

Shipshewana Quilt Festival

SHIPSHEWANA, INDIANA

ON-LINE ENROLLMENT INSTRUCTIONS

(For Individuals and groups of 3 or less)

Please Note: Enrollments for 2012 are accepted as individual enrollments only. Multiple enrollments by the same person must be processed one at a time. Groups of 4 or more please call (866) 243-9434.

PLEASE SEE SEPARATE INSTRUCTION BELOW FOR ENROLLING OTHERS!

INSTRUCTIONS FOR ENROLLING YOURSELF

1. Enter your information

- Begin by typing your information in the form provided (This is the name that will appear on your name badge exactly as you type it).
- To save time during the checkout process, you should enter your address, which will automatically be copied to the address form during checkout.

2. Choose the activities you would like to attend

- Select your activity by checking the appropriate box next to each activity you would like to attend. Just click the check box again to de-select the activity.

Special instructions for workshops

- Select your workshops by selecting the radio button next to each workshop you would like to attend.
- If you change your mind, or incorrectly select a workshop and want to attend a different workshop, you will need to remove your current workshop selection. To do this, click on the radio button and click "OK" in the pop-up box. You will then need to click the radio button of the correct workshop.
- There are three different options for Machine Rental: 3 Hour Rental, Daily Rental, and Two-day Rental. Click the desired machine rental paying special attention to the date and time of your selection.

3. Verify your enrollment

- Once you have selected all of the activities you wish to attend, scroll to the bottom of the page and click "Calculate Order" and the system will automatically calculate the price of all the activities you have selected and summarize the information for you.

- The system will automatically ensure you have not chosen any activities that conflict with each other.
- You will need to scroll to the top of the “sessions” section of the page to see if your enrollment contains conflicts. If there are conflicts, a red message box will appear at the top of the page that will tell you which activities conflict. Scroll down to view the conflicting activities highlighted in yellow.
- If you have conflicts, you will need to revise your enrollment by re-selecting non-conflicting events.
- To remove a workshop selection completely, click on the incorrectly selected radio button and click “OK” in the pop-up box. This will remove your workshop selection.
- Scroll to the bottom of the page and click on the “Calculate Order” button again and to ensure that the newly selected activities do not conflict and the price is accurate. Continue the process until all conflicts have been resolved and you no longer receive the red message bar at the top of the “sessions” section of the page.
- Once you have verified the new information in the order section is accurate, click the “Yes” button.

4. Checkout

- If your credit card address billing information is the same as the information entered at the beginning of the enrollment process, check the box in the Billing Information Section that states, “My billing information is the same as my purchaser information”.
- Enter your payment information in the form provided in the payment section.

5. Edit your order

- This is your last chance to edit your order before your payment is processed.
- If you need to make any changes to your enrollment, **DO NOT USE THE BACK ARROW AT THE TOP OF YOUR BROWSER.** If you do click the back arrow, simply click the forward arrow and you will be brought back to the Checkout page. You must use the “Edit My Order” button at the bottom of the page to go back and edit your enrollment. You will be taken back to the enrollment form to edit your selections. After you have made your changes, simply follow the checkout procedures above.

6. Confirmation

- Once you have verified that you are enrolling for the correct activities, click the “Submit My Order” button and you will be presented with your receipt. You will also be automatically sent confirmation e-mail.

7. Customized Itinerary

- At the confirmation screen, for a printed copy of your itinerary, click on the link “If you would like to see your schedule in a printer friendly format, click here.”

INSTRUCTIONS FOR ENROLLING OTHERS

1. Enter your information

- Do not enter your own information; **enter the individual's information for whom you are registering.** (This is the name that will appear on the name badge exactly as you type it).
- You may use your e-mail and credit card information for confirmation and payment purposes. You will need to complete this information at the checkout screen.

2. Choose the activities you would like to attend – Same as above

3. Verify your enrollment – Same as above

4. Checkout

- Enter your name and billing information in the form provided in the payment section.

5. Edit your order – Same as above

6. Confirmation – Same as above

7. Customized Itinerary – Same as above