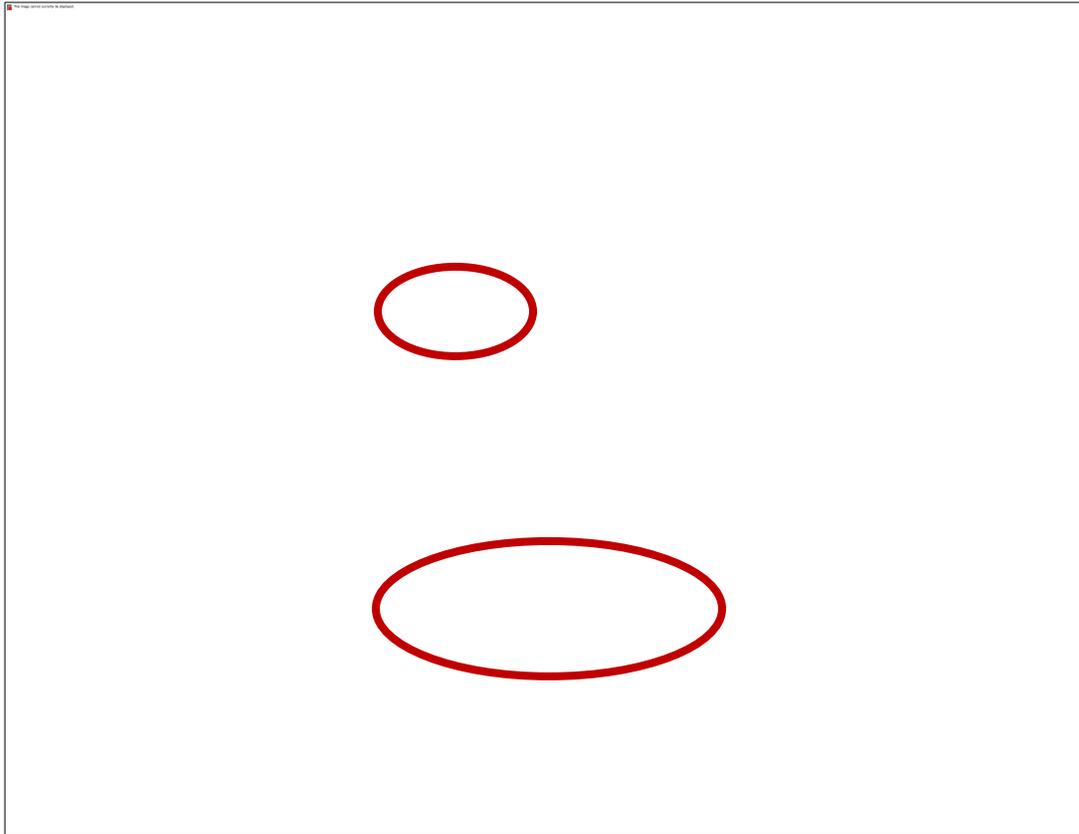


# Maneuvering through the On-line Class Listing and Registration on the York Art Association Web Site

Regardless of where you are on the site, click on “Classes” in the top menu. That will bring up a sub-menu beneath it. In that sub-menu, select “On-Line Class List & Registration. (see Figure Below)



That will then take you to the Class listings. There are 9 classes listed / page. At the bottom of the page is a page selector to page through the catalog of classes. Alternatively, on the Right side of the page, there are several options for selecting classes by certain categories: By Instructor, or by Type (Children’s classes, Workshops, Monday Classes, etc.).

There is also an option to show all the classes again and remove the selection filter.

Refer to the figure below

Howdy, Doug H

Home About Us Membership Exhibitions Classes News Calendar Donate Cart



W06-Fall 2017. Luminous Watercolor  
Member Price: \$135  
[Lynne's goal is not only to share her](#)

Select Class List by an Instructor

Select an Instructor

Select by Class Type

Children Classes Friday Classes  
Friday Mini-Sessions Monday Classes  
Off-Site Workshop Saturday Classes  
Thursday Classes Tuesday Classes  
Wednesday Classes Workshop

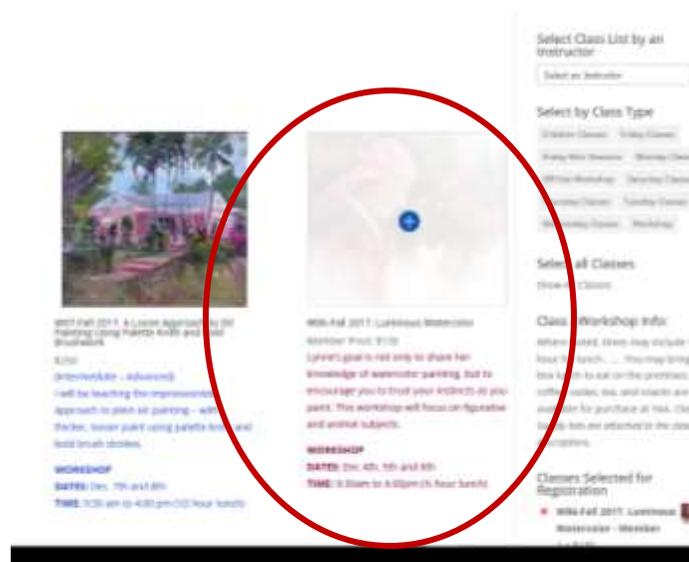
Select all Classes

Show All Classes

Class / Workshop Info:

Where Noted, times may include 1/2 hour for lunch . . . You may bring a

Once you find a class that you are interested in, click on that class (picture, description), and you will be taken to the class page. For this example I've chosen W06- Luminous Watercolor. When your cursor moves over the class listing, you'll see that the text changes color, and the image fades. Now click on the listing. (Refer to the image below)



Select Class List by an Instructor

Select an Instructor

Select by Class Type

Children Classes Friday Classes  
Friday Mini-Sessions Monday Classes  
Off-Site Workshop Saturday Classes  
Thursday Classes Tuesday Classes  
Wednesday Classes Workshop

Select all Classes

Show All Classes

Class / Workshop Info:

Where Noted, times may include 1/2 hour for lunch . . . You may bring a

W06-Fall 2017. Luminous Watercolor  
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[Lynne's goal is not only to share her](#)

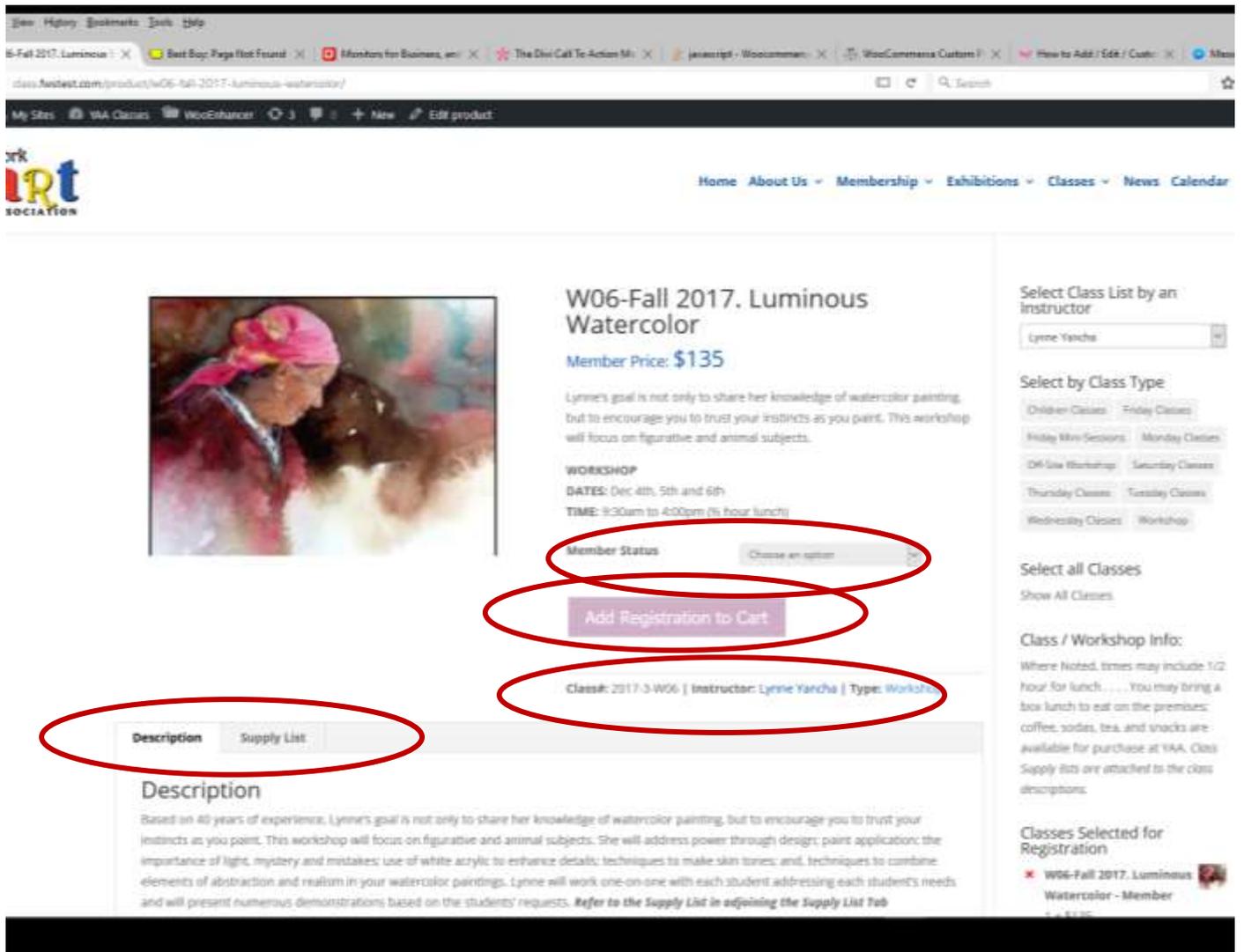
W06-Fall 2017. Luminous Watercolor  
Member Price: \$135  
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W06-Fall 2017. Luminous Watercolor  
Member Price: \$135  
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You'll then see a screen as shown in the image below.

You will see that there are several important areas to be aware of: The Member Status [Choose an Option] drop down selector, The red "Add Registration to Cart" Button, The Description Tab and Supply List Tab near the bottom.

You'll also notice that below the "Add Registration to Cart" Button, there is some other information: Class #, the Instructor, and the Type of class.



If you were to click on the "Add Registration to Cart Button", you would get a Red circle with a diagonal line indicating that the Button is NOT active. To make the Button active, you must first select your Member status from the drop down box. Refer to the images below.



## W06-Fall 2017. Luminous Watercolor

Member Price: \$135

Lynne's goal is not only to share her knowledge of watercolor painting, but to encourage you to trust your instincts as you paint. This workshop will focus on figurative and animal subjects.

### WORKSHOP

**DATES:** Dec. 4th, 5th and 6th

**TIME:** 9:30am to 4:00pm (No lunch break)

### Member Status

Choose an option ▾  
Choose an option  
Member  
Non-Member

Add Registration to Cart

Class#: 2017-3-W06 | Instructor: Lynne Yaricha | Type: Workshop

### Select Class L Instructor

Lynne Yaricha

### Select by Clas

Children Classes

Friday Mini-Session

Off Site Workshop

Thursday Classes

Wednesday Classes

### Select all Clas

Show All Classes

### Class / Works

Where Noted, 1hr  
four for lunch . . .  
Box lunch to eat +  
coffee, sodas, tea  
available for purch  
Supply lists are att  
descriptions.

### Classes Select Registration

✖ W06-Fall 201  
Watercolor -  
\$135

ience, Lynne's goal is not only to share her knowledge of watercolor painting, but to encourage you to trust your workshop will focus on figurative and animal subjects. She will address power through design; paint application; the ry and mistakes; use of white acrylic to enhance details; techniques to make skin tones; and, techniques to combine id realism in your watercolor paintings. Lynne will work one-on-one with each student addressing each student's needs i demonstrations based on the students' requests. *Refer to the Supply List in adjoining the Supply List Tab*

As you can see, you have two options: Member, Non-Member. Select which situation fits your member status. In this case I will select Non-Member. See resulting image below.

As you can see, the Non-Member shows up as well as a Price, for me as a Non-member. There is also a new field that is displayed: "Seats Available". As people register for a class, this number will decrease. When all seats are sold, there will be a message: "Class is Sold out" and you will not be able to register for the class. In that case, you may want to call the office to see if any seats were cancelled and available.

You will also notice that the 'Add Registration to Cart' Button changed color. You can now click on the button and register for the class.



## W06-Fall 2017. Luminous Watercolor

Member Price: **\$135**

Lynne's goal is not only to share her knowledge of watercolor painting, but to encourage you to trust your instincts as you paint. This workshop will focus on figurative and animal subjects.

### WORKSHOP

**DATES:** Dec 4th, 5th and 6th

**TIME:** 9:30am to 4:00pm (½ hour lunch)

Member Status

Non-Member

Clear

**\$160**

Seats Available: 15

[Add Registration to Cart](#)

Class#: 2017-3-W06 | Instructor: [Lynne Yancha](#) | Type: [Workshop](#)

Select Class List  
Instructor

Lynne Yancha

Select by

Children Classes

Friday Mini-Sessions

Off-Site Workshops

Thursday Classes

Wednesday Classes

Select all

Show All Classes

Class / Workshop

When listed, time hour for lunch to eat on coffee, soda available for purchase. Supply lists and descriptions.

When you click on the Add Registration to Cart Button, you will be taken to another screen:

Classes Selected for Registration

"W06-Fall 2017. Luminous Watercolor" has been added to your cart. [Continue shopping](#)

Class	Price	Quantity	Total
 W06-Fall 2017. Luminous Watercolor - Non-Member	\$160	1	\$160

**Class Totals**

Subtotal: \$160

Total: \$160

[Registration Checkout](#)

Check out with 

Select Class List  
Instructor

Select an Instructor

Select by Class

Children Classes

Friday Mini-Sessions

Off-Site Workshops

Thursday Classes

Wednesday Classes

Select all Classes  
Show All Classes

Class / Workshop

When listed, time hour for lunch to eat on coffee, soda available for purchase. Supply lists and descriptions.

Classes recently added

M51-Fall 2017 Bulls in Drawings and Prints  
Member Price: \$30

This screen is showing what classes you have selected to register for. You now have the option to continue 'shopping' or to complete you go to registration checkout page. There are two options for checking out. You can go directly to PayPal if you have a PayPal account. Or, you can go through YAA checkout process. That screen is shown below.

There are two parts to the checkout process: Your Billing Information & your choice of payment method. See the figures below.

My Sites WA Classes WordEnhancer + New Edit Page Enable Visual Builder

York ART ASSOCIATION

Home About Us Membership Exhibitions Classes

## Complete Registration

### Billing details

First name \*

Last name \*

Country

Street address

Town / City

State

ZIP

Phone

Email address \*

### Additional information

Order notes

### Select Class List / Instructor

Select an Instructor

### Select by Class Type

Children Classes Fri

Friday Mini-Sessions

Off-Site Workshop 5

Thursday Classes Tu

Wednesday Classes

### Select all Classes

Show All Classes

### Class / Workshop

Where Noted, times / hour for lunch . . . Yi box lunch to eat on tl coffee, sodas, tea, an available for purchas Supply lists are attach descriptions.

### Classes recently

MS1-Fall 2017 Build in Drawings and Pa Member Price: \$30

MS2-Fall 2017 Celeb

The image above is your Billing Information. \*Starred entries are required.

The image below is your payment method selection:

Check or Cash: This will hold the seat for you. You will need to either stop in the office or mail a check to complete payment and final registration. Please refer to YAA's policies on registrations.

The other option is through a PayPal gateway. This allows you to either use your credit as a guest, or use your PayPal account.

When you make your selection, with cash / check, you will be taken to an order complete page. You will then shortly get an email regarding your registration.

Choosing the PayPal gateway will take you to the Paypal site, and there you can choose to checkout as a guest or as a paypal member.

Phone

Email address

### Selected Class Registrations

Class(es)	Total
W05-Fall 2017, Luminous Watercolor - Non-Member x 1	\$160
<b>Subtotal</b>	<b>\$160</b>
<b>Total</b>	<b>\$160</b>

**PLEASE NOTE:** The PayPal option will also allow you to use your credit card directly without a PayPal account.

Check Payments

Please send a check to York Art Association, include the class(es) you have selected to register for in the check memo line.  
PLEASE NOTE: A \$25 Deposit is required to hold a seat in a class. Please review our Class registration terms and conditions.

Cash

PayPal



[What is PayPal?](#)

[Complete Registration Payment](#)

### Classes

M51-Fall:  
In Drawn  
Member I

M52-Fall:  
Your Cre  
Member I

A05-Fall:  
Class II (I  
Advancer  
Member I