

## 2024 Online Registration Cheat Sheet

This sheet is designed for you to print out, then fill out all the information you will be asked ahead of time so there will not be any surprises and you can complete your registration quickly and easily. **PLEASE COMPLETE THIS FORM FOR EACH PERSON YOU ARE REGISTERING.**

### On Your Own:

Choice your course(s) and write them down here: (Make sure none of your courses are running at the same time) (Choose a few back-ups if your first or second choices is full)

Class: \_\_\_\_\_ Date: \_\_\_\_\_

Class: \_\_\_\_\_ Date: \_\_\_\_\_

Class: \_\_\_\_\_ Date: \_\_\_\_\_

### First Time Signing Up:

*E-mail:* (take a moment to make sure this is typed in correctly): \_\_\_\_\_

*Name:* (First, Last): \_\_\_\_\_

*Phone:* \_\_\_\_\_

*Address:* \_\_\_\_\_

**Note: *will not accept foreign postal codes. Please enter your proper address and "04616" for the postal code.***

*Password:* (no requirements in length or characters) \_\_\_\_\_

*Date of Birth:* \_\_\_\_\_

*What is your Occupation:* (if retired, please let us know what you did previously) \_\_\_\_\_

*Male/Female/ Prefer not to Answer:* \_\_\_\_\_ (used for housing purposes only)

*Do you have any dietary needs or allergies:* (Feel free to be specific) \_\_\_\_\_

*Emergency Contact:* \_\_\_\_\_

*Emergency Contact Phone Number:* \_\_\_\_\_

**For each Course you want to Attend:**

*Do you need Accommodations:* (this is a multiple-choice question)

None: Staying off campus

Unsure: Call for information

Double: (willing to room with another student, shared bath)

Single: (single room, with shared bath)

Camping: (campsite for up to 4 people with use of bathroom/shower)

Mooring: (use of mooring with access to bathroom/shower)

*Do you have any special accommodation needs:* (i.e., rooming with spouse or friend, need first floor, farmhouse, etc.) \_\_\_\_\_

*Do you want Meals:* (this is a multiple-choice question)

None: (This includes Sunday dinner only)

Full Meal Plan: (This includes Sunday dinner thru the Saturday breakfast)

Lunch and Lobster: (This includes Sunday dinner, lunches, and the lobster bake)

Lunch Only: (This includes Sunday dinner and lunch all week)

Unsure: I may take some meals (a la carte, paid on-site)

*Are you an Alumni:* If yes, this will confirm your alumni discount if one is available for the class you are registering for.

**Payment:**

*How would you like to pay today:*

Pay in full today: (you can do this with credit/debit card, or by check)

Pay Over Time: (can only be used with Credit/debit cards)

A deposit today of \$500 for each 1-week course or \$800 for each 2-week course

Auto-generated equal payments automatically taken out of your account

Final payment due 30 days before start of course

**If you have any of the following: (*Gift Certificate, Student Discount, or a Past Credit*) choose Pay in full today and select check. This will hold your reservation. Then contact the school (but not on January 2<sup>nd</sup>) and we will complete your payment.**