



# 2019 Registration Walk Through

Ready to register for FTWG's 75th Annual Conference? For the first time ever, we are handling registration online. **Registration will be ONLINE ONLY.** We do not have any paper registration forms.

We are using RegOnline to help us manage online registration and payment. Since this is a brand new process, we created this guide to help you through it. We hope that the online registration and this guide make the new registration process easier than the paper registration process that we used for years. However, as it's a new system we expect we've probably missed something along the way. If you have problems when trying to register, you can call Karen Greene, an FTWG member and a member of the FTWG Technical Committee, at 407-312-7092.

## What's New with Online Registration

- Members registering during the month of November must use the e-mail address that appears on their membership form.
- **You have 1 hour to complete your registration once you start the process.** If you take longer than that, your registration will time out and you will have to start over.
- All mini workshops and 2.5 day workshops are first come, first serve. Once you select an option, a space is reserved in that class for you. **If you do not complete your registration in the 1 hour time frame, that space is released.** If someone else reserved the space in the meantime, you may find the class is now full.
- Once you complete the checkout process and receive your e-mail confirmation, your spot in your workshops is confirmed. You will know immediately; no waiting to find out.
- We have an automated waitlist. If you are waitlisted and a space opens up, you will automatically be moved from any other class into the waitlisted class.

# Start Screen

The start screen has the FTWG logo at the top, followed by general event information.

## Florida Tropical Weavers Guild Conference 2019

Thursday, March 14, 2019 12:00 PM - Sunday, March 17, 2019 12:00 PM (Eastern Time)

### Lake Yale Baptist Conference Center

39034 County Road 452

Leesburg, Florida 34788

United States

(352) 483-9800

Phone: 407-312-7092

[Email Us](#)

This is the cell phone number of Karen Greene. Karen is a member of FTWG and of the FTWG Technical Committee. If you have questions or problems during registration, give her a call!

### Description

Join us as we return to our Annual Conference campus on the shores of Lake Yale. 2019 marks the 75th Anniversary of this Conference! Relax under the beautiful oaks as we leave the cares of the world behind for four days of fiber, fun and fellowship. Located near Eustis, Florida, an hour north of Orlando, your hotel room/RV is right here along with a cafeteria where all meals are provided. We offer a full schedule of activities including your choice of a 2.5 day workshop with an outstanding instructor, a fiber exhibit, fashion show, guild exhibits, commercial vendors and more, including special events for our Diamond Anniversary. Come visit old friends, make new friends and spend four days in a relaxed, old Florida setting.

### Start Your Registration

Select registrant type \*

Email Address \*

Verify Email Address \*

[View or Change Your Existing Registration](#)

Continue

Two registrant types are visible: Member and General. Select Member only if you are current on your dues. Otherwise, select General. Fill in your e-mail address, then click on the Continue Button.

## DON'T FORGET

Registration during the period of November 8 - 30, 2018 is limited to those who were FTWG members before October 1, 2018. The online registration software compares the e-mail address entered here to the October 1 membership list. During November, you will only be able to register if the e-mail address you enter here matches your e-mail address on the membership list! General Registration opens December 1.

# Profile Page

The first page is your Profile Page, which asks for basic information like your name, address, and phone number.

Throughout the registration process, wherever you see a red asterix, it means that field is required. You will not be able to skip that question. In addition, anywhere you see the word “Details” in blue type, it is a link. Click on it to get a pop up box with more information.

Florida Tropical Weavers Guild Conference 2019 [\(View Details\)](#) **Click for Details**

Profile Build Your Conference Checkout Confirmation

Profile

Email \*

Verify Email \*

Prefix (Mr., Mrs., etc.)

First Name \* **Required Field**

Last Name \*

Profile Page Guide Continued on the Next Page

At the bottom of the profile page, one required field is your FTWG District. While we've included a picture of the District map on that page, it may be too small to read on your computer screen. If you click on Details below the map, you will get a larger version of the map. In case this larger version is still too small to read, the next page of this Registration Guide is a full-size version of the map.

Once you've finished the Profile, click Continue to start Building Your Conference agenda!

FTWG District (Click 'Details' below the District Map for a larger view)



[Details](#)



Click for Details

# FTWG District Map

## FLORIDA TROPICAL WEAVERS GUILD



# Build Your Conference

The Build Your Conference Page is where you will find all the options for Mini Workshops, 2.5 Day Workshops, Accommodations, and Food. Vendors (but no one else) will also see the options for booth spaces and extra tables.

The Build Your Conference Page includes many options and details, so here are a few pointers to keep in mind while you are registering.

## Tips and Tricks

- Many items on the Build Your Conference Page will not show up until you make a selection elsewhere on the page. For example, you will not see the list of Thursday Mini Workshops unless you check the box to see that list.
- If you see an option, please look at it carefully. Based on your selections on the page, we believe it applies to you. For example, if you see meals listed, it means that whatever you chose for accommodations does not include that meal.
- Several items on the Build Your Conference Page are required. Some of these are required to make sure you see all the options that apply to you. Some items are required as acknowledgement of various policies.
- The registration form is configured so that you can not select items with overlapping times. It will only let you choose one Thursday Mini Workshop and one 2.5 Day Workshop.
- Once you select a Mini Workshop or 2.5 Day Workshop, the registration software reserves a temporary spot in the class for you. If you select a different workshop before completing the checkout process, the software releases that temporary spot and reserves a temporary spot in your new selection.
- **You have one hour to complete your registration through to check out. If you abandon your registration before check out, your registration times out. You will lose the temporary spot reserved for you in any workshops you've selected and you will have to start your registration over.**

## Membership

### **Become a Member**

Price: \$25.00

If you are not currently a member of FTWG, you can join now. This is not for renewing members; it is only for new or lapsed membership. Members receive a \$35 discount on the registration fee for 2.5 Day Workshops. If you join now, a message with the discount code will later on in the registration process so you can get the Member price.

## Prior Attendance

Here's our first example of a question that is (1) Required; and (2) Conditional on Your Response.

Have you previously attended a FTWG Conference?

Yes

No

If you click "Yes" here, nothing happens in this section, but a question appears in the next section (Mentorship Program). If you click "No" here, you get a box asking how you heard about FTWG and a different question appears in the next section (Mentorship Program).

## Mentorship Program

The Mentorship Program is new this year. New attendees are matched with a returning attendee who can show them the ropes and help the newbie feel welcome. If this is your first time at FTWG, you'll be asked if you want a mentor. If you've attended in the past, you'll be asked if you would like to serve as a mentor.

If you answer "Yes" to your question, a text box will appear, asking you to tell us anything that is relevant to matching you with a mentor / mentee. You might choose to tell us about your fiber work, why you are coming to FTWG, what you hope to get out of a mentor / mentee relationship, your family. Or you might choose something else entirely. It's up to you!

## Waitlist

### Tips and Tricks

- We now have an automated Waitlist function, available for both Thursday Mini Workshops and 2.5 Day Workshops.
- If your first choice Mini or Workshop has space in it, you will only be able to select one Mini and one Workshop.
- If your first choice Mini or Workshop is full, you may join the waitlist for it but still register for a second choice.
- You can only be waitlisted for 1 Mini and 1 Workshop. Your second choice must be a Mini or Workshop with available space.
- If a space opens up, the first person on the waitlist is automatically moved into the open space. If that person was registered in a second choice, their registration in that second choice Mini or Workshop is automatically canceled.
- If you are moved into your waitlisted class, you will receive an e-mail to let you know. (See sample e-mail on the next page).
- Since each Mini Workshop is a different price, moving from one to another may require payment of an additional fee or FTWG may owe you a credit.
- Your credit card is not automatically charged for the additional amount due. FTWG will contact you regarding payment arrangements.
- Reimbursement, if required, will be by check, mailed to the address on your registration form.
- All 2.5 Day Workshops are the same price, so moving from one to another has no impact on the amount due.
- If you change your mind and no longer wish to be on a waitlist, you must sign into RegOnline and remove yourself from the waitlist.
- If you have changed your mind about moving to the other Workshop and your second choice is now full, we may not be able to move you back into it.
- In early February, we will send a reminder to anyone still waitlisted, asking you to review your waitlist status and remove yourself from the waitlist if you are no longer interested in moving.

## Confirmed from Waitlist Sample E-mail

One of the items you were waitlisted for has become available, and you are now confirmed for this workshop. Below is a description of the event and the item, as well as a link to your registration record.

**Beautiful Hems with Margarete Griffiths**

There is no materials fee for this class.

Students to bring: Small Scissors, at least 12 straight pins.

Name of Workshop you are now registered for, amount for materials fees, and the list of items students should bring to class.

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**Registration ID:** 111575087

**Name:** Nancy Reed

To review your detailed record, [click here](#).

Your registration ID & Name and a link to your complete registration record, if you would like to review it.

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**Florida Tropical Weavers Guild Conference 2019**

**Date:** Thursday, March 14, 2019 12:00 PM - Sunday, March 17, 2019 12:00 PM (Eastern Time)

**Location:** Lake Yale Baptist Conference Center, 39034 County Road 452

Leesburg, Florida 34788

United States

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You have been removed from the waiting list, and you are now confirmed for:

**Beautiful Hems with Margarete Griffiths**

**Date/Time:** Thursday, March 14, 2019 1:00 PM - 3:30 PM (Eastern Time)

**Cost:** \$30.00

This has resulted in an additional amount due of \$30.00.

Name of Workshop you are now registered for, date and time of the workshop. If you need to pay an additional fee, the amount will appear here.

## Thursday Mini Workshops

When you first scroll down, this is all you see for the Thursday Mini Workshops. If you plan to take a mini, or if you want to at least look at the options, check the box and a list of all the workshops appears.

### Thursday Mini Workshops

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[Click here to see the Thursday mini workshops](#)

The list is in alphabetical order by the name of the class. We'll use the first Mini on the list -- Beautiful Hems, taught by FTWG 2019 Conference Coordinator Margarete Griffiths -- as an example.

### Beautiful Hems

with Margarete Griffiths

(7 remaining)

[Details](#)

Price: \$30.00

Date: Thursday, March 14, 2019 1:00 PM - 3:30 PM (Eastern Time)

- Class Title
- Teacher
- Available Spaces
- Details -- Clicking here pops up the skill level, class description, materials fee, supply list, and instructor bio.
- Price -- Check the box to register for this class. The listed price is only the registration fee. It does not include materials fees.
- Date and Time of the class.

This year, all the Mini Workshops start at 1:00 pm. You will only be able to register for one. If your first choice is full, you may join the waitlist for that class and register in your second choice workshop.

Note the location of the check box to select the Workshop. The check box is located in the same spot for each Workshop. Double check that you are selecting the right Workshop!

## Stay & Play

FTWG introduced the Stay & Play option last year. This option is for people who:

(1) Are not taking a 2.5 Day Workshop

AND

(2) Want to stay onsite, participating in all other Conference activities throughout the weekend.

[Click here to Stay & Play!](#)

[Details](#)

[Click for Details](#)

Price: \$30.00

## 2.5 Day Workshops

As with Minis, the list of 2.5 Day Workshops doesn't show up until you click the box to select a Workshop. **Since Workshops are all the same price, clicking this box adds the fee to your cart.** If you change your mind and decide not to take a workshop, uncheck the box so you don't get charged the fee!

The \$260 price shown here is the price for members. If you are an FTWG member registering during the November 8 - 30 Early Registration period, the price you see here will be \$260. Starting December 1, 2018, the price shown here will be the \$295 General Admission price.

### Discount Code

This is the first time a discount code may be entered. Discount codes are available for the following categories:

- **Members.** Available beginning December 1, 2018, this code takes \$35 off the \$295 price so that you will receive the proper \$260 member price. If you are a member registering December 1 or later, a message will appear on the screen telling you the Discount Code. You must enter it in the box here or you will be charged \$295.
- **New Members.** If you checked that box at the top of the Build Your Conference Page to join FTWG, you are eligible to receive the \$260 member pricing. A message will appear on the screening telling you the Discount Code. You must enter it in the box here or you will be charged \$295.
- **FTWG District Representatives.** District Reps (but not alternates) receive a 25% discount on Workshops. If you are a current District Rep, you should have received an e-mail with your Discount Code. If you have not, please contact Karen Greene at karen@yarnycurtain.com or 407-312-7092. You must enter that Discount Code here or you will be charged \$260 (during the Early Registration Period) or \$295 (during the General Registration Period)

This is a complete list of all the Discount Codes available for 2.5 Day Workshops.

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## 2.5 Day Workshops

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Click here to select a 2.5 day Workshop

Price: \$260.00

Enter a discount code

2.5 Day Workshops are almost identical to the Thursday Minis. The only difference is that since the registration fee for 2.5 Day Workshops is added when you check the box above, no price displays beside each workshop.

## Woodturning

with Dan Hoffman

(9 remaining)

[Details](#)

Date: Friday, March 15, 2019 9:00 AM - Sunday, March 17, 2019 12:00 PM (Eastern Time)

- Class Title
- Teacher
- Available Spaces
- Details -- Clicking here pops up the skill level, class description, materials fee, supply list, and instructor bio.
- Check the box to register for this class.
- Date and Time of the class.

All 2.5 Day Workshops meet Friday and Saturday 9:00 am to 12:00 pm and 1:30 pm to 4:30 pm; Sunday 9:00 am to 12:00 pm. You will only be able to register for one workshop. If your first choice is full, you may join the waitlist for that class and register in your second choice workshop.

Note the location of the check box to select the Workshop. The check box is located in the same spot for each Workshop. Double check that you are selecting the right Workshop!

### Special Note for Woodturning Class

If you plan to take the woodturning class, you have the option of renting a lathe from the instructor. When you select this workshop, a question appears on the screen:

Would you like to rent a lathe? There is a \$25 fee, payable to the instructor at the start of class.

(9 remaining)

This is a drop down menu. Click on the box and select either “Yes” or “No” from the options.

## Workshop Angels

If you are taking a 2.5 Day Workshop, you can volunteer to be an “Angel” for your instructor. If you are not taking a 2.5 Day Workshop, all you will see here is the Section Header. If you are taking a 2.5 Day Workshop, the following question will appear on the screen:

**Would you be willing to serve as a class angel? Angels assist the instructors, as needed. Tasks may include help with set up and breakdown of the class, getting water and snacks for the instructor, errands for the instructor, and similar small tasks.**

This is a drop down menu. Click on it and select “Yes” or “No” from the options. If you select “Yes,” you will see the following message on the screen:

**Thank you for your interest in serving as class angel! We only need one angel per class. We will correspond with everyone who expresses an interest and let you know if you will be the angel or if the position is already filled for your class.**

# Accommodations

The Accommodations section starts with two required questions.

1. An acknowledgement of Lake Yale policies, which are applicable to everyone on campus.
2. A selection letting us know if you are staying onsite or offsite. This is mandatory because if you are staying offsite, we want to give you the opportunity to purchase meals and because you will be required to pay Lake Yale's Daily Facility Fee for each day you are at the Conference.

## Accommodations

I am aware of the following policies established by the Lake Yale Baptist Center.

1. Lake Yale is an ALCOHOL and SMOKE-FREE campus.
2. Lodging at the conference is in motel-style rooms in one and two-story buildings with either a King-size or two beds and a bath, TV and phone. You may request first floor. Handicap accessible rooms are available by reservation.
3. Campsites are available for RVs.
4. Campers and commuters may purchase cafeteria meals. (See Meals Section below. Your meal options will be visible after you make your accommodations selections.) Cooking is allowed in RVs, but not in rooms.
5. Pets are NOT permitted.
6. WiFi is available in the meeting rooms and Fellowship Hall.

I am staying:

Onsite  
 Offsite

If you are staying offsite, you are done in the accommodations section. Skip ahead to the Meals section on page 17.

If you selected Onsite, you now have two options:

On Site Accommodations

- Motel  
 RV Site

Instructions for Motel Accommodations continue on the next page. Instructions for RV Sites continue on page 18.

## Motel Accommodations

After you select “Motel,” the following options appear on the screen:

I require a first floor room

I require a handicap accessible room

Occupancy

Single Occupancy

Double Occupancy

### Single Occupancy

When you select Single Occupancy, three new options appear on the screen:

1. Room adjoining with; If there's someone you'd like as a neighbor, fill in their name.
2. Number of nights; Select the number of nights you are staying. Note the days, included meals, and prices. You will only be able to select one option.
3. Discount code box. No discount codes are available for members or general attendees.

**4 Nights Single Occupancy (Wed, Th, Fri, Sat), including 10 meals starting Thursday lunch**

Price: \$395.00

Date: Wednesday, March 13, 2019 - Sunday, March 17, 2019

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**3 Nights Single Occupancy (Th, Fri, Sat), including 9 meals starting Thursday dinner**

Price: \$320.00

Date: Thursday, March 14, 2019 - Sunday, March 17, 2019

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**2 Nights Single Occupancy (Fri, Sat), including 6 meals starting Friday dinner**

Price: \$215.00

Date: Friday, March 15, 2019 - Sunday, March 17, 2019

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You are done with Accommodations! Skip ahead to the Meals instructions on page 19.

## Double Occupancy

When you select Double Occupancy, five new options appear on the screen:

1. A selector asking if you need a roommate assigned or if you know your roommate's name
2. A box to type in your roommate's name
3. Room adjoining with; If there's someone you'd like as a neighbor, fill in their name.
4. Number of nights; Select the number of nights you are staying. Note the days, included meals, and prices. You will only be able to select one option.
5. Discount code box. No discount codes are available for members or general attendees.

4 Nights Double Occupancy (Wed, Th, Fri, Sat), including 10 meals starting Thursday lunch

Price: \$285.00

Date: Wednesday, March 13, 2019 - Sunday, March 17, 2019

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3 Nights Double Occupancy (Th, Fri, Sat), including 9 meals starting Thursday dinner

Price: \$235.00

Date: Thursday, March 14, 2019 - Sunday, March 17, 2019

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2 Nights Double Occupancy (Fri, Sat), including 6 meals starting Friday dinner

Price: \$160.00

Date: Friday, March 15, 2019 - Sunday, March 17, 2019

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You are done with Accommodations! Skip ahead to the Meals instructions on page 19.

# RV Sites

## RV Site Policies

- Each person staying in an RV must complete a registration form, even if they are not attending the FTWG Conference.
- Each person staying in an RV must pay Lake Yale's Daily Facility Fee. See more information in the Facility Fee Section on page 20.
- The \$25 / night fee for RVs is per site, NOT per person. Only one person needs to pay the site fee.
- Meals are not included with RV sites. If you wish to eat in the Cafeteria during the Conference, you must select each meal you plan to eat in the Meals section. See the instructions on the next page.
- When you arrive at Lake Yale, check in at their office to receive your site assignment.

When you select RV Site under Accommodations, several boxes appear asking for information about your RV. Lake Yale requires this information in order to assign you an appropriate site.

Below the RV information is a list of nights you will be staying. Check off each one applicable to you.

Wednesday Night

Price: \$25.00

Type of RV / camper (class c, 5th wheel, etc)

Length of RV

Thursday Night

Price: \$25.00

Number of Slideouts

Friday Night

Price: \$25.00

Saturday Night

Price: \$25.00

You are done with Accommodations! Move on to the Meals Section. Instructions start on the next page.

# Meals

## Meal Policies

- Meals are served cafeteria style at set times. Breakfast 7:30 - 8:30 am; Lunch 12:00 - 1:00 pm; Dinner 5:00 - 6:00 pm.
- Vegan, vegetarian, and gluten free options are available with advance notice.
- We can not guarantee that Lake Yale is able to accommodate dietary needs other than those listed above, but we will facilitate communication between you and Lake Yale so you will be clear what your options are before you arrive.
- **Meals must be purchased in advance, as part of registration.** You can not purchase meals onsite.
- Those staying offsite are welcome to purchase meals in the cafeteria, as part of their registration.
- If you are staying in an onsite motel, some meals are included in your room rate. **Any meals appearing in the meals section of the registration form are NOT INCLUDED in your room.**
- **No meals are included with RV site rental.** If you are staying in an RV and wish to eat in the Cafeteria, you must purchase those meals from this section during registration.
- Cooking is allowed in RVs, but not in the Motels.

Check here if you need to tell us about special dietary requirements.

Gluten Free

Vegan

Lacto-Ovo Vegetarian

Other:

Other Dietary Requirements

Checking the box next to 'special dietary requirements' brings up the list of options.

Checking the box next to 'other' brings up a box where you can type in an explanation of your needs.

Thursday Lunch

Price: \$11.00

Below the dietary requirements is a list of meals. Breakfasts are \$8; lunches are \$11; dinners are \$15.

**The list you see here will only show meals that are not included in your room package.**

Thursday Lunch is the most popular extra meal. Most attendees stay for 2 or 3 nights and Thursday lunch is not included in either of those packages. If you are taking a Mini Workshop that starts at 1:00 pm and want to eat in the Cafeteria, you must select Thursday lunch in the Meals Section during registration!

After you've made your meal selections, there's only one more thing in the Build Your Conference Section: Daily Facility Fees. Instructions start on the next page.

# Lake Yale's Daily Facility Fee

## Facility Fee Policies

- The facility fee is \$12 per day. The fee should be paid as part of registration, but may be paid onsite at the registration desk.
- The facility fee day runs from noon to noon.
- The facility fee is included in the price of motel style rooms.
- You must pay the facility fee if:
  - You are staying in a motel style room, but will be on campus during times other than those covered by your reservation. For example, if you come to Lake Yale on Wednesday to help set up, but aren't checking into your room until Thursday night, you must pay the daily facility fee for the period that runs Wednesday noon to Thursday noon.
  - You are staying in an RV site. Each person staying in the RV must pay the facility fee. No facility fees are included in RV site rentals.
  - You are staying offsite and commuting to Lake Yale for workshops. You must pay the fee to cover each period you will be on campus. For example, if you are coming for a 2.5 Day Workshop, you must pay the fee for Thursday - Friday, Friday - Saturday, and Saturday - Sunday.
  - You are day tripping to shop at the vendors or check out other activities.
- The options you see in this section will only be days when you MAY need to pay the facility fee. If you are staying in an onsite motel, you will only see days not covered by your reservation period. If you are staying in an RV or offsite, you will see options for every day of the Conference. **Please select only those periods when you know you will be onsite.**

The facility fee section starts with a required acknowledgement, so we know you've read the policy. Below the acknowledgement is a list of the periods when you MAY need to pay the facility fee. Check all that apply to you.

I am aware that Lake Yale Baptist Center charges a facility fee of \$12 per day is charged to all attendees.

This facility fee is included in the lodging fee for those staying in the motels. If you are in an RV, staying off campus, commuting from home, or come just to shop and view the exhibits, you must pay this fee separately.

Each person staying at an RV site must pay this fee. If you need to pay this fee for more than one person, such as a spouse who is staying in the RV with you but not attending the FTWG Conference, complete all the registration options for the current person. Click through to checkout and select "Add another person," which appears at the bottom of the Details section of the Checkout page. You can then complete all the registration details for the second person, including these facility fees.

**The fee covers a 24 hour period that starts at noon. Please check the box next to each period you will be at the Lake Yale Baptist Center.**

Wednesday to Thursday  
Price: \$12.00

## Build Your Conference Summary

### Have You:

- **Joined as a Member of FTWG?**
- **Chosen an option for serving as a mentor or receiving a mentor?**
- **Selected a Thursday Mini Workshop, if applicable?**
- **Selected a 2.5 Day Workshop, if applicable?**
- **Chosen an option for serving as a Workshop Angel?**
- **Made the correct selections for your accommodations?**
  - **Onsite / Offsite**
  - **Motel / RV**
  - **Single / Double Occupancy**
  - **Roommate Name, if applicable**
  - **Adjoining With, if applicable**
  - **Number of Nights**
- **Made the correct selections for your meals?**
- **Made the correct selections for facility fees?**

As you've been making selections on the Build Your Conference page, RegOnline has been keeping a running total. At any time, you can scroll to the bottom of the page and see that total in the lower right hand corner. Before hitting continue to checkout, take a quick look at that total. Does it look right to you?

While preparing this guide, I selected:

- Margarete's Beautiful Hemming Mini
- Woodworking Workshop at Member rate
- 3 nights Double Occupancy Motel room
- Thursday Lunch

**Total: \$536.00**

If the total looks right to you, click the Continue button at the bottom of the page to move on to the Checkout page. If it does not look right, change selections as needed, check the total again, and then click Continue.

# Checkout

When you first get to the Checkout page, the Details section at the top of the page only shows your name, e-mail address, and registrant type. However, if you click the down arrow to the left of your name, everything you've done in RegOnline is there for you to review. This includes the information in your profile and every selection you made on the Build Your Conference page.

## Details

### Registrant

▼ Karen Greene

Below the Details section is the Fees Section. This section only shows the selections with associated fees. NOTE: Since the 2.5 Day Workshop fee is associated with the 2.5 Day selector rather than each workshop, **the Fees section will say 2.5 Day Workshop, NOT the name of your workshop.** Click the arrow in the Details section, as described above, if you would like to double-check that you are registering for the workshop you wanted to take.

Fees

Fee	Quantity	Unit Price	Amount
Beautiful Hems with Margarete Griffiths	1	\$30.00	\$30.00
2.5 day Workshops	1	\$260.00	\$260.00
3 Nights Double Occupancy	1	\$235.00	\$235.00
Thursday Lunch	1	\$11.00	\$11.00
Total Order Discount <a href="#">Learn More</a>		Subtotal:	\$536.00
Total:			\$536.00

Below the Fees Section is a **Transactions section**. If you are making a change to your registration, this section will show you the new balance due, if any, and will allow you to see a list of all previous transactions.

Below the Transactions section, you are given the option to **Save Your Details for Next Time**. You either need to set up an account here OR save your confirmation e-mail in order to access your registration again.

**Terms and Conditions** appear below the Save Your Details section. The Terms and Conditions describe several FTWG Conference Policies. You must click to accept the Terms and Conditions. You will not be able to proceed with checkout until you accept the Terms and Conditions.

Checkout instructions continue on the next page, with Payment Options.

It is now time to pay!

## Payment Options

- **Credit card processed by RegOnline**
  - Select Credit Card from the drop down menu
  - The fields for credit card number, expiration date, security code, cardholder name, and billing address will appear on the screen after you've selected credit card.
  - Complete all required fields
- **PayPal**
  - Select Check from the Drop Down Menu
  - Use PayPal to send the total due to [fltropicalweavers@gmail.org](mailto:fltropicalweavers@gmail.org)
  - We will not send an invoice; you must initiate payment yourself
  - We must receive payment within 7 days of when you registered. If we do not receive payment, your registration may be cancelled.
- **Check**
  - Select Check from the drop down menu
  - Make Check payable to Florida Tropical Weavers Guild, Inc.
  - Mail Check to: Margarete Griffiths, 722 Chipper Drive, Sun City, FL 33573.
  - We must receive payment within 7 days of when you registered. If we do not receive payment, your registration may be cancelled.

The Refund Policy appears below the Payment section.

Take another quick look to make sure everything looks good. Make any necessary changes, then click the Finish button.

A Confirmation page appears on your screen. This Confirmation page contains all the information from the Checkout page. Print a copy for your records.

You will also receive a confirmation e-mail. The confirmation e-mail does not contain a complete list of your selections. It does, however, include a link that will bring you back to to RegOnline. If you have that link, you will be able to access your record, even if you didn't set up a password.

**You are now registered!** We look forward to seeing you at Lake Yale in March.