

Hello,

Thank you for your interest in signing up for a program with Button Factory Arts!

Due to province-wide lockdown, and for the safety of our community, our programs have now moved online. Purchases for online classes are also made online. We have created this document to assist you in the online registration process.

Purchasing a Membership

You do not need to be a member of Button Factory Arts to take part in classes. However, members do save 15% off the price of classes, as well as other benefits which can be found at: www.buttonfactoryarts.ca/membership

To receive discounts on classes, you will need to become a member before you purchase other classes. Go to www.buttonfactoryarts.ca/store

- Click the “Memberships & Donations” image.
- Click memberships, and choose the type of membership you want to purchase.
- Once you have clicked the type of membership you want, click the “Add to Bag” button.
- Click the “Go to Checkout” button that appears, or the “Shopping Bag” icon.
- Follow the instructions in the Checkout.
- Once you have purchased your membership you will see a page that says “Your Order Has Been Placed”.
- Under the item you have purchased, you will see a clickable document under the heading “Download”.
- Click this and download the document right away. It includes your membership code. Use this code in future purchases to receive discounts on programs.

How to Apply the Membership Discount

- Enter it on the checkout page.
- You can find it under the Total.
- Click the text “Redeem your coupon”
- Enter your case sensitive Membership code.

Finding a Program

All of our classes can be accessed through our store:

www.buttonfactoryarts.ca/store

- If you are already on the webpage, click store.
- Click the “Programs” image to see all of the current offerings.
- There you will find different photos representing different categories of programs.

- Click the image of the category you are interested in.
- If you want to go back a page, you can click back in your web browser.
- Once you have entered the category you wish, you will again see clickable images.
- These images will either lead you directly into a class to purchase, or may offer a subcategory with classes inside.
- Either way, continue to click the images to navigate to the class you would like to purchase.

Registering for a Program

- Once you have reached the class you would like to purchase, you will see the class description beside the image.
- You can click more “Show More” to read the full description and find important information.
- If this is the right class for you, click the “Add to Bag” button.
- After you have clicked this, an “Adding More” button and “Checkout” button will appear.
- The “Adding More” button will add multiple quantities of the same class.
- The “Checkout” button will bring you to the checkout page.
- You can alter details like quantities, or remove classes you’ve added in the checkout page as well.
- To continue shopping, click “Continue Shopping” or select “Store” from the main menu.
- Continue to navigate through the categories.
- Once you have added all of your items using the instructions about, you can click “Shopping Bag” to go to the checkout page.

Checkout Page

- Follow the instructions on the checkout page
- Don’t forget to add your membership code by clicking “Redeem your coupon” to receive 15% off classes.
- Please remember to list your full name, phone number, email address, and mailing address so that we can get in touch with you.

After You Have Placed Your Order - Important Documents to Download

- Once you have purchased your membership you will see a page that says “Your Order Has Been Placed”.
- Under the item you have purchased, you will see a clickable document under the heading “Download”.

- Click this and download the document right away. It includes your zoom link that you will use to join your online classes
- When you have downloaded the file, you can open the document from your downloads folder.
- When it is time for your class (we suggest signing in a few minutes early) click the link, and it will open in your web browser. If you cannot directly click the link, you can copy and paste the link in your web browser.
- Keep this document handy so you can access it when it is time for your class

Time for your class

- Click or copy and paste the link into your browser
- Your browser will prompt you to open zoom.us - click "Open zoom.us"
- Your website host will let you into your scheduled meeting.

If you are new to Zoom

If you are new to zoom, we suggest you try a practice round with friends or family before attending the zoom class to make sure that you are comfortable with the technology before the class.

There is lots of helpful information and live training available at:

<https://support.zoom.us/hc/en-us>

Further Support

If you have worked through all the above steps to register for classes and still have further questions feel free to contact me directly by email:

programs@buttonfactoryarts.ca

I would be happy to assist you,

Allie

Allie Brenner
Program Director
Button Factory Arts