# **SMITH CENTER** EHEALING THE ARTS

community. creativity. cancer support.

# How To Register for Programs At SmithCenter.org

In order to register for a program, you'll be asked to take 30 seconds to create an account. That's it! Once you've created an account, you can sign up for any programs or events you'd like.

For instructions on how to create your account, click here.

Once you have an account with us, go to the My Account page by clicking this symbol in the top right corner of the home page.







WHO WE SERVE

PROGRAMS & SUPPORT

RESOURCES ABOUT SMITH CENTER ART GALLERY



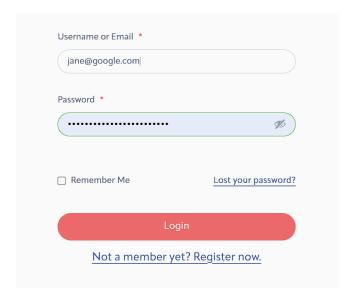








Sign in with the username and password that you created. If you lost or forgot your password, click on the link to **Lost your password?** and your password will be emailed to you.



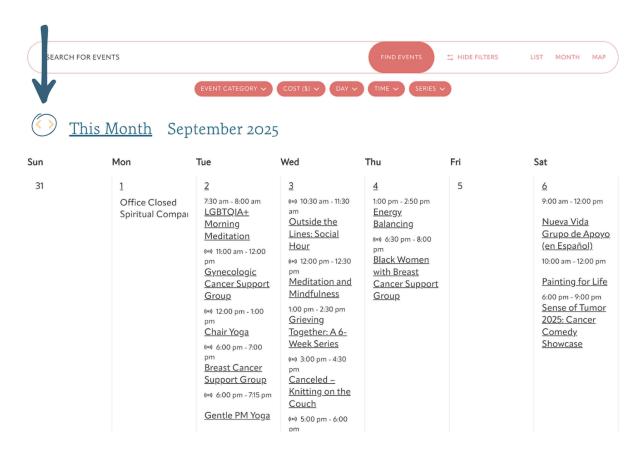
You will only need to create an account once. You'll use that same Smith Center account every time you register for a program or event.

Please save your username and password to make it easy to register.

Once you are logged in, go to **Programs & Support** on the main navigation menu and select **Full Program Calendar** from the drop-down menu.



The **Event Calendar** is set to the current month. If you would like to look at previous or future months, utilize the arrows in the top left corner of the calendar.



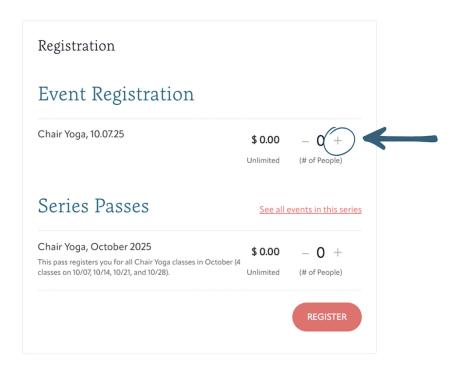
Locate the program you would like to attend on the **Event Calendar** and click the program name. You will be directed to the registration page for that program.

For a program that occurs more than once a month, you have two options to register:

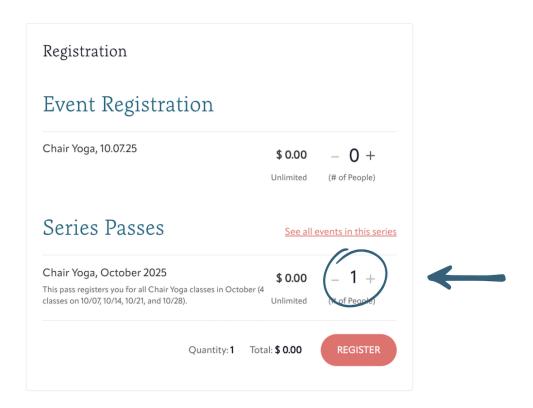
- Event Registration Sign up for a specific class date that works for you
- Series Passes Enroll for a full month of classes

Choose what fits your schedule best — join us for one session or commit to the full experience!

If you register for an **individual session**, select the plus mark (+) under **Event Registration** to select a "ticket."

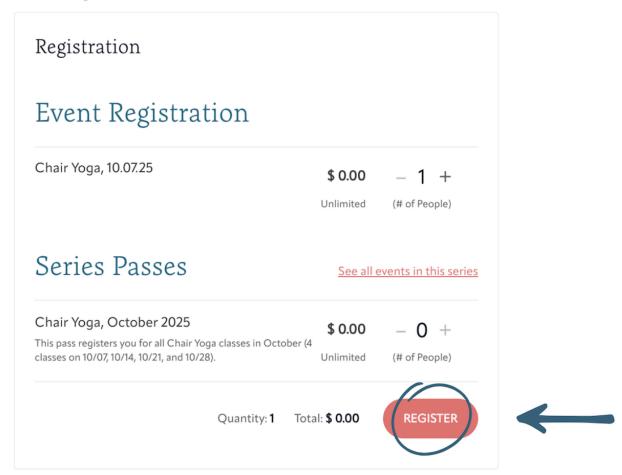


If you register for a full month of sessions, select the plus mark (+) under Series Passes to select a "pass."



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Click the Register button.



If you would like to make a donation while registering for a program, there is a **Suggested Donation** section on every program registration page. You will be able to make a donation for the program in the final step (check out) of registration.

## Suggested Donation

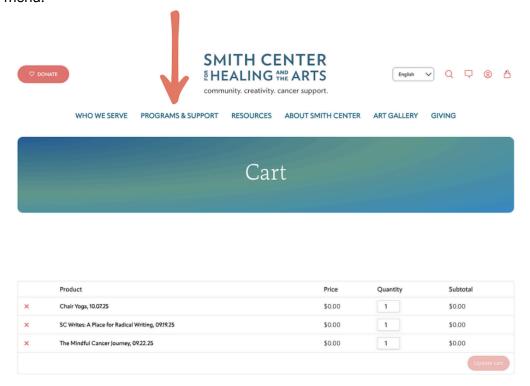
Note: you will be able to make a donation for this program in the final step (check out) of registration.

Suggested Donation: \$10/session | This program is offered for free or at a low cost on a pay-as-you-can basis. Contributions are not required to attend, ensuring accessibility for everyone. If you're able to donate, we deeply appreciate your support—every contribution directly funds our cancer support programs.

## Click the Save and View Cart button.



In the **Cart**, if you would like to register for additional programs, go back to **Programs & Support** on the main navigation menu and select **Full Program Calendar** from the drop-down menu.

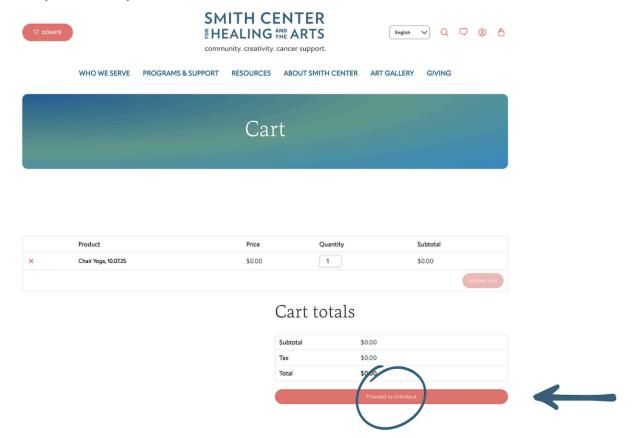


Cart totals

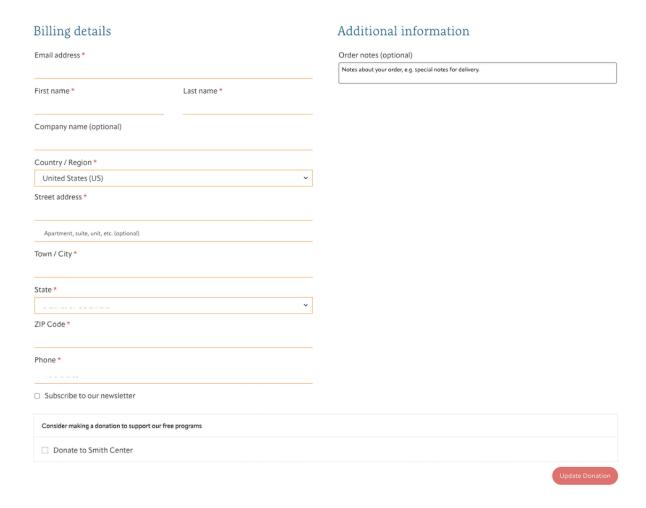


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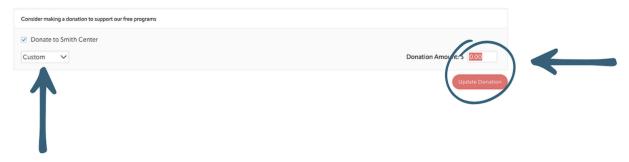
When you are ready to check out, click the **Proceed to Checkout** button.



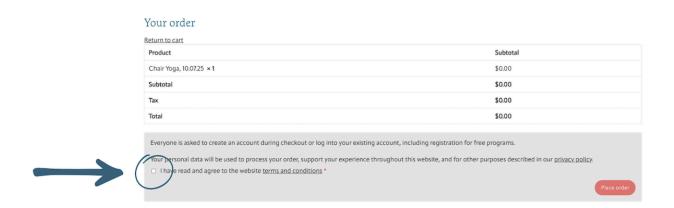
Confirm your billing details. You will not be charged unless you choose to donate.



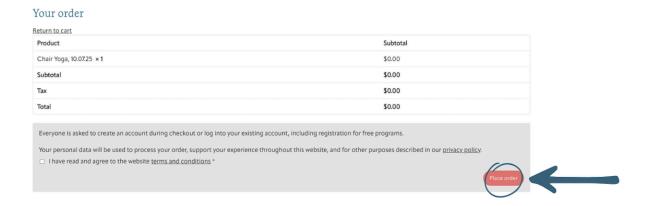
To make a donation, check ( ) the box next to **Donate to Smith Center**. A dropdown menu with a scale of donation amounts will appear. If you would like to donate a custom amount, click "Custom" at the bottom of the menu and enter your amount in the "Donation Amount" box. Click the **Update Donation** button.



Review your order and check (✔) the box in the to accept the Terms and Conditions.



Once checked, click the Place Order button to complete your registration.



Go to the **next page** for details about email reminders and how to access the Zoom link for your registered program.

#### **Email Reminders & Zoom Links - What to Expect**

#### For Individual Programs (one date)

If you register more than 2 days before the session:

- You'll get 2 emails right away:
  - o Zoom Info (includes the link).
  - Order Confirmation.
- You'll get 1 reminder email 2 days before the session.
- You'll get 2 emails on the morning of the session:
  - A final reminder.
  - o Zoom Info (includes the link).

If you register on the same day as the session:

- You'll get 2 emails right away:
  - 1. Zoom Info (includes the link).
  - 2. Order Confirmation.

### For Program Series (multiple dates, e.g., a month of sessions)

If you register before the series begins:

- You'll get 2 emails right away:
  - 1. Zoom Info (includes the link).
  - 2. Order Confirmation.
- You'll get a weekly reminder every Sunday for that week's session.
- You'll also get a **morning-of** email with the Zoom Info (includes the link).

If you register on the same day as a session in the series:

- You'll get 2 emails right away:
  - 1. Zoom Info (includes the link).
  - 2. Order Confirmation.

For future sessions in the series:

- You'll get a Sunday reminder before that week's session.
- You'll also get a **morning-of** email with the Zoom Info (includes the link).