

Are you as excited as Rick and I are? Only a few short hours until registration opens. We are working conscientiously to make this a smooth and easy process. This should be a happy time, not a stressful time. There were a few “hiccups” last year which we could not anticipate (the website went down briefly, and Paypal would not accept payments at one point), so I believe in being prepared. It goes along with the notion that if you carry an umbrella, it probably will not rain (Ha Ha). We have let the webhost know that there will be increased activity tomorrow, and have changed payment gateways. I am optimistic that all will go well.

So here is **Plan A** . . . we want to elicit EVERYONE to register thru the website. Here are the instructions:

- 1) Go to the website at www.academyofapplique.com
- 2) Click on the “Week at a Glance” tab on the top of the Home page
- 3) Find your first Class or Event and click on “Book It.” Within a few seconds a new screen will appear showing this Class or Event. Click on “Order Your Class.” (It is not necessary to fill in the “Login” information on the right side of the page). You will see the class appear in the upper right hand side of the screen
- 4) Click the “Home” tab at the top of the screen
- 5) Click on the “Week at a Glance” tab on the top of the Home page
- 6) Find your second Class or Event and click on “Book It.” Within a few seconds a new screen will appear showing this Class or Event. Click on “Order Your Class.” You will see the class appear in the upper right hand side of the screen
- 7) Repeat until you have all desired Classes/Events displaying on the right hand side of your screen
- 8) Return to the “Home” page and select “Week at a Glance” one final time. Near the bottom of the screen you will see a VERY LARGE word “DEPOSIT.” Select this item and click on “Book It.” Within a few seconds a new screen will appear showing “REGISTRATION DEPOSIT.”. Click on “Order Your Class.” You will see the “REGISTRATION DEPOSIT” appear in the upper right hand side of the screen
- 9) When complete, click “Checkout” on the right side of the screen, review your registration, enter your personal and payment information, and click “Place Order.”
- 10) You should receive a message “Booking Successful.” This assures that you are IN the class. If you receive the message “Booking Unsuccessful,” it indicates that the class is full. Please repeat the above steps and try your “second choices.”

SHOULD there be an unanticipated “hiccup” this year, **Plan B** is to ask those that cannot get on the website, or are having trouble . . . to email their name, address, phone number, and Class/Event selection to Bookings@academyofapplique.com. We will call you back shortly to obtain debit or credit card information. This is the most secure way, as I wouldn’t want you to email me credit card information.

Plan C is to call us at 757-565-5299 and we will register for you.