Sewing & Quilting Expo
Online Registration Instructions

Online Registration starts **January 5, 2015 at 12:00 a.m.**

<table>
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| 🕒  | It’s easy and takes just minutes.  
After a few simple steps you can register any time/anywhere. |
| 🖥  | Know your schedule instantly.  
No wait! Find out which sessions have availability and register for those immediately. |
| 🛒  | Pay online.  
We accept credit/debit cards and e-check (from a checking or savings account) online. Please note: A fee of 2.75% is applied to all credit/debit card payments. No fee for e-check payments. You can also send a check in the mail. |
| 💌  | Receive email confirmation of your registered sessions and supply lists.  
The day of the event you will check-in and receive your name tag, meal tickets, and other materials. |

Make sure we have your correct email address.

Your ID Number

Your Password

Online Registration ends **March 18, 2015** or until classes fill.
STEP 1:

1. Enter your ID Number.
   *If you have ever attended any classes/trainings/Expos through Fox Valley Technical College, you have an ID number.

2. Enter your Password
   *If you do not know your ID or password, start the registration process by selecting “Forgot your ID or password?” to set that up.

3. Click “Log In”

4. If you are new to FVTC, select “Create New Account”

STEP 2:

1. If necessary, update all contact information on this page by selecting “Edit” in the respective section.
   *Please add/update an email address. Communication will be sent via email.

2. Select “Find A Class”
**STEP 3:**

1. Next to Personal Enrichment click + and next to Sewing & Quilting Expo click the + and continue to click + to review the course information.

2. If you want this class click on “Add to cart”.

3. After you have all of your classes in your cart, click “Check Out”.

**STEP 4:**

1. To remove a class, click the red X to remove it from your cart.

2. To register for all of the classes in your cart select “Register All.”

   If prompted, click “Register” button for each class.

   If prompted, confirm your email address.

*Accurate pricing will appear upon registering.*
STEP 5: Selecting Sessions

1. Click on “My Classes”

2. Click on “Sessions”

3. For Saturday, select one session for letters A-E and one lunch buffet.

4. You can click on “Details” to read the session description.

5. To enroll in a session click on “Select.” If you cannot select the button, the session is full.

6. You can see your selected sessions near the top. Click “Drop” if you no longer want that session.

7. Repeat Steps 2-5 if you are taking the Friday Hands-On Workshop.

8. Select “Done” when completed.
STEP 6: Payment

1. Click on “Make a Payment”

2. Select method of payment

3. You will need to log into PayPath with the same Student ID and Password as your MyTraining account. You can then pay with a checking or savings account or credit/debit card. If you pay with a credit or debit card, there is a fee of 2.75%. There is no fee for the e-check from your checking or savings account.

*Sorry, no refunds granted after March 6.

Upon registration, you will receive confirmation emails.

For registration assistance:
920-233-9191 ext. 0