

### **Step 1: Class Schedule**

Select **Class Schedule** from the list of choices at the top of the screen to preview the classes and instructors. Carefully decide on your classes because no class changes are allowed unless the instructor cancels. Instructors must cancel by May 15<sup>th</sup>.

### **Step 2: Explanation**

When you select an instructor for a class, you will make a \$25 deposit for the class. At the same time, you will be able to Register for the Rendezvous and select Banquet Tickets. If you are adding additional 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". You will also be able to order a t-shirt or sweatshirt, if you like.

### **Step 3: Instructions for choice of First Class**

Select **Instructors** from the list of choices at the top of the screen. Scroll down the page to find the instructor and his/her class you want. Instructors are in alphabetical order. **Click on the picture of the class under the instructor.** A description of the class appears.

### **Step 4: Day Selection, Registration, and Banquet Tickets**

Select the **Class Day** (ex: Wednesday). **Place checks in at least 3 boxes** (ex: Deposit for class, Registration for Rendezvous, Banquet Ticket). Select **Quantity of 1**. Click **Add to Cart**.

### **Step 5: Additional Classes**

To add additional classes, **repeat Steps 3 and 4**. **Check at least 3 boxes** (ex: Deposit for class, Already paid Registration, Already or Not purchasing Banquet Ticket).

### **Step 6: T-shirt or Sweatshirt Ordering**

Select **T-shirt/Sweatshirt** from the list of choices at the top of the screen if you want to order one. Select your choice of a t-shirt or sweatshirt. Select your **size**. Select **Quantity of 1**. Click **Add to Cart**.

### **Step 7: Cart**

Now, if you are finished, find the **Cart** icon in upper right-hand corner of the screen, then select **Checkout**. You will see it has totaled everything for you.

### **Step 8: Order Page**

**Fill in** your name, address, etc. Click **Next**. Review order. Click **Complete Order**. (We are going through Pay Pal. If you do not have a Pay Pal account, you can checkout as a guest and pay with your credit card.)