- **Deposit for class ($25)**
		- **Banquet ticket(s) ($22 each)**
	+ Select **Quantity** of 1
	+ Click “**Add to Cart”**
* **STEP 4: ADDITIONAL CLASSESS**
	+ **Repeat Steps 2 and 3** to add classes
	+ Check at least **3 boxes for each class** (“Already paid Registration”, Deposit for class, and “Already or Not purchasing Banquet Ticket”)
* **STEP 5: ORDERING MERCHANDISE**
	+ Select **“T-shirt/ Sweatshirt/Hat”** from the top of the screen
	+ Select your choice of a t-shirt, sweatshirt, or hat.
		- Select your **size**
		- Select **Quantity** you’re ordering
		- Click “**Add to Ca**rt”
* **STEP 6: CART**
	+ When finished, find the CART icon in upper right-hand corner
	+ Select checkout to see your total
* **STEP 7: ORDER PAGE**
	+ Fill in your name, address, etc.
	+ Click “**Next**” to review your order
	+ Click “**Complete Order**”
	+ We are using both Pay Pal and Square for your convenience.
		- You can check out as a “Guest” if you don’t have a Pay Pal account or use Square.