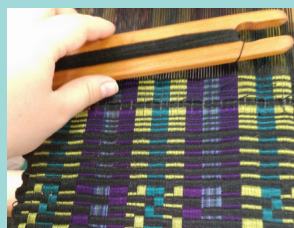




**LOCATION**  
Wyndham Orlando Resort &  
Convention Center / Orlando  
3011 Maingate Lane  
Kissimmee, FL 34747



# 2023 REGISTRATION WALKTHROUGH



Ready to register for FTWG's 2023 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 are so excited to be back in person! We're using EventSquid again, as we did for the subsequently cancelled 2020 and 2022 Conferences, but since we are at a new venue, some aspects of registration are different this year.

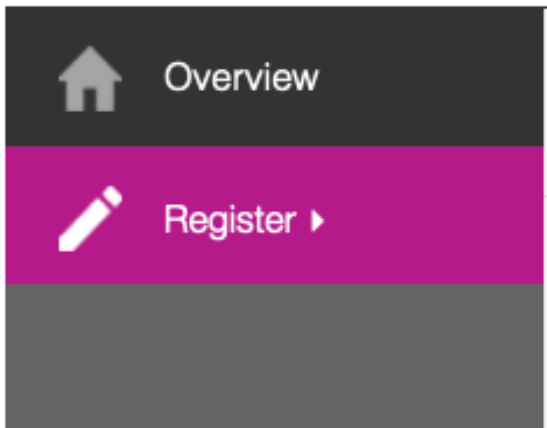
If you have problems when trying to register, you can call Technology Chair Karen Greene, at 407-312-7092 or VP/Conference Coordinator Shauna Clark at 916-849-4568.

## 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. 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 or Shauna Clark and they will make the modification for you.
- Some selections will pop up a box asking for additional information, like the name of your roommate. You will not be able to continue with registration if you don't answer the question in the pop up. If you use a pop up blocker in your browser, you might want to add eventsquid.com to the authorized sites before you try to register.
- 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.

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 contact information for both Karen Greene and Shauna Clark, if you have 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.

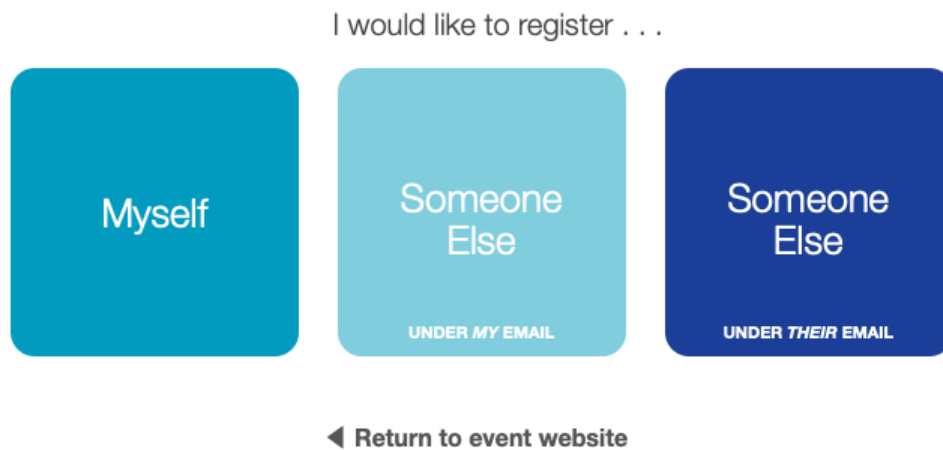


Clicking the symbol with the three circles brings up a menu with links to share this page on Facebook, on Twitter, or via e-mail.

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. During Early Registration, you will not see the Someone Else Under My Email option. It will be available once General Registration starts.



## 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

## Drop Down Options

This year's registration form is a series of nested boxes that can be opened by clicking on a down pointing arrow or closed by clicking on an up pointing arrow. 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 another drop down. Only four required questions are fully expanded when you start registration. For each other section, you will need to click on the down arrow in that section to see the available options.

Any open section 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 2023 Conference. We have six Profile Types: Members, Nonmember Attendees, Guest, Managing Board, 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.

Three Profile Types are publicly visible: Members, Nonmembers, and Guests. 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.

For most people, the Profile Type will automatically be assigned, but if not, select the appropriate profile when prompted to do so.

The screenshot shows the registration form interface. At the top is a teal 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. Below the gray bar is a teal bar with the text "Personal Information" and a red circular icon with a white arrow pointing up. Below the teal bar is a white box with the text "Your Profile Type". A red arrow points from the "Your Profile Type" box up to the "Type: FTWG Member" dropdown menu.

# Personal Information

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

A red asterisk 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

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

## DIETARY NEEDS

### What are your dietary needs? \*

- |  |                                      |                                |  |
|--|--------------------------------------|--------------------------------|--|
| <input type="checkbox"/> Vegan                           | <input type="checkbox"/> Gluten Free | <input type="checkbox"/> Halal | <input checked="" type="checkbox"/> None |
| <input checked="" type="checkbox"/> Lacto-Ovo Vegetarian | <input type="checkbox"/> Kosher      | <input type="checkbox"/> Other |  |

### What other dietary needs?

One exciting thing about our new venue is that they are able to meet a wide variety of dietary needs. We will work with you and the venue to care for your needs. We have already spoken to them about less common allergies that we know past attendees had, and no matter what we've asked, the response has been, "No problem."

What are your dietary needs? is a required field. You can select multiple checkboxes.

What other dietary needs? Is a short answer field, where you can share whatever information we need in order to make sure you have something to eat.

In a change from previous years, the room and board packages only include specified lunches and dinners. Breakfast is on your own, either from one of the on site restaurants, a nearby restaurant, or bring your own. Every room has a mini-fridge, so you'll have space to store whatever you bring. The rooms do not have microwaves.

## EMERGENCY

---

**Emergency Contact \***

**Emergency Phone \***

**Emergency Relation \***

PLEASE SELECT

The Emergency Contact and Emergency Phone fields are 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 contact.

## GUILD MEMBERSHIPS

---

**Which local guilds are you a member of? \***

Weavers of Orlando

What local guilds are you a member of? is a required question, and you are able to type any text into this box. If you are not a member of any local guilds, type NONE.



# Make Your Selections

Make Your Selections is where you will find all the options for Miniclasses, 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. 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.
- 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 greyed 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: Select which registration path you'd like to follow, Are you planning to take a workshop?, Are you staying onsite or offsite?, and Please select the days you will be visiting the FTWG Event Space.
- The registration form is configured so that you can only select one Workshop. Since we have some Miniclasses that are less than 4 hours, you can select up to two Miniclasses. Once you select one Miniclass, any others scheduled at an overlapping time will be greyed out. If you have selected one Miniclass and you're still able to select another, it is because they are not at the same time.
- 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.

## SELECT WHICH REGISTRATION PATH YOU'D LIKE TO FOLLOW.

MIN of 1 MAX of 1

YOU MUST PICK ONE OPTION FROM THIS GROUP.

A Response is Required

We have several Registration paths available this year.

**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.

**Mini Plus** is for people who: (1) want to take a miniclass, (2) want to stay onsite on Thursday night only, AND (3) want to participate in Thursday evening activities.

**Day Trip** is for people who: (1) are only coming for one or multiple days AND (2) are not taking a workshop, AND/OR (3) aren't staying on site.

**Guest** is for someone ages 18 and up who is staying onsite but not participating in any FTWG programming. Guests can register for accommodations and meals.

**Instructor** is for those teaching 2.5 Day Workshops.

**Workshops & More (Build Your Experience)** is for anyone not fitting into any of the above categories, and is the option most of you will select.

The registration paths available to you depend on the Profile Type you're registering under.

- **If you are registering as a member, nonmember, or managing board** you will have Stay & Play, Mini Plus, Day Trip, and Workshops & More as options.
- **If you are registering as a Guest**, you only see Guest.
- **If you are registering as an Instructor**, you only see Instructor and Workshops & More (Build Your Experience).
- **If you are registering as a Vendor**, you only see Workshops & More (Build Your Experience).

The registration path will automatically turn on certain registration items while also turning off others. For example, if you choose "Stay & Play", the registration system automatically selects "No workshop for me this year."

Stay & Play is the only registration path with an associated fee, which is \$50. The fees for the other paths are built into the various activities you select during registration.

## WHICH MINICLASS(ES) WOULD YOU LIKE TO TAKE?

MIN of 1 MAX of 2

Show Which Miniclass(es) would you like to take? Options ▼

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.)

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.

### COLD CONNECTION EARRINGS

\$ 40.00



🕒 Thursday Mar 16, 2023 01:00 PM — 05:00 PM EDT

**Instructor:** Brenda Gregory

**Skill Level:** All skill levels

**Description:**

Cold connecting is a way to join pieces of metal without heat and solder. We will make a pair of textured sterling silver earrings and a pendant from old metal buttons.

**Skills learned:** texturing metal with stamps and hammers, cutting and filing metal, applying patina and basic cold connection techniques.

**Materials Fee:** \$15 includes use of tools, plus rivets, eyelets, jump rings, and findings to complete the projects.

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

**Students to Bring:** Optional: Old buttons you are willing to hammer flat.

8 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.

## SELECT WHICH MINICLASS WAITLISTS (IF ANY) YOU WISH TO JOIN.

MAX of 2

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 *Select which miniclass waitlists (if any) you wish to join.* 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.

**NEW THIS YEAR:** You can join a waitlist even if you are not registered to take another Miniclass. We are limiting the total length of the waitlist to 10 per class. It's unlikely that more than 2 or 3 people will ever make it off the waitlist for a particular class.

### WAITLIST FOR COLD CONNECTION EARRINGS

Waitlist for Cold Connection Earrings

This item will open when Cold Connection Earrings is filled.

10 LEFT

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.

### WAITLIST FOR COLD CONNECTION EARRINGS

Waitlist for Cold Connection Earrings

10 LEFT



Waitlists are not automatic. 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. 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 2:00 pm to 5:00 pm Saturday 9 am to noon and 2:00 pm to 5:00 pm Sunday 9 am to noon If you are registered for a Workshop, you will have the option to join a waitlist for another workshop that is already full. Only select the 'Join a Workshop Waitlist' option if you do not want to register for a workshop but do want to be added to a waitlist.

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

\$ 450.00

★ Selecting this includes the following items:

- Friday Daily Admission INCLUDED
- Saturday Daily Admission INCLUDED
- Sunday Daily Admission INCLUDED

☐

### NO WORKSHOP FOR ME THIS YEAR.

A Response is Required

☐

### JOIN A WORKSHOP WAITLIST

Choosing this option will allow you to add your name for up to two waitlists, without having to register for a different workshop.

Waitlists only open after a workshop is full. We cannot guarantee that space will open in any particular workshop. If a space does open, we contact people in the order they joined the waiting list, asking if they would like the space.

☐

The pricing displayed here is the Member pricing. Nonmembers will see a price of \$525. If you become a member before you register, you can receive the member pricing for your workshop. Visit <https://ftwg.org> to become a member. FTWG Technology Chair, Karen Greene will update the records in the registration software and email after she has done so. You will then be able to register at the member rate.

Show Which Workshop would you like to take? Options ▼

As with Miniclasses, you will need to click the down arrow to see the list of Workshops. The first Workshop on our list this year is displayed on the next page so you can see what a Workshop listing looks like.

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

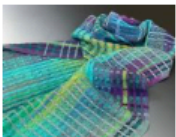
1. All Workshops are the same price. Therefore, the cost is added to your cart as soon as you select Yes or No to the question

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. Therefore the dates and times are not included on the individual Workshop descriptions.

Like Miniclasses, Workshops are listed alphabetically.

## THE ART OF MIXING COLOR AND FIBER IN DEFLECTED DOUBLE WEAVE



**Instructor:** Natalie Drummond

**Skill Level:** Intermediate

**Required Skills:** Comfortable reading drafts, weaving with 2 or more shuttles, and warping your loom prior to the conference. It is preferred that students be willing to work with at least one space-dyed warp of tercel or cotton. A vendor list can be provided in advance.

### Description:

Do you enjoy mixing color and fiber? Learn how color and fiber sheen interact in Deflected Doubleweave with Tencel, Tussah Silk, and/or Cotton. Participants will receive recommended fibers for a 4 or 8 shaft pattern six weeks prior to conference. Create up to three woven samples following finishing demonstration and collaboration. Be prepared to swap two of the samples with other participants. And finally continue weaving on your own loom to explore how 3-5 weft colors impact the overall design distinction in Deflected DoubleWeave.

**Materials Fee:** \$25 for color printed and bound monograph.

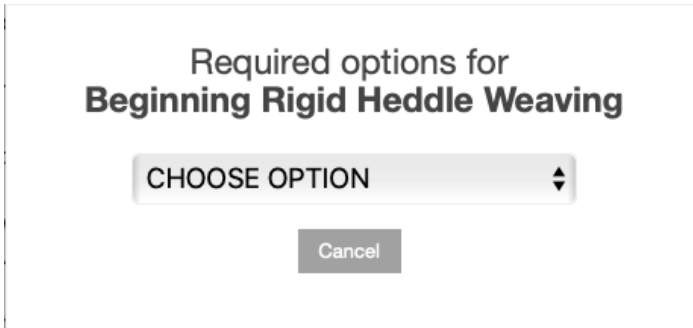
The materials fee is paid directly to the instructor during class.

**Students to Bring:** 4.5 yards on a pre-warped 8-shaft loom with recommended yarns, pre-wound bobbins for weft yarns, and weaving tools including 3 boat shuttles and measuring tape. SOAK or suitable fiber washing detergent (sample size) and a notebook for notes. A device for photographs / weaving software is recommended.





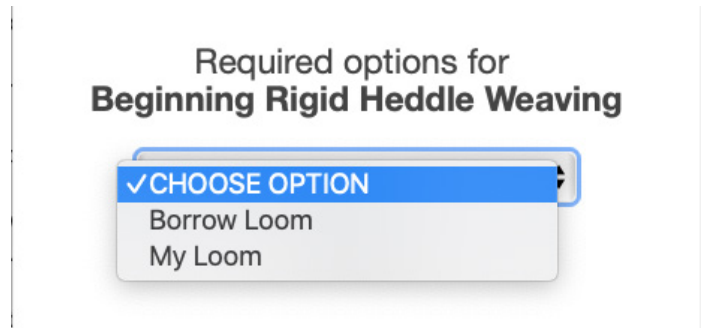
For two of our Workshops -- Beginning Rigid Heddle Weaving and Inkle Band Weaving -- the instructors need to know if you will be using the instructor's equipment or your own. If you select one of these workshops, a pop up comes on the screen. I've used Beginning Rigid Heddle Weaving as an example; Inkle Band Weaving looks the same.



Required options for  
**Beginning Rigid Heddle Weaving**

CHOOSE OPTION

Cancel

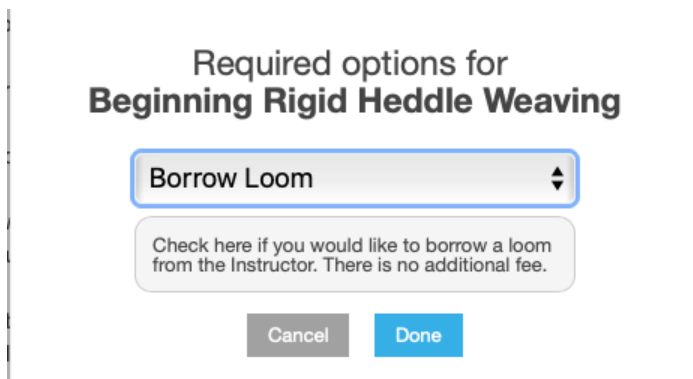


Required options for  
**Beginning Rigid Heddle Weaving**

✓ CHOOSE OPTION

Borrow Loom

My Loom



Required options for  
**Beginning Rigid Heddle Weaving**

Borrow Loom

Check here if you would like to borrow a loom from the Instructor. There is no additional fee.

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 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.

**NEW THIS YEAR:** You can join a waitlist even if you are not registered to take another workshop. There is a \$15 fee for joining a workshop waitlist without registering in another workshop. This fee is nonrefundable if you never register for a workshop. If you do register for a workshop (either the one you are waitlisted for or a different one), we will credit this \$15 fee toward the workshop fee.

We are limiting the total length of the waitlist to 10 per class. It's unlikely that more than 2 or 3 people will ever make it off the waitlist for any particular class.

## 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.

☐

The question above is not required. If you skip it, we assume you are a NO.



## What's new with Room and Board?

With a new venue comes new possibilities, policies, and procedures!

### Occupancy Options

At this venue, you have the option of single, double, triple, or quadruple occupancy.

During registration, if you select double, triple, or quadruple occupancy room, you will be asked to enter your roommates. If you'd like FTWG to assign a roommate to you, type in ASSIGN.

### Bed Options

You will be asked if you prefer a single king bed room or a two queen bed room.

King beds are only available if you selected Single or Double Occupancy. A King Bed is a request to the hotel - we cannot guarantee you will receive it.

Queen beds are available for all Occupancy selections and required for Triple and Quadruple Occupancy.

Trundle beds and cots are not available. All people staying in the room must use the provided bedding. This means those staying in Triple and Quadruple Occupancy rooms will be sharing a Queen bed.

### Accessibility Options

The Wyndham Orlando Resort & Convention Center / Celebration is a modern hotel with elevator access to all floors. On the ground floor, the elevators are located just outside the entrance to the Conference Center. They have rooms with roll in showers

and rooms that have a standard tub with bars. If you need one of these types of rooms, you can request them during registration.

### Guests

Any person who is (1) 18 and older; and (2) staying onsite with someone attending FTWG must be registered through FTWG, since all room rates are PER PERSON.

Guests have the option of purchasing an FTWG Room & Board package, which includes meals with FTWG, or a Room Only package, which does not include meals.

### Children Ages 17 and Under

Children ages 17 and under do not need to be separately registered with FTWG.

Children ages 17 and under count towards the maximum number of occupants in a room (you could not have 4 adults plus 1 child in the room, for example). However, they don't count when calculating the room rate. Do not count them when selecting your room occupancy.

Children ages 17 and under may not register for miniclasses or workshops and may not join FTWG meals and evening events.

### Pets

This hotel is pet friendly. You may have up to 2 pets, each of which can be no more than 25 pounds. There is a \$25 / pet / day fee, which is collected by the hotel as an incidental fee onsite rather than as part of registration. Pets may not enter the FTWG Conference space.

## ARE YOU STAYING ONSITE OR OFFSITE?

MIN of 1 MAX of 1

YOU MUST PICK ONE OPTION FROM THIS GROUP

**ONSITE**

☐

**OFFSITE**

A Response is Required

☐

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 28 for information on Meals.

FTWG is preparing the rooming list for the hotel. The hotel requires that the list include the first names and ages of children staying in the rooms.

Children ages 17 and under count towards the total number of occupants in the room (you can not have more than four total occupants), but do not count towards determining the room rate.

This means that when you pick a room package, you should deduct the total number

of children ages 17 and under when picking an occupancy level. For example, if your room will have three total occupants, which are you and your two children ages 17 or younger, you will select Single Occupancy when choosing a room package.

Children ages 17 and under may not register for miniclasses or workshops and may not join FTWG meals or evening events.

## WILL SOMEONE AGE 17 OR UNDER BE STAYING IN YOUR ROOM?

MIN of 1 MAX of 1

Hide Will someone age 17 or under be staying in your room? Options ▲

### YES, I WILL HAVE SOMEONE 17 OR YOUNGER STAYING IN MY ROOM

Select the total number of children 17 and under in your room.

Children ages 17 and under:

- May not register for mini classes or workshops.
- May not join FTWG meals and evening events.
- Do not count towards triple and quadruple occupancy rates. While the maximum number of occupants in a room is always 4, the triple and quadruple occupancy rates only apply for additional adults.

0 ▼

### NO ONE STAYING IN MY ROOM IS 17 OR YOUNGER

PLEASE ENTER NAMES AND AGES

Cancel

If you selected Yes above, the box to the left will pop up so you can enter the names and ages of the children staying with you.

## WHAT ROOM OCCUPANCY DO YOU NEED?

MIN of 1 MAX of 1

Single and Double Occupancy rooms have an option of either a King Bed or two Queen beds. Triple and Quadruple Occupancy rooms will have two Queen beds. Trundle beds and cots are not available. All people staying in the room must use the provided bedding. This means that those staying in Triple and Quadruple Occupancy rooms will be sharing a Queen bed. Children ages 17 and under do not count towards triple and quadruple occupancy rates. While the maximum number of occupants in a room is always 4, the triple and quadruple occupancy rates only apply for additional adults, and you do not need to register your children as guests. Therefore, when making a selection here, reduce the occupancy required by the total number of children in the room. **EXAMPLE:** If you, one other adult, and one minor child will be staying in a room together, you would select Double Occupancy. The adult would need to be separately registered as an FTWG attendee, but the child would not.

### SINGLE OCCUPANCY

☐

### DOUBLE OCCUPANCY

☐

### TRIPLE OCCUPANCY

☐

### QUADRUPLE OCCUPANCY

☐

Select the number of people who will be staying in your room. Remember that you do not include children ages 17 and under in this count.

If you select Double, Triple, or Quadruple Occupancy, you will get the pop up box on the right, in which you can enter the name(s) of your roommates.

#### ROOMMATE NAME (OR 'ASSIGN')

Cancel

**PLEASE SELECT THE TYPE OF BED YOU'D PREFER.**

MIN of 1 MAX of 1

King beds are only available if you selected Single or Double Occupancy. A King Bed is a request to the hotel - we cannot guarantee that you will receive it. Queen beds are available for all Occupancy selections and required for Triple and Quadruple Occupancy. Trundle beds and cots are not available. All people staying in the room must use the provided bedding. This means that those staying in Triple and Quadruple Occupancy rooms will be sharing a Queen bed.

Hide Please select the type of bed you'd prefer. Options ▲

**KING BED**

☐

**TWO QUEEN BEDS**

☐

King beds are only available if you selected Single or Double Occupancy. A King Bed is a request to the hotel - we cannot guarantee that you will receive it.

Queen beds are available for all Occupancy selections and required for Triple and Quadruple Occupancy. If you selected Triple or Quadruple Occupancy, Two Queen Beds will be automatically selected for you.

Trundle beds and cots are not available. All people staying in the room must use the provided bedding. This means that those staying in Triple and Quadruple Occupancy rooms will be sharing a Queen bed.

## PLEASE SELECT YOUR ACCESSIBILITY OPTIONS.

MIN of 1

This is a modern hotel with elevator access to all floors. On the ground floor, the elevators are located just outside the entrance to the Conference Center.

Hide *Please select your accessibility options.* Options ▲

### NO REQUESTS

☐

### CLOSE TO ELEVATOR

☐

### FAR FROM ELEVATOR

☐

### ROLL IN SHOWER

Includes bars for the commode and shower area

☐

### STANDARD TUB WITH BARS

Shower / Bath tub with bars for the commode and shower area.

☐

The Wyndham Orlando Resort & Convention Center / Celebration is a modern hotel with elevator access to all floors. On the ground floor, the elevators are located just outside the entrance to the Conference Center.

This accessibility options question is a required question if you chose onsite accommodations.

## PLEASE SELECT YOUR ROOM AND BOARD PACKAGE.

MIN of 1 MAX of 1

Please Note: All Double, Triple, and Quadruple Occupancy rates are PER PERSON. These rates include the room, lunch, and dinner for specific days, as described further in each item. Breakfast is not included in any packages.

Hide Please select your room and board package. Options ▲

### 1 NIGHT SINGLE OCCUPANCY

\$ 265.00

Thursday night accommodations and Thursday night dinner. Only available for Mini Plus Registrants.

★ Selecting this includes the following items:

- Thursday, March 16, 2023 Single or Double Occupancy INCLUDED
- Thursday Daily Admission INCLUDED
- Friday Daily Admission INCLUDED
- Thursday Buffet Dinner INCLUDED

☐

### 1 NIGHT DOUBLE OCCUPANCY

\$ 160.00

Thursday night accommodations and Thursday night dinner. Only available for Mini Plus Registrants.

★ Selecting this includes the following items:

- Thursday Daily Admission INCLUDED
- Friday Daily Admission INCLUDED
- Thursday Buffet Dinner INCLUDED

☐

### 1 NIGHT TRIPLE OCCUPANCY

\$ 135.00

Thursday night accommodations and Thursday night dinner. Only available for Mini Plus Registrants.

★ Selecting this includes the following items:

- Two Queen Beds INCLUDED
- Thursday Daily Admission INCLUDED
- Friday Daily Admission INCLUDED
- Thursday Buffet Dinner INCLUDED

☐

### 1 NIGHT QUADRUPLE OCCUPANCY

\$ 125.00

Thursday night accommodations and Thursday night dinner. Only available for Mini Plus Registrants.

★ Selecting this includes the following items:

- Two Queen Beds INCLUDED
- Thursday Daily Admission INCLUDED
- Friday Daily Admission INCLUDED
- Thursday Buffet Dinner INCLUDED

☐

The hotel 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.

They are listed in order from one night to four nights. One night packages are for Thursday night only and are only available for those choosing the Mini Plus registration path.

For each number of nights, the Occupancy options always appear in this order: Single Occupancy, Double Occupancy, Triple Occupancy, Quadruple Occupancy.

Each option lists the included meals and daily admission fees.

Before you get to this question, you've already answered the question about Occupancy. The only Room and Board options you will be able to select are the ones of that same Occupancy. So if you selected Double Occupancy, you will only be able to select the 1 Night Double Occupancy (if you are on the Mini Plus path), 2 Night Double Occupancy, 3 Night Double Occupancy, or 4 Night Double Occupancy options. All other possibilities will be visible, but in a light gray font, and with no checkbox next to them, so you will not be able to select them.

<b>WILL YOU BE STAYING FOR EXTRA NIGHTS?</b>	MIN of 1 MAX of 1
Hide Will you be staying for extra nights? Options ▲	
<b>YES, I WOULD LIKE TO STAY FOR NIGHTS BEFORE AND AFTER MY PACKAGE DAYS</b>	<input type="checkbox"/>
<b>NO, I'M ONLY STAYING FOR THE NIGHTS INCLUDED IN THE SELECTED PACKAGE.</b>	<input type="checkbox"/>

The hotel is giving us the FTWG Conference rate for 3 days prior (starting Sunday, March 12, 2023) and 3 days after (ending Tuesday, March 21, 2023) the FTWG Conference.

The PER NIGHT (not per person) rate for extra nights is:

- \$205 for Single or Double Occupancy
- \$225 for Triple Occupancy
- \$250 for Quadruple Occupancy



**PLEASE SELECT THE EXTRA NIGHTS YOU'D LIKE TO ADD.**

MIN of 1

Use this Extra Room Nights section to add extra nights to your stay either before or after the FTWG Conference. FTWG's group rate applies to nights from Sunday, March 12, 2023 through Tuesday, March 21, 2023. These rates are PER ROOM, not per person. Single or Double Occupancy rooms may have a King Bed or two Queen Beds. Triple and Quadruple Occupancy rooms will have two Queen Beds, with two people in each bed. The maximum occupancy is always 4 people, but the Triple and Quadruple rates only apply for the 3rd and 4th adult in your room. If any member of your party is 17 or younger, do not count that person when determining the occupancy rate for the room.

**SUNDAY, MARCH 12, 2023 SINGLE OR DOUBLE OCCUPANCY**

\$ 205.00

☐

**SUNDAY, MARCH 12, 2023 TRIPLE OCCUPANCY**

\$ 225.00

- ★ Selecting this includes the following items:
- Two Queen Beds INCLUDED

☐

**SUNDAY, MARCH 12, 2023 QUADRUPLE OCCUPANCY**

\$ 250.00

- ★ Selecting this includes the following items:
- Two Queen Beds INCLUDED

☐

These rates are PER ROOM, not per person.

King beds are only available if you selected Single or Double Occupancy. A King Bed is a request to the hotel - we cannot guarantee that you will receive it.

Queen beds are available for all Occupancy selections and required for Triple and Quadruple Occupancy.

Trundle beds and cots are not available. All people staying in the room must use the provided bedding. This means that those staying in Triple and Quadruple Occupancy rooms will be sharing a Queen bed.

The maximum occupancy is always 4 people, but the Triple and Quadruple rates only apply for the 3rd and 4th adult in your room. If any member of your party is 17 or younger, do not count that person when determining the occupancy rate for the room.

Before you get to this question, you've already answered the question about Occupancy. The only Room and Board options you will be able to select are the ones of that same Occupancy. So if you selected Double Occupancy, you will only be able to select the Single or Double Occupancy option for each extra night. All other possibilities will be visible, but in a light gray font, and with no checkbox next to them, so you will not be able to select them.

**PLEASE SELECT THE DAYS YOU WILL BE VISITING THE FTWG EVENT SPACE.**

The Daily Admission Fee covers: - Access to Vendor Hall for shopping - View the Fiber Exhibit - Attend Evening Programs NOTE: The Evening Programs now take place in the same room where meals are served. Meals are purchased and ticketed separately. If you do not have a ticket for a particular meal, you will not be able to enter the room until after the meal is over, just before the evening program starts. The Daily Admission Fee is included if any of the following are true: (1) You are purchasing any room package; (2) You are taking a Workshop, even if you are staying offsite; (3) You are a Vendor; (4) You are an Instructor If the only thing you are registering for is a Waitlist, you do still need to select and pay one Daily Admission Fee.

**THURSDAY DAILY ADMISSION**

**\$ 15.00**

☐

**FRIDAY DAILY ADMISSION**

**\$ 15.00**

☐

**SATURDAY DAILY ADMISSION**

**\$ 15.00**

☐

**SUNDAY DAILY ADMISSION**

**\$ 15.00**

☐

The Daily Admission Fee covers:

- Access to Vendor Hall for shopping
- View the Fiber Exhibit
- Attend Evening Programs

NOTE: The Evening Programs now take place in the same room where meals are served. Meals are purchased and ticketed separately from the Evening Programs. If you do not have a ticket for a particular meal, you will not be able to enter the room until after the meal is over, just before the Evening Program starts.

The Daily Admission Fee is included if any of the following are true:

- (1) You are purchasing any room package;
- (2) You are taking a Workshop, even if you are staying offsite;
- (3) You are a Vendor;
- (4) You are an Instructor

## PLEASE SELECT THE ACTIVITIES IN WHICH YOU'D LIKE TO PARTICIPATE.

Whether or not you register now, you will need to complete entrance forms for these activities once you are onsite. Registering now helps FTWG to plan for the space and time these activities require.

*Hide Please select the activities in which you'd like to participate. Options ▲*

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

### **Fashion Show**

The Fashion Show is open to all FTWG Attendees. You may enter (and model) up to 4 items in the Fashion Show. Therefore, rather than a check box, you see a drop down with the number 1-4.

The Fashion Show theme is “Time to Take the Stage.” The music will be Broadway hits from King Tut, Singing in the Rain, Moon River, and more.

You are able to participate in the Fashion Show, even if you do not register for it now. Whether you register now or onsite, you will need to fill out an entry form for each item you are entering once you are onsite. 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. 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 six pieces in the Fiber Exhibit. Therefore, rather than a check box, you see a drop down with the numbers 1 - 6.

You are able to participate in the Fiber Exhibit once you are onsite, even if you did not register in advance. Whether you register now or onsite, you will need to fill out an entry form for each item you are entering once you are onsite. We ask you about this during registration because it helps us with our logistics if we know how many items to expect.

You must drop off your items in person at Fiber Exhibit registration and pick them up after the Fiber Exhibit closes. FTWG will not accept entries by mail and will not ship entries back to you.

- **Meals with FTWG must be purchased in advance, as part of registration. You can not purchase meals onsite.**
- Those staying offsite are welcome to purchase meals as part of their registration.
- If you are staying onsite, some meals are included in your room and board package. The only meals available for you to add are those that are not included.
- Breakfast is not available for purchase through the Conference. You are on your own for all breakfasts.
- All hotel rooms have a mini fridge, but none have microwaves.
- There are three restaurants in the hotel lobby: Starbucks (open 6 am to 6 pm), Pizza Hut Express (opens at 11 am), H Street Grille (open for breakfast 6 am to 10 am and dinner 2pm to 10 pm).
- The hotel is on Route 192 and there are many restaurants in close proximity
- Thursday lunch is only included in the 4 night packages and Sunday lunch is not included with any room and board package. You have the option of purchasing a boxed lunch with a wrap for those meals.
- If you purchase a boxed lunch, you must choose whether you'd like a Chicken Salad, Ham, or Veggie Wrap.
- Thursday, Friday, and Saturday dinners are a buffet, served from 6 pm to 7 pm each day.
- Friday and Saturday lunches are a buffet, served from 12:30 pm to 1:30 pm each day.
- All meals for the entire weekend are listed at the bottom of the registration form, without a header to label the group.
- 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.

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

THURSDAY BOXED LUNCH	\$ 30.00
<p>If you entered dietary needs in the previous prompt, boxed lunches will be modified to match the information you provided.</p> <p>If you select this item, be sure to select one of the three options from the drop down menu that appears. If you fail to make a selection, it will automatically select a Chicken Salad Wrap.</p> <div><p><b>Box Lunch with Chicken Salad Wrap</b> Chicken salad wrap, pasta salad, piece of whole fruit, cookie, choice of lemonade or water.</p><p><b>Box Lunch with Ham &amp; Cheese Wrap</b> Ham and cheese wrap, pasta salad, piece of whole fruit, cookie, choice of lemonade or water.</p><p><b>Box Lunch with Veggie Wrap</b> Veggie wrap, pasta salad, piece of whole fruit, cookie, choice of lemonade or water. Wrap is lacto-ovo vegetarian; a vegan option is available and will be automatically ordered for you if you selected vegan in the dietary options above.</p></div> <div><input type="checkbox"/></div>	
THURSDAY BUFFET DINNER	<b>1 INCLUDED</b> \$ 60.00
FRIDAY BUFFET LUNCH	<b>1 INCLUDED</b> \$ 40.00

# Make Your Selections

## Summary

### Have You:

- Answered all required selections?
  - Select which registration path you'd like to follow.
  - Do you plan to take a workshop?
  - Are you staying onsite or offsite?
  - Please select the days you will be visiting the FTWG Event Space.
- Selected a Thursday Miniclass, 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 daily admission 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**

**\$1085.00**

**Coupon**

Validate

**\$(0.00)**

**Total Due**

**\$1085.00**

While preparing this guide, I selected the Cold Connection Earrings mini, a Workshop at the Member rate, 3 Nights Double Occupancy, and I added Thursday lunch. The \$1085 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](mailto:technology@ftwg.org) or on her cell phone at 407-312-7092. You can reach Shauna Clark at [conference@ftwg.org](mailto:conference@ftwg.org) or on her cell phone at 916-849-4568. For other inquiries, you can fill out the contact form on the FTWG website, which sends an e-mail directly to FTWG President Alice Martin and FTWG VP/Communications Mercedes DiNatale.



## 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 February 12, 2023 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](mailto: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.

### Media Waiver

By attending Florida Tropical Weavers Guild events you understand that photographs and/or audio/video recordings taken at the Event by Florida Tropical Weavers Guild, or by others on behalf of the Florida Tropical Weavers Guild, may include a Participant's image, name, voice and/or likeness. By attending and/or participating in the Event, you hereby grant permission to the Florida Tropical Weavers Guild, and their agents, employees, and licensees the right to use the photography and/or audio/video recordings of you and members of your family, without credit or compensation, for any purpose, including but not limited to commercial purposes, in any and all manner and media now known or hereafter devised, through the world in perpetuity. You agree that photographs and/or audio/video recordings of your participation in the Event may be edited at the discretion of the

Florida Tropical Weavers Guild. Furthermore, you grant permission to use your voice and statements, with or without association to your name, for the purpose of advertising and publicity without restriction. You expressly release Florida Tropical Weavers Guild, and their agents, employees, and licensees from and against any claims that you have or may have for invasion of privacy, defamation, or any other cause of action arising out of production, distribution, broadcast, or exhibition of this Event. You agree that all intellectual property resulting from the Event is the sole property of the Florida Tropical Weavers Guild.

### COVID-19

This policy is subject to change at any time prior to and on the days of the event. As of October 28, 2022:

#### *Assumption of Risk*

An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the Centers for Disease Control and Prevention, senior citizens and Guests with underlying medical conditions are especially vulnerable.

By attending the Florida Tropical Weavers Guild 2023 Conference, you voluntarily assume all risks related to exposure to COVID-19.

#### *Masking*

Masks are optional, but welcomed, for all volunteers and attendees at Florida Tropical Weavers Guild events. If our venue implements a more stringent policy regarding masks, Florida Tropical Weavers Guild will defer to the policy of the venue and will communicate this to impacted volunteers and attendees as early as is practicable.



### ***Health Certification***

By entering the 2023 Florida Tropical Weavers Guild Conference at the Wyndham Orlando Hotel and Convention Center / Celebration, attendees acknowledge that all of the statements below are true the day(s) they visit the event. If any of the statements are NOT true, attendee should not come to the event and may request a refund by filling out the contact form on the FTWG website.

- I have not tested positive for COVID-19 through a diagnostic test in the past ten (10) days.

- I have not had reason to complete the CDC's guidelines for isolation.
- I am not and have not recently experienced (within the last 48 hours) any new or worsening symptoms of COVID-19 including cough, fever, or runny nose.
- I have not had close contact or proximate contact with any person(s) confirmed with a diagnostic test or suspected based on symptoms to have COVID-19 within the past ten (10) days.

☐ **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 (see next page):

## 2023 FLORIDA TROPICAL WEAVERS GUILD CONFERENCE Registration Form

PRIVACY NOTICE

[Click to read](#)

✓ Type: 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

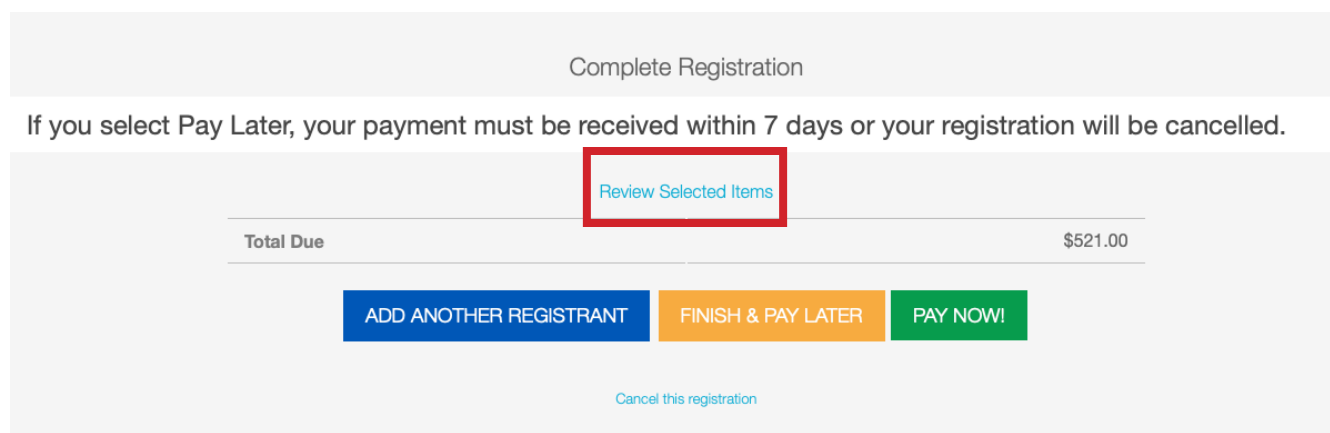
Event-related questions? [Contact the event host.](#)

Technical issues? [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.

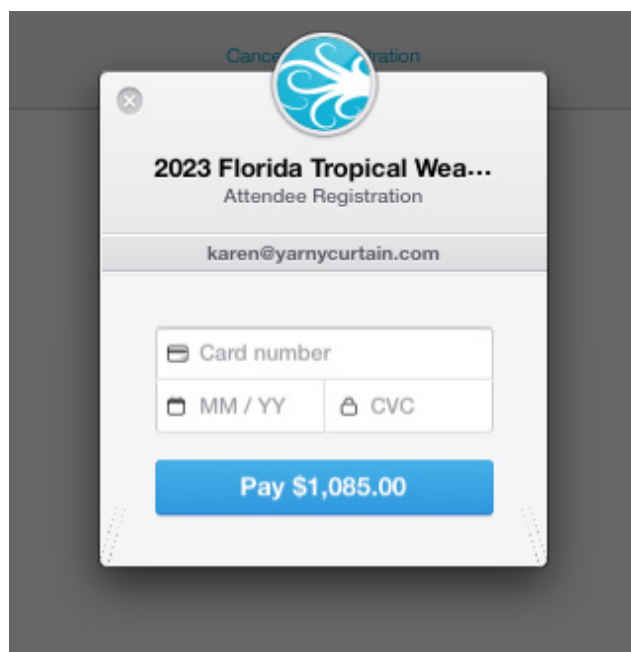
## Finish & Pay Later

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 opens a pop up window in which you enter your credit card information (see below).

Enter your information and click the Pay button.



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 the 2023 FTWG Conference!

# Final Tips

- **Registration is a lot this year. We know it is.** Our new venue has opened up so many new options and in creating the registration process, we tried to account for all the possibilities.
- If you get overwhelmed, focus on what is most important to you.
- If you are registering on the first day of Early Registration, we assume it's because you want to be sure that you get into a particular Workshop and / or Miniclass.
- The most complicated part of the registration process are the Room and Board options.
- To register for just your Workshop and/or Miniclass, make the following selections:
  - From the Registration Paths, choose Workshop & More (Build Your Experience).
  - Select the miniclass you want to take.
  - Select Yes, I'm taking a Workshop.
  - Select the workshop you want to take.
  - Choose Offsite Accommodations.
- Go through the checkout process.
- Email [technology@ftwg.org](mailto:technology@ftwg.org). In the email, let us know that you would like us to add accommodations to your registration.
- In the body of the email, include answers to all of the room related questions (see pages 4 and 5 of the Registration Cheat Sheet).
- In the body of the email, let us know if you'd like to add any meals that aren't included with your room package, and if so, which meals (see page 6 of the Registration Cheat Sheet).
- Technology Chair Karen Greene or VP/ Conference Coordinator Shauna Clark will manually add your room information to your registration and send you an invoice, which you will be able to pay electronically.
- Depending on demand for this assistance, as well as dealing with any other technical issues that arise, it may take up to 96 hours, especially during the first week of registration, before you receive an invoice for room and board.
- Once you receive the invoice, you have 7 days to pay it.