



HELPFUL TIPS FOR USING OUR NEW ENROLLMENT SYSTEM

1.) BE PREPARED!



Before you begin the registration process, have a list of the classes, lectures, or events for which you would like to register ready. Please also make note of alternate classes for which you would like to register in case your first or second choices have already filled. Due to the high volume of registrants, once you begin the online enrollment process, **you will be given 20 minutes to finish your registration**, so you will need to be prepared in advance.

2.) NAVIGATING THE PROCESS



The system will easily guide you through each step of the process. Once you reach the class/events selection page, please note that lectures and events are listed separately, while class options are included in a drop-down menu under each day and time period. The Registration Summary page will list your information and selections. Review the information included to ensure that everything is accurate and your classes/events do not overlap. **IMPORTANT: When selecting a class from the drop down menu you must first select the class and then hit the highlighted select button in order to complete the registration for that class.**

3.) FULL CLASSES/EVENTS



You will be able to see which classes still have availability at the time you enroll. If a class/event reaches capacity, a limited Wait list option will be available to those trying to enroll. If a cancellation occurs and a slot becomes available, a link will be emailed to the first person on the Wait List with instructions that they have **12 hours to modify their schedule online to take advantage of the opening**. Lacking a response within that time frame, a second email will be sent to the #2 person on the Wait List, and so on. At that point, whoever accepts the open slot first will be awarded the class/event. *Note: Classes/events will disappear from the class/event selection page once a class/event is full and the Wait List is full as well.*

4.) ENROLLMENT CONFIRMATION



Upon completion of your enrollment, you will receive a confirmation email listing your confirmed classes, lectures, and events. **You may make changes to your enrollment at any time using the link provided in your confirmation email with your confirmation number.** Badges will no longer be mailed prior to the show. Please bring your enrollment information to the kiosks in the enrollment area to print your badges and pick up your items.

5.) IMPORTANT!



Each person must use a unique email address to enroll. Duplicate emails will not be allowed to register.

HAVE ADDITIONAL QUESTIONS?



Email: enrollment@quilts.com

Or call: 1-877-578-4587, Monday-Friday 9 am-1 pm (CDT) through October 15, 2021.