

Instructions for The Stateline Friends Weaving Retreat Online Registration Site

First of all, you will need to go to the website, located at: www.statelinefriends.com

What you will find on the Home Page:

- you will find the instructions for the site here
- you can find and print the booklet for the retreat
- you can find and print the general information about the retreat
- you can find and print the registration form
- you can find the cancellation and refund policies

To Log In to the Site:

- in the white box that has the words, Email Address, enter your email address that you have on file with us in this box
- in the next white box, it has the words, Password, enter your password for this site in that box.
- Click on the gray button that says, “Login”

To update your information:

- after you have logged in, select the words “My Information” from the menu bar.
- Select the link to update your information
- update your information in the white boxes. **IT IS CRUCIAL that we have a valid and current email address or you will not receive your class assignments or retreat announcements.**
- After you have updated and/or corrected your information, select the 'Save Changes' button.
- If you are interested in teaching, vending, or both, at next year's or future events, please make sure you select those boxes on this page and you will be included in the proposal process for teachers and will be put on the list for vendors to contact if space is available.

To register for the retreat:

- remember that registering for the retreat and selecting classes are two separate things. You must register to be included in the 300 limit....but if you register after 300 have already done so, you will be put on a waiting list.
- Select the word 'Classes' from the menu bar.
- In the drop down menu, select the word, 'Register'
- Follow the instructions on the registration page. You have the option to pay by check (check must be received within 10 days of registering on the site) or you can pay by credit card.
- Once you have filled out this page, registration for retreat is complete.

To see and select the classes for retreat:

- Select the word 'Classes' from the menu bar
- Select the words 'See/Select Classes' from the drop down menu
- Select which day you would like to see and select classes for
- To select the classes, you will click on the words, 'Request this Class', that you will find at the bottom of each class description.
- Do NOT use the back browser button on this page
- when you are done selecting your classes, you must select a minimum of 3, then go back to the top of the page. There is a box just below the description of the class levels.
- In the box that shows you the classes you have chosen, you can move the selections to the first position to indicate your first choice, and then move another to the second position for the second choice. You can do this using the appropriate up or down arrow next to the class name. If you find one you decided you don't want, then just select the Red X and it will delete the class.
- When you are done putting your classes in order, select the gray button that says DONE.
- Now you can select another day or you can select another option from the menu bar
- you can make changes to your class selections any time prior to the day class assignments will be done. You will find this date on the home page of the website. For example, if class assignments will be done on 12/2, you can make changes clear through 12/1, but not after 12/1.

View Teacher Profiles:

- You can view the teacher's profiles in two different ways
 - Select the word 'Classes' from the menu bar
 - Select the words 'Teacher Profiles' from the drop down menu (this will show you all the teachers and their profiles at once
- OR:**
- from the page where you are selecting your classes from, select the word 'Profile' right next to the teacher's name and it will show you that teacher's profile.

To See Vendors for Current Year's Event:

- Select the word 'Vendors' from the menu bar
- click on the links to the vendor's own website pages, or if they don't have a website, it will link you to their email address so you can contact them.

FOR TEACHERS:

- Once the class assignment process has been completed, you will just need to click on the word 'Teachers' on the menu bar. This will take you to your class information pages and you can monitor your class enrollments there and keep up to date on them.

When you are done, just LOG OUT!