

How to purchase a spot in a class or workshop

Please note: this tutorial should be used for general registration, not for member registration.

1

Navigate to <https://www.mudflat.org> and use the menu to select the category of class you are looking to register for: Adult Classes, Kids & Teen Classes, Introductory Workshops, Adult Workshops.

2

Find the class you would like to register for and click "Buy Tickets".

In this example we are registering for a Kid's Handbuilding class.



Kids
/heellthrowing...

u, Mar 07 | Somerville

Details

2024, 6:00 PM
Somerville, 81 Broadway,
Somerville, MA 02145, USA

Thursdays: March 7-April 11

Buy Tickets

M

3 Select the number of spaces you would like to purchase.

Working with clay to create a new projects each class with instructor Eliane Medina.
Included. Kids & Teen classes do not include open lab hours

Tickets

Price	Quantity
\$225.00	0
+\$5.63 service fee	▼

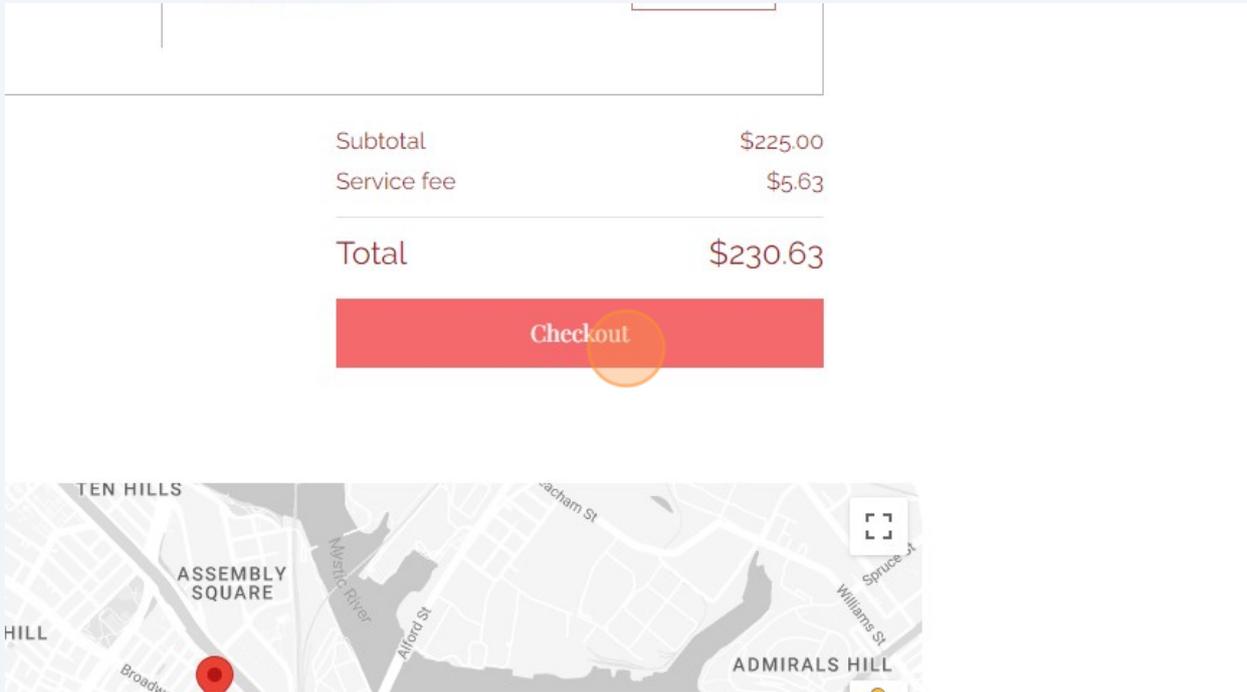
Total \$0.00

Checkout

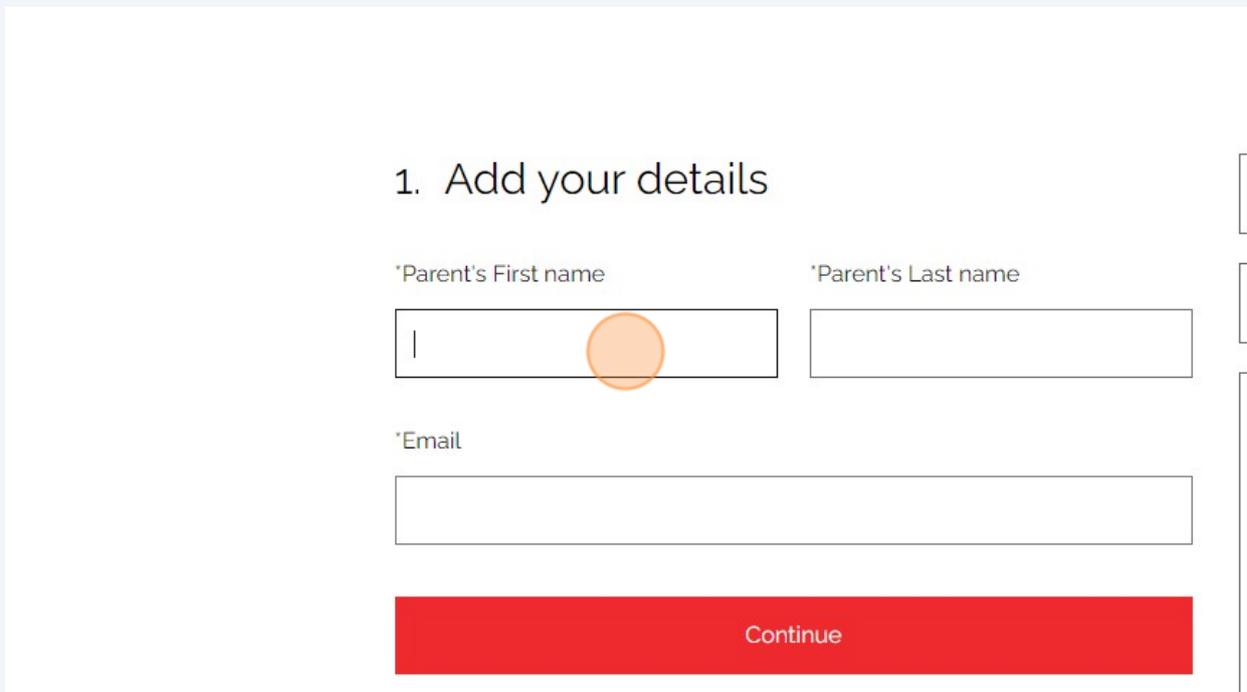


Alert! Please note there is a limit to 1 space for the adult classes.

4 Click "Checkout"



5 On this page, you will have 10 minutes to complete your registration. Please fill out all of the required information and follow the prompt buttons.





Alert! If you do not fill out all of the required information in 10 minutes, you will time out of the registration page and have to start again.

6

If you are applying for financial aid or have an EBT Card to Culture, you will enter the coupon code where it says "Enter coupon code".

The screenshot shows a registration interface. At the top right, there is a "Log In" button with a user icon. Below it, a box displays "Time remaining: 09:16". On the left, there is a "name" label above a text input field. To the right of the name field is another input field labeled "Enter coupon code" with a pencil icon on the left and an orange circle highlighting the field. Below these fields is a card for a class titled "Kids Handbuilding: Session 2". The card lists the dates "Mar 07, 2024, 4:00 PM - Apr 11, 2024, 6:00 PM" and the location "Somerville". A red bar is visible at the bottom left of the registration area.



Tip! look for the instructions/coupon codes to use when applying for financial aid or when using your EBT Card to Culture by seeing the "[Financial Aid](#)" and "[EBT Card to Culture](#)" pages on the website, listed under the classes tab.

7 Once you are done filling out the contact information, click "Continue".

A screenshot of a registration form. At the top, there is a red button labeled "Continue" with an orange circle highlighting it. Below the button, the text "3. Event Policies" is visible, followed by a horizontal line. Below the line, the text "4. Payment" is visible.

8 You will have to agree to any class policies that Mudflat has by checking the box. If you would like to read the policy, click on the underlined words. Once complete click "Continue to Payment".

A screenshot of a registration form. At the top, the text "3. Event Policies" is visible. Below it, the text "Please indicate that you've read and agree to the event's pol" is visible. Below this text, there is a checkbox with a checkmark inside, followed by the text "agree to: Refund Policy". Below the checkbox, there is a red button labeled "Continue to Payment". Below the button, the text "4. Payment" is visible.

9 Enter your payment information.

4. Payment

Card number *

Expiration date * Security code (CVV) * ?

MM / YY XXX

Cardholder name *

Address *

10

Click "Place Order" once all your registration, payment and billing information is complete. Once you select place order, you will receive a confirmation email from Wix via kate@mudflat.org. Your enrollment and payment for the class are now complete.

Address *

City *

Country * State *

United States

Zip / Postal Code *

Place Order



Tip! If applying for financial aid, you will not pay for your class until the financial aid committee has met and notified applicants. You will receive a phone call with information regarding your financial application. You should register for a class first before applying for financial aid.