

WOODENBOAT SCHOOL

STEP-BY-STEP RESERVATION PROCESS

1. When you enter the registration site (by clicking on the “REGISTER” button) you will need to find your course. Courses are listed in the same categories as on our website or in the catalog, in alphabetical order.

2. Clicking on your course it will take you to a new page. If there is more than one session offered for your course, scroll down to find your start date and click on that underlined course.

3. Verify that the course name and dates are what you want and click the yellow REGISTER button.

4. Next you will be asked who is attending the course. Click the “you” box, then click “continue”

NOTE: if you would like to register an additional person for this class (a spouse or friend) you may do so by clicking “add person”. **PLEASE NOTE**, you will need all the personal information for this person to complete the registration and the combined total cost will be billed to you.

****this is NOT how to sign-up a PARTNER.** Our “build-your-own” classes allows for a partner to sign up for half price tuition. To sign up a partner in our new system, first register yourself online, then after January 3rd, call us here at the office and we will send you a link to register your partner.

5. If you would like to take an additional class, you can continue browsing or go back to the home page and search for your other course.

NOTE: the system WILL let you sign up for two classes at the same time, so please pay attention to the dates of the courses. When you have chosen all your courses, click “checkout”.

6. Enter your email address.

NOTE: The system uses this as your unique identifier, **PLEASE double check your email address** before continuing.

7. Fill out basic contact information and create a password.

NOTE: your password can be a simple name or short set of numbers, **please make it easy to remember and write it down**.

8. You will now be asked to fill out additional application information.

NOTE: some fields are required. Click “save and continue”.

9. Complete Room and Board information for each class. This is also where you can confirm if you are an alumnus, triggering the alumni discount. Click “save and continue”.

Occasionally, some of our students want to bring a guest, such as a partner or spouse to take room and board with us. **You will always need to check to make sure there is availability.** After January 3rd, call us here at the office to check for availability and we will send you a link to register your guest.

10. If you have signed up for more than one class, you will need to complete the same room and board information for each course. Click “save and continue”.

11. If you signed up a spouse or a friend, you will be asked who should be the contact for that person. **PLEASE only choose to be the contact person if all of the other people on the reservation reside at the same residence as you.**

12. Now you will be asked how you would like to pay.

With this registration system, you have the option of paying in full, or having monthly payments automatically deducted. You still have the option of sending us a check for the full amount, but the payment plan option is only for credit/debit cards.

NOTE: you will be required to make a deposit in order to hold your course(s).

If you have a Gift Certificate or need the student discount or scholarship, please choose the Pay in Full method and select check payment. You will then need to email us to let us know you are using a gift certificate or need either of the discounts. We will apply the amount to your reservation from our office.

13. Once your payment information is completed, you will be sent a confirmation email that includes important information about your specific courses, including tool/reading lists and Good Things to Know about coming to WoodenBoat School.

It looks like a lot, but it is pretty intuitive and should be relatively quick and easy. Please do not hesitate to call or email us with any questions.