

WOODENBOAT SCHOOL 2023

STEP-BY-STEP REGISTRATION PROCESS

1. Click the red, REGISTER NOW below the description of the course you want to sign-up for.

2. Clicking on your course it will take you to a new page. Verify that the course name and dates are what you want and click the yellow REGISTER button.

3. 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” **BUT 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.

NOTE: this is **NOT** how to sign-up a **PARNTER** or **CHILD** for a build-your-own class. Please contact us by email to sign them up after you have registered. (Please wait until after January 2, 2023). They will not lose their space, if you have registered, they are guaranteed a spot.

4. 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 in the same time slot, so please pay attention to the dates of the courses. When you have chosen all your courses, click “checkout”.

5. Enter your email address.

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

6. Fill out your basic contact information.

NOTE: **This system does not accept foreign addresses, including Canada**. If you do not have a U.S. address, please use the school's: *P.O. Box 78, Brooklin, ME 04616*. **You should be able to still use your foreign credit card though**. Please refer to step 12 for payment instructions.

(We are very sorry about this and continue to work towards a solution)

7. Create a password.

NOTE: your password can be a simple name or short set of numbers, there are no requirements, so make it simple. **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 alumni, triggering the alumni discount. Click “save and continue”.

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 an auto-generated payment plan set-up for you. 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 any of the following: **(Gift Certificate, Student Discount, Past Credit)** please choose the Pay in Full method and select *check payment*. You will then need to call us and we will help you complete your reservation from our office.

If you have a foreign credit card, use that, but remember to put our address (step 6) in for your mailing address. When finished, please email us your actual address.

13. Once your payment information is completed, you will be sent a confirmation email.

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.