

## How to Register For a Course:

Find the course you are looking for by navigating through our course calendar. After clicking on the course that you want, choose **Add to Cart** to put the course into your shopping cart. Continue adding courses or choose **Go to Cart**. Please check your "Shopping Cart" classes to make sure that they are the correct dates and then click **Checkout** to continue your registration.

Next, you will need to create an account before registering for a course. If you already have an account you can login with your email address and password. If you are registering with us for the first time you will need to fill out the information under Sign Up.

After you have completed your account information, you will be taken to the payment page. After filling out all of your billing information, you can choose to pay by credit card or check. If you choose the pay by check option, your registration will be complete pending payment—payment for all classes is due 2 weeks before the course begins.

When you are ready to submit your registration information click **Process Payment**. Please read and sign the Liability, Ethics, and Privacy Policy and choose **Submit**. You will receive a confirmation email and receipt (or invoice) within 48-hours.

If you have any further questions or trouble registering, please don't hesitate to contact us at 408-676-9487.