## REGISTRATION INSTRUCTIONS

Clicking on the Registration Button will take you to this page:

Seminars O TNZ	Complex Weavers Seminars 2022 July 10, 2022—July 13, 2022 Marriott Knoxville Downtown	
Aiready registered? Click here to log in to edit your registration.		
Personal Information  Fill out the information below, then click Next to continue.  • First Name		
First Name		
*Last Name		
Name for the N	Name Badge	
* Email Address		

Each registration requires a unique email address.

It is important that you select the correct Registration Type in the field just below your email address:

- Attendee most of us
- Companion spouses and friends who are coming but not registering for classes
- Teacher 1 teachers who are teaching one seminar
- Teacher 2 teachers who are teaching two seminars

Only phone number and name for your badge are required. You can enter your address, but it is not required.

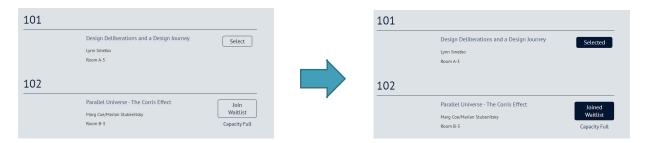
Click NEXT at the bottom of the screen to proceed.

 $Page\ 2$  asks you to confirm your vaccination status, indicate if you are willing to volunteer, and provide any special needs.

 $Page\ 3$  will show you the cost, based on your Registration Type, and will allow you to indicate which Study Group meetings you would like to attend. Please select <u>all</u> Study Group meetings you would like to attend so we can schedule the meetings in the right size rooms.

 $Page\ 4$  is where you will select the individual sessions you wish to attend.

PLEASE MAKE USE OF THE WAITLIST CHECKBOX IF THE CLASS YOU WANT IS MARKED FULL. I will be working with Mimi and Cathy to see if we can make changes to allow more people into sessions that fill early. If possible, I will be adding people from the waitlists manually in chronological order of registration.



If you check the Join Waitlist box, also select another session for that time slot.

Keep scrolling down to make your selections for each timeslot:

As soon as you complete registration you will receive an email. Please note that your registration is pending at this point until I review and confirm it.

Your place in all sessions is held. There is no risk that you will lose your spot.

If I see any issues with your registration while reviewing it, I will contact you by email.

And after I've reviewed, you will receive another email confirming your registration and session choices.

Please give me 24 hours to review/confirm your registration. If, after 24 hours, you have not received the 2<sup>nd</sup> email, please email me at <a href="mailto:cwregistrar@amyfibre.com">cwregistrar@amyfibre.com</a>.