



LOCATION

Lake Yale Baptist Conference Center
39034 County Road 452
Leesburg, FL 34788



2020 REGISTRATION WALK THROUGH



Ready to register for FTWG's 2020 Conference? We are handling registration online for the second year in a row. **Registration will be ONLINE ONLY.** We do not have any paper registration forms.

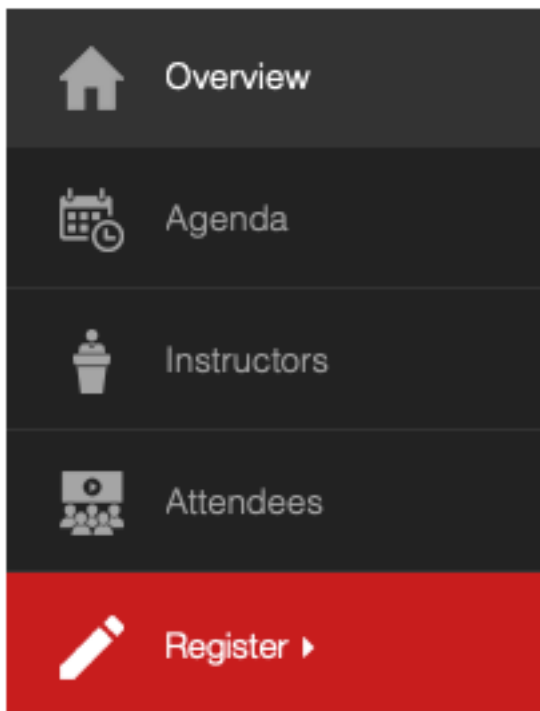
We loved RegOnline last year, but the company no longer exists. Our new Registration Software company is EventSquid. We applied everything we learned last year to developing this year's registration process, but since we are using a new system we expect we've probably missed something along the way. **If you have problems when trying to register, you can call Karen Greene, an FTWG member and Chair of the FTWG Technical Committee, at 407-312-7092.**

What's New with Online Registration

- FTWG Members must use the e-mail address that appears on their membership form in order to register as a member. This is true whether you register during Early Registration or during the General Registration period.
- **You have 30 minutes 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 30 minute time frame, that space is released.** If someone else reserved the space in the meantime, you may find the class is now full.
- The waitlist is not automated this year. If a space opens in a class, we will contact people from the waiting list, in order, until the space is filled. If no one on the waiting list decides to move into the open space, the space will be available on the registration site and anyone who happens to see it may register for it.
- You will not be able to change your registration options yourself once you have completed the process the first time. If you need to make a modification, please contact Karen Greene and she will make the modification for you.
- We will be using surveys to gather additional information which we previously collected as part of registration. This includes room requests like who you would like as a roommate or neighbor and the specs on your RV that Lake Yale needs in order to assign you to an appropriate site.
- We will be using the Communication Center built into EventSquid in order to send surveys and other relevant communications. Please add mail@eventsquid.com as a known e-mail address in order to keep these messages out of your spam or junk mail box.

Home Page

The home page has the FTWG logo at the top, followed by general event information.



The menu to the left is how you navigate through the available information on the event website.

Overview brings you to the home page.

Agenda is a daily schedule for the Conference.

Instructors is a list of all miniclass and workshop instructors. Once on that screen, you can click on each instructor for a description of their class and a bio.

Attendees is a list of those who have completed their registration and opted in for their information to appear on this list.

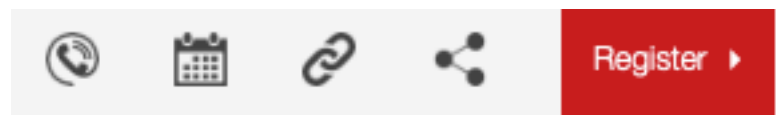
Click Register to get to the Registration Form.

The menu to the right appears at the top of the home page.

Clicking the phone icon gets you Karen Greene's contact information for registration questions.

Clicking the calendar icon downloads the event so you can add it to your calendar.

Clicking the chain icon gives you the link to the homepage.

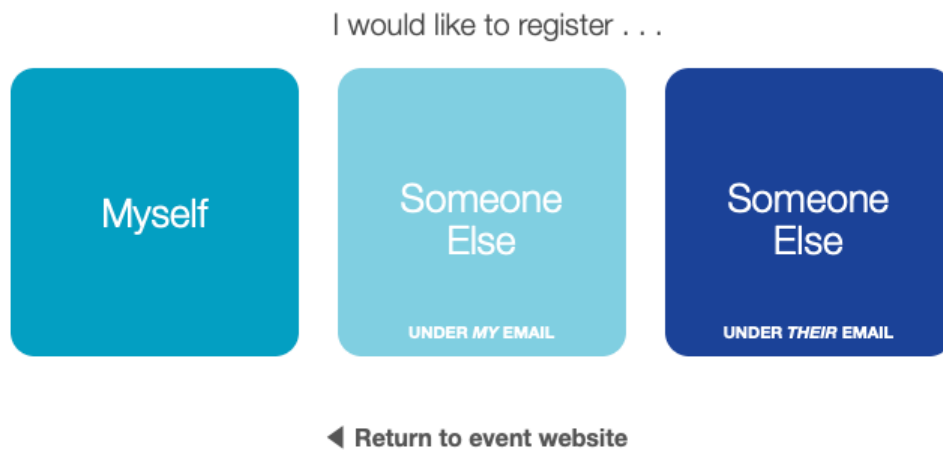


Clicking the symbol with the three circles brings up a menu with links to share this page on Facebook, on Twitter, or via e-mail.

Click Register to get to the Registration Form. The two register buttons have the same functionality. You can click on either one.

Who are you registering?

Here's what you see after you click on the red register button.



Myself

Most of you will be registering yourself, so click on that.

Someone Else

The difference between these two options is if you are registering the other person under your e-mail or under theirs.

If you register the other person under your e-mail, their information is a subaccount of yours. They will not receive communications from us; all the notifications will go to you.

If you register the other person under their own e-mail, they have their own EventSquid account, which they can access themselves, and they will receive event communications directly.

Tips and Tricks

After you've registered yourself and before you check out, there is a button to register another person. If you click on that it brings you back to this screen so you can make selections for another person and pay for the two registrations together.

You can also complete your own registration and pay, then come back at a later time to register another person, either under your e-mail address or under theirs.

Registration Form

Accordions

This year's registration form is a series of nested accordions. There are three primary sections: Personal Information, A Few Details We Need, and Make Your Selections. Only one of these primary sections is open at a time. You can get back to any of them by clicking on its title bar.

In the Make Your Selections section, each subsection is an accordion. A few of these are automatically open so that you see all the options. Most are closed and you need to click on a downward arrow in order to see the options.

Any open accordion can be closed by clicking on the header bar or on an upward arrow.

Profile Types

Profile Types are the different categories of people who will be registering for the 2020 Conference. We have five Profile Types: FTWG

Members, Nonmember Attendees, District Reps, Instructors, and Vendors.

Different Profile Types see different pricing or options during registration. For example, only those registering under the Vendor Profile Type are able to select a vending space.

Two Profile Types are publicly visible: FTWG Members and Nonmember Attendees. If you fall into one of the other categories, you will receive an e-mail with a link to use in order to access registration.


You will only be able to register as an FTWG Member if the e-mail address you enter in your registration is the same as the one you used on your FTWG Membership application.

If you are registering someone else, that person's e-mail address must be on the FTWG Membership list in order to register them as a member.

The screenshot shows the registration form interface. At the top is a blue header with the text "2020 FLORIDA TROPICAL WEAVERS GUILD CONFERENCE" and "Registration Form". Below this is a light gray bar containing a "PRIVACY NOTICE" link with a "Click to read" label, and a dropdown menu showing "Type: FTWG Member" with a checkmark icon. Below the gray bar is a blue bar labeled "Personal Information" with a red pencil icon on the right. A red arrow points from a text box at the bottom to the "Type: FTWG Member" dropdown.

2020 FLORIDA TROPICAL WEAVERS GUILD CONFERENCE
Registration Form

PRIVACY NOTICE [Click to read](#) ✓ Type: FTWG Member

Personal Information 

Your Profile Type can be seen here.


Personal Information

The Personal Information section is self-explanatory. Enter your details and click continue!

A red asterix means that field is required and you won't be able to move on until you put your information in here.

The published attendee list is on the event website and viewable by the public. If you select yes, only your first and last name appear on the list.

Personal Information



* means required field

Email Address *

karen@yarnycurtain.com

First Name *

Karen

Last Name *

Greene

Country *

USA

Address *


City *

State/Prov *

FLORIDA

Postal Code *

Phone *

 +1 201-555-0123

☐ Yes ☒ No

Include me in the published attendee list

☐ Display my full name

CANCEL

CONTINUE

A Few Details We Need

The information requested into this section falls into three categories: Emergency, FTWG District, and Personal. All the fields in the Emergency and FTWG District sections are marked with red asterix as they are all required fields. The question in the personal section is not required.

EMERGENCY

Emergency Contact *

Emergency Phone *

Emergency Relation *

PLEASE SELECT

The Emergency Contact and Emergency Phone fields short entry so you can type in the appropriate responses. The Emergency Relation is a drop down menu. Click on it to select the relationship between yourself and your emergency

Vegan, vegetarian, and gluten free options are available with advance notice.

We can not guarantee that Lake Yale is able to accommodate other dietary needs, but we will facilitate communication between you and Lake Yale so you will be clear what your options are before you arrive.

FTWG DISTRICT

In which FTWG District do you live? *

District 4 (Brevard, Indian River, Lake, Orange)

What local guilds are you a member of? *

Weavers of Orlando

The FTWG District is a drop down menu. Each District description includes a complete list of the counties in that District. The counties in each list are in alphabetical order.

If you are not a member of a local guild, type NONE in this box.

PERSONAL

Dietary Restrictions

Lacto-ovo Vegetarian

Make Your Selections

Make Your Selections 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. Here are a few pointers to keep in mind while you are registering.

Tips and Tricks

- The Header Bars contain important information. You will see the header bars are different colors. Bars of the same color are all related to each other. Consider all items of the same color in conjunction when making your selections. In addition, the right hand corner of the header bar tells you the minimum and maximum selections you can make in that category. If there is a minimum number, it means a response is required in that section.
- Unlike last year, items will not appear based on your responses. You can, for example, always drop down the list of miniclasses.
- Your responses may automatically exclude items. For example, if you select No Miniclass for me this year, the miniclasses will be grayed out and you can not select one. One important way this shows up is when you select a Miniclass or Workshop. All the other possible items in that category will automatically be greyed out. If you change your mind, you will need to uncheck the first box you selected in order to make a different selection.
- Several items on the Build Your Conference Page are required. When you first get to this section, the required items are automatically expanded. The required questions are: Admission, Are you planning to take a miniclass?, Are you planning to take a workshop?, Accommodations, and Lake Yale Facility Fee.
- The registration form is configured so that you can only select one Miniclass and one 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 30 minutes 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.**

ADMISSION

MIN of 1 MAX of 1

YOU MUST PICK ONE OPTION FROM THIS GROUP.

A Response is Required

The two admissions options are Stay & Play and All Other Registrants.

Stay & Play 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.

If you are an Instructor, a Vendor, taking a 2.5-day Workshop, or a day tripper, you should select All Other Registrants.

STAY AND PLAY

\$ 30.00

🕒 Thursday Mar 19, 2020 until Sunday Mar 22, 2020

Stay and Play is for those staying onsite during Conference, but are not taking a 2.5-day Workshop. Stay and Play includes a registration packet, swag bag, and admission to all activities other than classes.

☐

ALL OTHER REGISTRANTS

🕒 Thursday Mar 19, 2020 until Sunday Mar 22, 2020

Includes access to vendor hall, Share Your Craft demos, and view-only access to the Guild tables and the Fiber Exhibit.

☐

DO YOU PLAN TO TAKE A MINICLASS?

MIN of 1 MAX of 1

YOU MUST PICK ONE OPTION FROM THIS GROUP. Miniclasses are held on Thursday afternoon. If you select yes here, you must select a miniclass from the list below. Since each miniclass has a different fee, the fee for your miniclasses is added to your registration after you select the one you wish to attend.

YES, I'M TAKING A MINICLASS!

☐

A Response is Required

NO MINICLASS FOR ME THIS YEAR.

☐

If you select “Yes, I’m taking a Miniclass,” you will be required to select which miniclass you want to take.

The list of miniclasses is closed when you first get to this screen. Click on the arrow to display the miniclasses. (The red box below is added to this guide to help you see where to click. You will not see that red box on the screen during registration.)

MINICLASS SELECTIONS

MIN of 1 MAX of 1

Show Miniclass Selections Options ▼

The miniclasses are in alphabetical order by the name of the class. We'll use the first miniclass on the list as an example.

Miniclasses vary in length. The top of the description includes the start and end time of the class.


The registration fee for each miniclass varies. The registration fee appears in the upper right hand corner of the listing. Note that most of the miniclasses also have a Materials Fee. The materials fee is included in the main body of the description. The Registration Fee is paid during registration, but the materials fees are paid directly to the instructor during class.

The bottom left corner of the listing tells you how many spots are left in the class.

Check the box in the lower right corner to register for the miniclass. When you check the box, you will see the number of spaces left will decrease by one. Your spot is reserved as soon as you check the box to select the class. If you uncheck that box or if your registration times out before you check out, you lose your spot in the class.

If a miniclass is full, you will not see a check box in the lower right corner. Instead, you will see the word: FILLED. The next page of this registration guide has information on waitlists.

BASKETWEAVING OVER A GLASS JAR\$ 15.00



🕒 Thursday Mar 19, 2020 01:00 PM — 04:00 PM EST

Instructors: Jan Oberlag and Mary Lou Elliott

Skill Level: All skill levels

Description:
In this class you will learn to insert spokes into a finished woven base. You will learn twill patterns and how to shape the weaving to the mold. Several colors of reed will be available. The basket is topped off with a finished beechwood lid.

Materials Fee: \$20 for pattern, mold, dyed and natural reed, finished lid, and embellishments.

The materials fee is paid directly to the instructor during class.

Students to Bring: Scissors.

15 LEFT☐

Since each miniclass is a different price, the charge for the miniclass is added to your cart, invoice, and receipt at the point when you check the box to select a particular class.

MINICLASS WAITLISTS

MAX of 2

If you would like to join a waitlist for a miniclass, you may do so here. Waitlists are activated on a class by class basis, when the class has reached maximum enrollment. You may join the waitlist for up to two miniclasses. If a space opens in a miniclass, we will contact students from the waitlist, in the order they joined the waitlist, until the space is filled. If no students from the waitlist choose to take the open space, the space will be available to all registrants.

Show Miniclass Waitlists Options ▼

Click on the arrow next to Show Miniclass Waitlists Options.

There is a waitlist for each miniclass. However, if there are still spaces available in that class, the waitlist will not be open. You can not join a waitlist until the class is full.

You cannot join a waitlist unless you are registered to take another Miniclass.

BASKETWEAVING OVER A GLASS JAR WAITLIST

Waitlist for Basketweaving over a Glass Jar

This item will open when Basketweaving over a Glass Jar is filled.

NOT OPEN

Once a class is full, a checkbox will appear in the lower right hand corner of the Waitlist item. Check that box to join the waitlist for the class.

You may be on the waitlist for up to two miniclasses.

BASKETWEAVING OVER A GLASS JAR WAITLIST

Waitlist for Basketweaving over a Glass Jar



Waitlists are not automatic this year. If a space opens up in a miniclass, we will call or e-mail people from the waitlist, in the order they joined the list, until someone says they would like to be put into the open class. If no one on the waitlist decides to move into the newly opened spot, we will make the spot publicly available on the registration site.

Since the Registration Fees vary from one Miniclass to the next, you may owe additional fees to FTWG or FTWG may owe you a refund if you move to another class. The difference in fees will be discussed and payment handled when if you do move. Refunds, if any, will be paid by check.

DO YOU PLAN TO TAKE A WORKSHOP?

MIN of 1 MAX of 1

YOU MUST PICK ONE OPTION FROM THIS GROUP. If you select yes here, you must select a workshop from the list below. Selecting yes also adds the workshop fee to your registration. Workshops each consist of 5 sessions over the course of three days. The session times are: Friday 9 am to noon and 1:30 pm to 4:30 pm Saturday 9 am to noon and 1:30 pm to 4:30 pm Sunday 9 am to noon

YES, I'M TAKING A WORKSHOP! (NM)

\$ 295.00

☐

A Response is Required

NO WORKSHOP FOR ME THIS YEAR.

☐

The (NM) on the Yes question stands for Nonmember and the pricing displayed here is the Nonmember pricing. Members will see an (M) after this statement, and a price of \$260.

Workshops work exactly the same as Miniclass selections, with two exceptions:

1. All Workshops are the same price. Therefore, the cost is added to your cart as soon as you select Yes or No to the question above. In addition, there is no price listed in the upper right hand corner of the individual listings.
2. Workshops are all the same length, as described in the blue box above. Therefore the dates and times are not included on the individual Workshop descriptions.

Like Miniclasses, Workshops are listed alphabetically. The first Workshop on our list this year is displayed on the next page so you can see what a Workshop listing looks like.

WORKSHOP SELECTION

MIN of 1 MAX of 1

Show Workshop Selection Options ▼

As with Miniclasses, you will need to click the down arrow to see the list of Workshops.

18TH CENTURY LINENS



Instructor: Melissa Weaver Dunning

Skill Level: Intermediate; Must be able to bring a warped loom to class.

Description:

There are many beautiful linen patterns from the 18th and 19th century that were woven by professional and home weavers alike. Every weaver with an interest in historical weaving should try linen! In this class, you will sample Bronson, Huck, M's & O's, Dimity, and three kinds of Twill in linen and cotton. You will learn about linen finishing and distressing, and discuss efficient 18th century warping and beaming techniques. Most drafts are four-harness, but some eight-harness drafts are available. This workshop will be a round robin, which means that students rotate from one loom to another in order to weave on a variety of drafts.

Materials Fee: \$30 for a yarn kit, postage, and handouts.

The materials fee is paid directly to the instructor during class.

Students to Bring: A warped loom, two to three shuttles, bobbins, tape measure, scissors, note-taking tools.

18 LEFT



For two of our Workshops -- Woodturning and An Introduction to Harness Weaving -- the instructors need to know if you will be using the instructor's equipment or your own. If you select one of these workshops, a pop up comes on the screen. I've used Woodturning as an example; Harness Weaving is the same, but asking about a loom.

Required options for
Woodturning

CHOOSE OPTION

Cancel

Required options for
Woodturning

✓ CHOOSE OPTION

My Lathe

Rent a Lathe

Required options for
Woodturning

Rent a Lathe

This incurs an additional \$25 materials fee,
payable to the instructor during the workshop.

Cancel Done

Top left: The initial pop up.

Top right: The available options.

Left: After making a selection, additional information appears on the screen below the selection.

Click Done to confirm your selection.

WORKSHOP WAITLISTS

MAX of 2

If you would like to join a waitlist for a workshop, you may do so here. Waitlists are activated on a workshop by workshop basis, when the workshop has reached maximum enrollment. You may join the waitlist for up to two workshops. If a space opens in a miniclass, we will contact students from the waitlist, in the order they joined the waitlist, until the space is filled. If no students from the waitlist choose to take the open space, the space will be available to all registrants.

Show Workshop Waitlists Options ▼

Workshop Waitlists work exactly the same as Miniclass Waitlists.

The Waitlist doesn't open until the class is full.

You can only be on a Waitlist if you are registered in another Workshop.

You may be Waitlisted for two Workshops.

Waitlists aren't automatic. We will contact you if a space opens up.

Since the Registration Fee for all the Workshops is the same, moving from one to another does not impact the fee owed.

WOULD YOU BE A CLASS ANGEL?

MIN of 1 MAX of 1

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.

YES, I WOULD LOVE TO BE CLASS ANGEL!

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.

☐

NO, I DO NOT WANT TO BE A CLASS ANGEL.

☐

If you are taking a workshop, this question regarding Class Angels is a required question. You will not be able to continue to payment if you do not answer it.

ACCOMMODATIONS

MIN of 1 MAX of 1

YOU MUST PICK ONE OPTION FROM THIS GROUP

A Response is Required

ONSITE MOTEL

☐

ONSITE RV

☐

OFFSITE

☐

Check the correct option for where you will be staying during the Conference. This question is required.

If you are Staying Offsite, you are done with the Accommodations questions, skip to Page 20 for information on Meals.

If you plan to stay onsite, go to Page 17 for information on Onsite Motel Rooms or Page 19 for information on Onsite RV Spaces.

ONSITE MOTEL ROOMS

MIN of 1 MAX of 1

Please Note: All Double Occupancy rates are PER PERSON. In January (or shortly after you register if you are registering after January), you will receive a survey via e-mail asking you for specifics about roommates and proximity of your room to other specific attendees.

Show Onsite Motel Rooms Options ▼

The motel options are all listed under one tab.

The price for each option is in the upper right hand corner.

Check the box in the lower right-hand corner to select an option.

2 NIGHTS SINGLE OCCUPANCY

\$ 215.00

🕒 Friday Mar 20, 2020 at 12:00 PM until Sunday Mar 22, 2020 at 09:00 AM EST

Friday, Saturday nights. Includes 6 meals, starting with Friday dinner.

★ Selecting this includes the following items (no charge):

- Friday Dinner
- Saturday Breakfast
- Saturday Lunch
- Saturday Dinner
- Sunday Breakfast
- Sunday Lunch
- Friday to Saturday LYBCC Facility Fee
- Saturday to Sunday LYBCC Facility Fee

☐

2 NIGHTS DOUBLE OCCUPANCY

\$ 160.00

🕒 Friday Mar 20, 2020 at 12:00 PM until Sunday Mar 22, 2020 at 09:00 AM EST

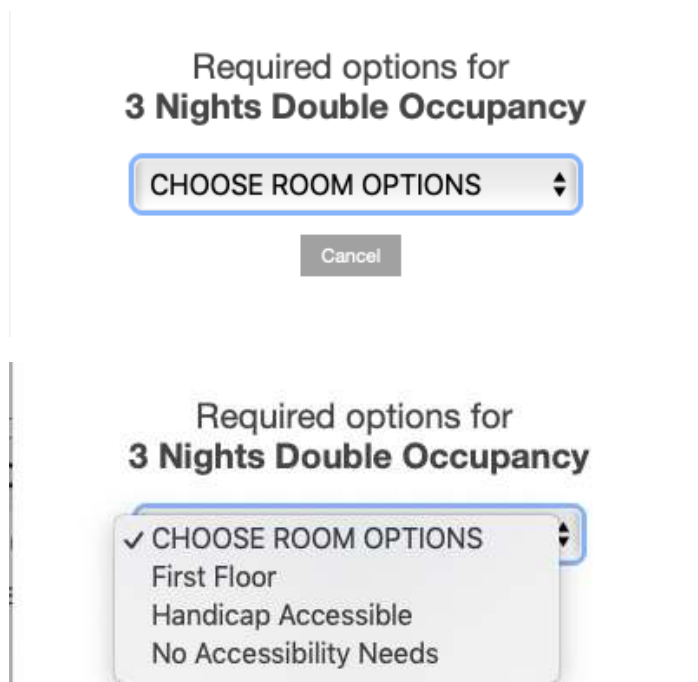
Friday, Saturday nights. Includes 6 meals, starting with Friday dinner.

★ Selecting this includes the following items (no charge):

- Friday Dinner
- Saturday Breakfast
- Saturday Lunch
- Saturday Dinner
- Sunday Breakfast
- Sunday Lunch
- Friday to Saturday LYBCC Facility Fee
- Saturday to Sunday LYBCC Facility Fee

☐

All onsite motel accommodations selections result in a pop up box asking about accessibility options.



Top left: The initial pop up.

Bottom left: the accessibility options.

You are only able to make one selection from the accessibility options. All Handicap Accessible rooms are on the first floor.

This year, we are not asking any questions about roommates, neighbors, or other room requests as part of registration. In January, you will receive a survey via e-mail, asking you about those requirements.

Skip to page 20 for instructions regarding Meal selections.

ONSITE RV SPACE

MIN of 1 MAX of 4



In January, you will receive an e-mail requesting specifications on your RV so that Lake Yale can assign you an appropriate spot for your vehicle. Please stop at the Lake Yale Office to check in. All RVs must be checked out no later than 3:00 pm on Sunday, March 22.

Show Onsite RV Space Options ▼

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.

There is one item listed for each night at an RV space. Check the boxes for the nights you plan to stay.

WEDNESDAY NIGHT	\$ 25.00
 Wednesday Mar 18, 2020 at 04:00 PM EDT	
Onsite RV Space	
 Lake Yale Baptist Convention Center — 39034 State Road 452 Leesburg, FL	
<input type="checkbox"/>	

Continue to page 20 for instructions regarding Meal selections.

All meals are served cafeteria style. Meals must be purchased in advance as part of registration. Meals are not available for purchase onsite. Some meals are included for those staying in onsite motel accommodations. The meals included with your package are marked below.

Show Meals Options ▼

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. The only meals available for you to add are those that are not included.
- No meals are included with RV site rental. If you are staying in an RV and wish to eat in the Cafeteria, you must select those meals from this section during registration.
- Cooking is allowed in RVs, but not in the Motels.

All meals for the entire weekend are listed under the Meals header.

The price of each meal is in the upper right hand corner of each meal option. A check box appears in the lower right hand corner, if that item is available for you to purchase.

If the meal is included with your accommodations package, you will not have a check box available to select it. See examples on the next page.

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!

In the examples below, Thursday lunch was not included in the Accommodations package selected, but Thursday Dinner was.

THURSDAY LUNCH		\$ 11.00
🕒 Thursday Mar 19, 2020 12:00 PM — 01:00 PM EST		
📍 Lake Yale Baptist Convention Center — 39034 State Road 452 Leesburg, FL (Magnolia Dining Hall)		
		<input type="checkbox"/>

THURSDAY DINNER		1 INCLUDED FREE \$ 15.00
🕒 Thursday Mar 19, 2020 05:30 PM — 06:30 PM EST		
📍 Lake Yale Baptist Convention Center — 39034 State Road 452 Leesburg, FL (Magnolia Dining Hall)		

Now that you've made your meal selections, it is time to move on to the Lake Yale Facility Fees.

AT LEAST ONE ITEM MUST BE SELECTED IN THIS GROUP. Lake Yale Baptist Center charges a facility fee for each person on the grounds. The facility fee covers a 24 hour period beginning at noon. If you are staying in an onsite motel, these fees are included in your motel rate for the days you are staying, as indicated below. If you are on campus at a time that is not covered by your motel accommodations, you must pay the fee for those additional periods. If you are staying offsite or in an onsite RV, these fees are not included. The fee is per person, not per site or vehicle.

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.
- You will see a listing for each fee period. If you are staying in an onsite motel, the days included in your accommodations package will be marked accordingly and you are only able to add other days. If you are staying in an RV or offsite, you may select options for every day of the Conference. Please select only those periods when you know you will be onsite.
- At least one day of fees must be selected or you will not be able to move forward to payment.

In the examples below, the Wednesday - Thursday Facility Fee was not included in the Accommodations package selected, but the Thursday - Friday Facility Fee was.

WEDNESDAY TO THURSDAY LYBCC FACILITY FEE		\$ 12.00
🕒 Wednesday Mar 18, 2020 at 12:00 PM until Thursday Mar 19, 2020 at 12:00 PM EST		<input type="checkbox"/>
THURSDAY TO FRIDAY LYBCC FACILITY FEE		1 INCLUDED FREE \$ 12.00
🕒 Thursday Mar 19, 2020 at 12:00 PM until Friday Mar 20, 2020 at 12:00 PM EST		

One more thing to think about before it's time to check out -- Activities!

ACTIVITIES

This year, you have to opportunity to register for three optional activities: the Dish Towel Exchange, Fashion Show, and Fiber Exhibit. There are no fees to participate in any of these activities.

Dish Towel Exchange

The deadline to enroll in the dish towel exchange is January 1, 2020. If you are registering after that time, you will not see the dish towel exchange during registration.

Fashion Show

You are able to participate in the Fashion Show, even if you do not register for it. However, it helps us plan our logistics if we have an idea how many people to expect.

Fiber Exhibit

The Fiber Exhibit is only open to members of FTWG, including District Reps. If you are registering as any other Profile Type, you will not see the Fiber Exhibit as an option.

Each member may enter up to four pieces in the Fiber Exhibit. Therefore, rather than a check box, you see a drop down with the numbers 1 - 4.

You are able to participate in the Fiber Exhibit. once you are onsite, even if you did not register for it. It helps us with our logistics if we know how many items to expect.

Even if you register in advance, once you are onsite, you must complete an entry form for each item.

Make Your Selections

Summary

Have You:

- Answered made all required selections?
 - Admission (Stay & Play or All Other Registrants)
 - Do you plan to take a miniclass? (Yes / No)
 - Do you plan to take a workshop (Yes / No)
 - Accommodations (Onsite Motel / Onsite RV / Offsite)
 - Lake Yale Facility Fees
- 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?
- Made the correct selections for your meals?
- Made the correct selections for facility fees?

As you've been making selections, EventSquid has been keeping a running total. At any time, you can scroll to the bottom of the page and see that total. Before hitting continue to checkout, take a quick look at that total. Does it look right to you?

Sub-Total		\$521.00
Coupon	<input type="text"/> <input type="button" value="Validate"/>	\$(0.00)
Total Due		\$521.00

While preparing this guide, I selected the Basketweaving Mini, a Workshop at the Member rate, 3 Nights Double Occupancy, and I added Thursday lunch. The \$521 total looks correct, so I am just about ready to check out.

Comments:

Below the Total Due is a box for comments. We will do our best to respond to all comments here, but if you need something quickly, please reach out to us directly. You can reach Karen Greene at technology@ftwg.org or on her cell phone at 407-312-7092. For other inquiries, you can fill out the contact form on the FTWG website, which sends an e-mail directly to FTWG President Margarete Griffiths.

Terms and Conditions

Before you confirm your selections, you must agree to the Terms and Conditions. Here are those Terms and Conditions in their entirety:

Cancellation Policy

The last day to cancel is March 1, 2020 at 11:59 pm. There is a \$30 cancellation fee, which will be retained from the amount paid when you register.

Modification or Cancellation Process

Contact Karen Greene, FTWG Technology Chair, at technology@ftwg.org or on her cell phone at 407-312-7092.

Refunds

Any refunds due to you will be made by check and mailed to the address on your registration form.

Photographic Images

Registration for the FTWG 2020 Conference and payment of fees gives FTWG permission to use photographic images of you in its digital and printed promotional and advertising materials.

Lake Yale Policies

The following policies are instituted by the venue.

- Lake Yale is an ALCOHOL-FREE and SMOKE-FREE campus.
- Cooking is allowed in RVs, but not in motel rooms.
- Pets are NOT permitted.
- WiFi is available in the meeting rooms and Fellowship Hall, but may not be reachable from all motel rooms or RV sites.

☐ I ACKNOWLEDGE AND AGREE TO THE TERMS ABOVE

CANCEL

CONFIRM SELECTIONS

Check the box to acknowledge the terms, then click the button to Confirm Selections.

If there are any errors in your selections, you will get a pop up box telling you what they are. The most likely error is that you forgot to make a selection on a mandatory question.

If you have no errors, you will get a screen that looks like this:

2020 FLORIDA TROPICAL WEAVERS GUILD CONFERENCE
Registration Form

PRIVACY NOTICE

Click to read

✓ Type: FTWG Member

Personal Information

✓

A Few Details We Need

✓

Make Your Selections

✓

Nice work! If you missed anything, click on any section bar to make changes! Otherwise, go to FINAL STEPS.

CANCEL

FINAL STEPS

Event-related questions? [Contact the event host.](#)

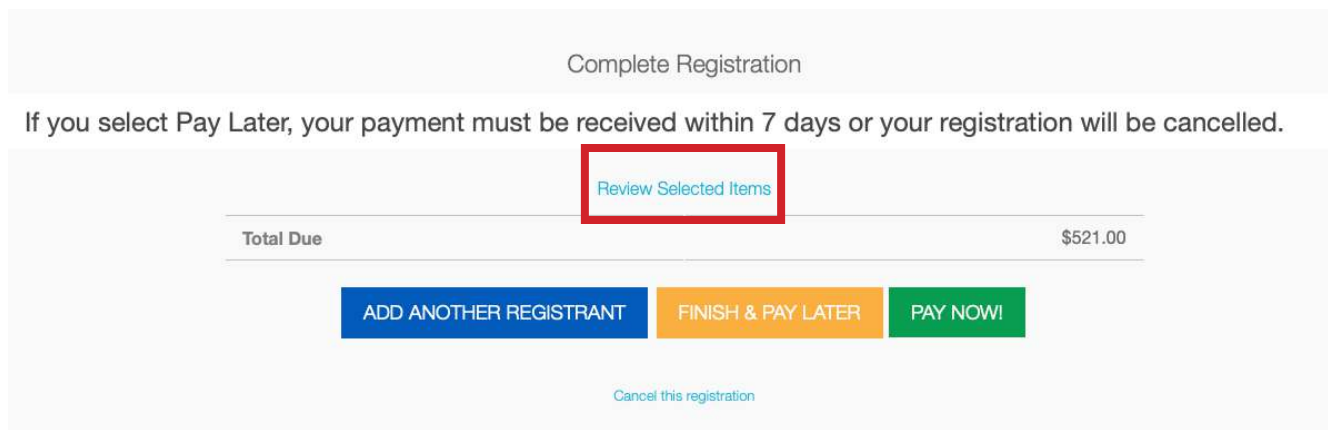
Technical issues? [Use our live chat](#) or [submit a support ticket.](#)

You can click on each of the header bars to review your selections, if you wish to do so.

When you are ready, click on Final Steps.

Checkout

Here's what the screen looks like after you click the Final Steps button on the preceding screen:



Review Selected Items

Since it's hard to see, I put a red box around where this appears on the screen. Clicking here brings up a pop up with a list of all your selections for review.

Add Another Registrant

Clicking here brings you back to the very first screen, so you can register another person and checkout at the same time.

Finish & Pay Later

If you click on this, you can select Pay By Mail or Pay Online. If you choose one of these options, FTWG must receive your payment within 7 days or your registration will be cancelled. Skip to page 31 of this Registration Guide.

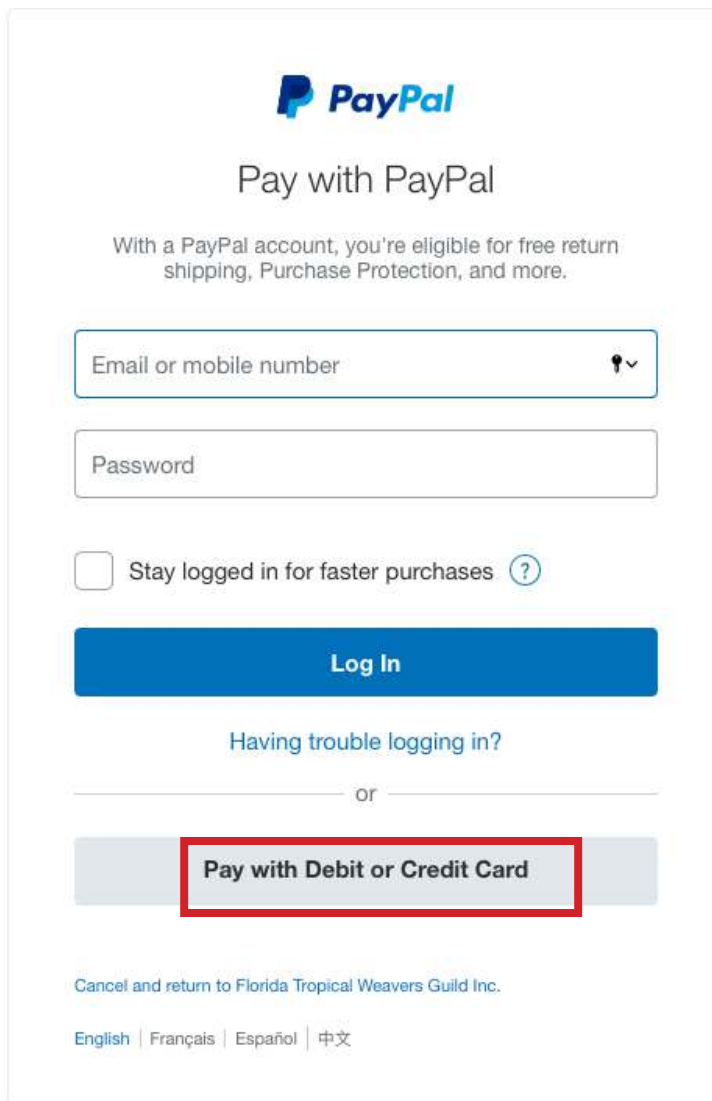
Pay Now

The Pay Now Button brings you directly to PayPal so you can pay via credit card or debit card. You do not have to have a PayPal account. The next two pages have step-by-step instructions for using PayPal to pay with a credit card, even if you do not have a PayPal account.

1

Below is the PayPal login screen. If you have a PayPal account and you want to use it to pay, enter your login credentials.

If you don't have a PayPal account, or if you have one, but don't want to sign into it, click the Pay with Debit or Credit Card button, which I've put a red box around in the image below.



The image shows the PayPal login screen. At the top is the PayPal logo. Below it is the heading "Pay with PayPal". A subtext says: "With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more." There are two input fields: "Email or mobile number" and "Password". Below these is a checkbox labeled "Stay logged in for faster purchases" with a help icon. A large blue "Log In" button is below the checkbox. Underneath the button is a link "Having trouble logging in?". Below this is a horizontal line with "or" in the center. Below the line is a button labeled "Pay with Debit or Credit Card", which is highlighted with a red rectangular box. At the bottom, there is a link "Cancel and return to Florida Tropical Weavers Guild Inc." and a row of language links: "English", "Français", "Español", and "中文".

2

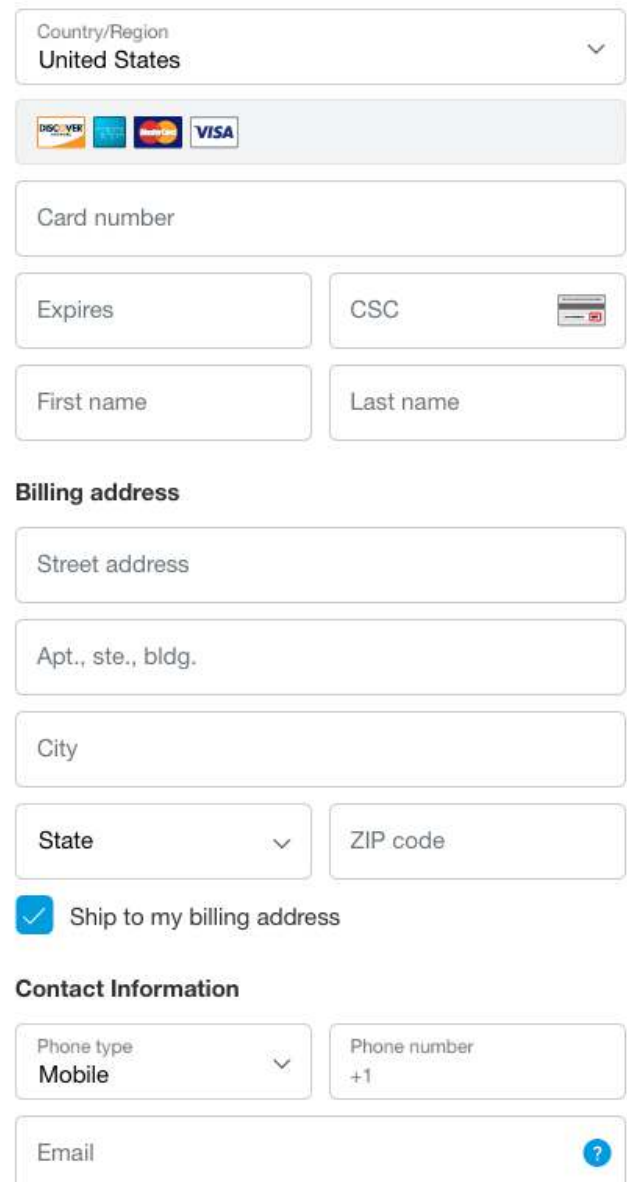
Below is the PayPal Guest Checkout Screen. Enter your credit card information here.

See Step 3 on the next page.



PayPal Guest Checkout

We don't share your financial details with the merchant.




The image shows the PayPal Guest Checkout form. It starts with a dropdown menu for "Country/Region" set to "United States". Below this is a row of credit card logos: Discover, American Express, Mastercard, and Visa. The form then has several input fields: "Card number", "Expires", "CSC" (with a card icon), "First name", and "Last name". Below these is the "Billing address" section, which includes fields for "Street address", "Apt., ste., bldg.", "City", "State" (a dropdown menu), and "ZIP code". There is a checkbox labeled "Ship to my billing address" which is checked. Below this is the "Contact Information" section, which includes fields for "Phone type" (a dropdown menu set to "Mobile"), "Phone number" (with a "+1" prefix), and "Email" (with a help icon).

3

This box appears on the PayPal Guest Checkout screen below the section in step 2. If you check the box, you will be creating a PayPal account.

You do NOT have to check this box to proceed.

Leave the box blank and click the button below the box to proceed with payment.



Save your payment info for faster checkout on this device

Speed through checkout faster than ever with One Touch™ and a PayPal account.

How fast?

- Choose PayPal on eligible merchant sites
- Review your purchase and click to pay

That's it! With One Touch, you can skip login on this device – no password or card info to enter. (We don't recommend enabling One Touch on shared devices.)

You'll need to create a password later to access all other member benefits and account statements – check your email for important details.

☐ Save my payment info and create a PayPal account

4

Double check the amount and then click the Pay This Amount Now button.

You will be redirected back to the event registration website and your receipt will be displayed on the screen.



Confirm Payment

Payment in the amount of **USD 1.00**

CANCEL

PAY THIS AMOUNT NOW

A Confirmation page appears on your screen. You can print this confirmation for your records.

You will also receive a confirmation e-mail. The confirmation e-mail contains a complete list of your selections, including the complete descriptions of the miniclass and workshop you selected.

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