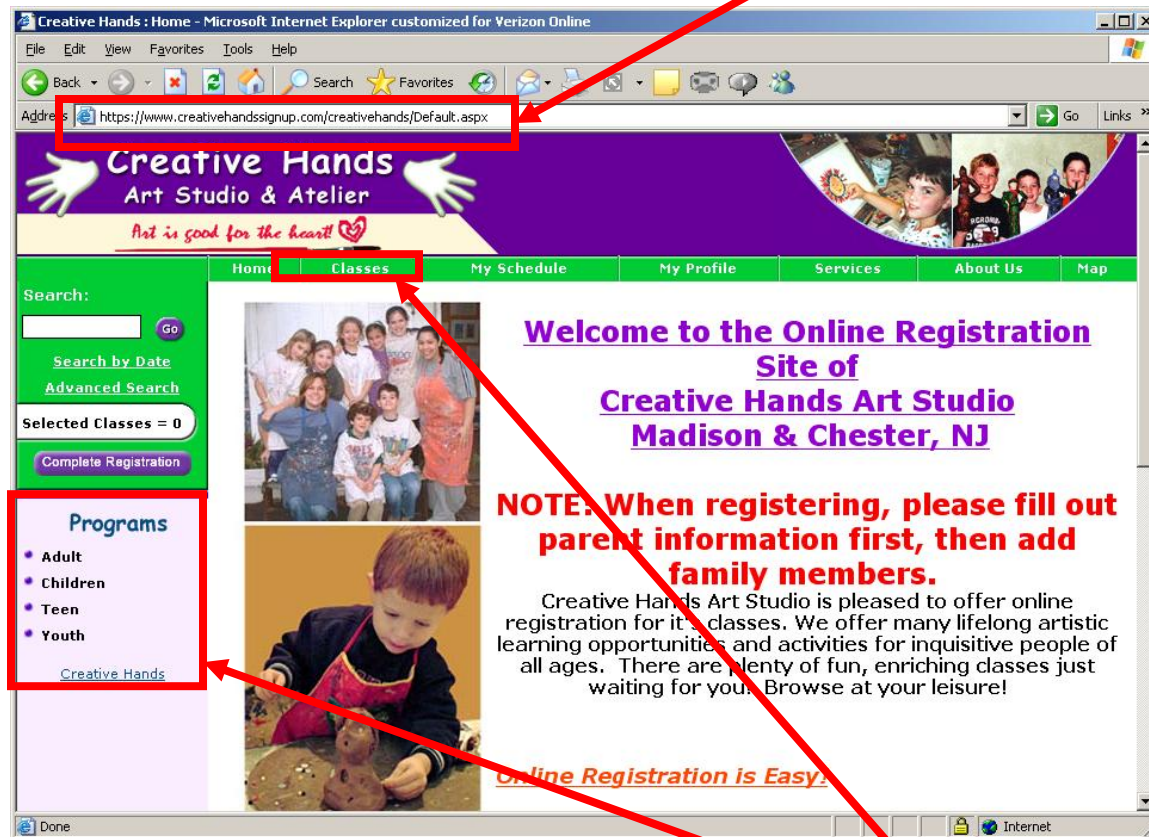


How to Access Creative Hands OnLine Registration

1.) Access Creative Hands onLine Registration

Open your internet browser and enter the URL "www.creativehandssignup.com". You will automatically be brought to the home page for onLine Registration.



A

B

2.) Find classes

Your next step is to search for classes. The website offers you two simple ways to navigate through our classes. Note you can attempt to search for classes by name in the upper left hand corner.

2a.) Find Classes - Navigate through classes by age group

Simply click on "Adult", "Children", "Teen" or "Youth". In this example we will click on "Children". Notice we can now navigate to all classes for children in two places, or select a class.

The screenshot shows the Creative Hands website interface. At the top, there is a navigation menu with links for Home, Classes, My Schedule, My Profile, Services, About Us, and Map. Below the menu is a search bar with a dropdown menu set to "Children" and a search button. A table of classes is displayed, with one class highlighted: "Big Threes (3years, 0months - 3years, 11months)" with a fee of \$245.00. On the left side, there is a "Programs" section with a list of categories: Children, Adult, Teen, and Youth. Red boxes and arrows highlight the "Children" dropdown menu, the "Big Threes" class in the table, and the "Children" category in the "Programs" list. Red text labels "Navigate for classes" and "Select class" point to these elements.

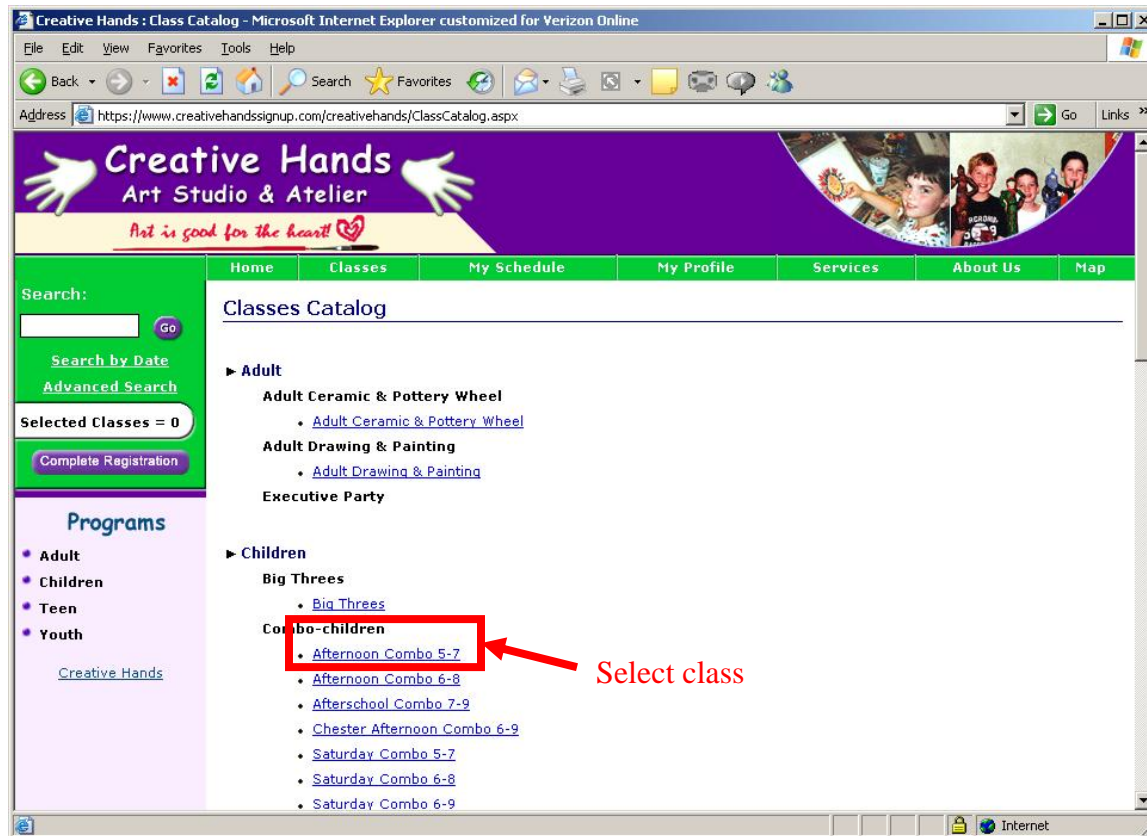
Class #	Name	Fees
1002	Big Threes (3years, 0months - 3years, 11months)	\$245.00

Programs

- Children
 - Big Threes
 - Combo-children
 - Just Me
 - Kindergarten kids
 - Mommy & Little Me
 - Mommy & Me
- Adult
- Teen
- Youth

2b.) Find Classes - Browse entire class catalog

Scroll down the web page to see all of the classes grouped by "Adult", "Children", Teen" and "Youth". Select any class to proceed.



3.) Register for a Class / Session

Once you have selected a class you will see a detailed list of all sessions available. Simply click on "Register" to enroll in a class.

The screenshot shows a web browser window titled "Creative Hands : Class Details - Microsoft Internet Explorer customized for Verizon Online". The address bar shows the URL: <https://www.creativehandssignup.com/creativehands/ClassDetails.aspx?ClassID=1002%20%20%20%20%20%20%20%20%20%20&ProgramID=15048&ProgramName=Child>. The page header features the "Creative Hands Art Studio & Atelier" logo with the tagline "Art is good for the heart!". A navigation menu includes Home, Classes, My Schedule, My Profile, Services, About Us, and Map. A search bar is on the left, and a sidebar lists "Programs" such as Children, Adult, Teen, and Youth. The main content area displays "Children > Big Threes" and "Big Threes (3 years - 3 years 11 months)". A description states: "Independent 3 year old class. Mixture of drawing, painting, sculpture, papier-mache and clay projects. This is a drop off class! Parents can only stay for first class if necessary." Class details are listed: Class # 1002, No. of Classes 10, Non Resident Fees \$0.00, and Fees class fee - \$245.00. A table lists sessions with columns for Session, Dates, Time, Days, Location, Instructor, and Registration Status. A red arrow points to the "Register" button in the first row of the table, with the text "Click to Pick Session" above it.

Session	Dates	Time	Days	Location	Instructor	Registration Status
1002-F2C04A	11/16/04 -02/01/05	9:30 AM -10:30 AM	Tue	Rosebud Cottage	Debbie Currey	Register
1002-F2C04C	11/17/04 -02/02/05	11:00 AM -12:00 PM	Wed	Rosebud Cottage	Debbie Currey	Register
1002-F2C04D	11/18/04 -02/10/05	12:15 PM -1:15 PM	Thu	Rosebud Cottage	Debbie Currey	Register
1002-F2C04B	11/19/04 -02/11/05	9:30 AM -10:30 AM	Fri	Rosebud Cottage	Debbie Currey	Register
1002-F2S04E	12/02/04 -02/17/05	10:30 AM -11:30 AM	Thu	Chester Country Studio	Priscilla Petitti	Register

4.) Sign In

The system will now ask you to sign in. If you have previously registered anyone in your family for a class select "Returning User"

***** Note:** There should be one User per family. The User is the party responsible for payment. If you are a returning parent and registering a different child do not create a new account. You will add family members later in the registration process. ***

The screenshot shows the Creative Hands Sign-In page. The browser window title is "Creative Hands : Sign In - Microsoft Internet Explorer customized for Verizon Online". The address bar shows the URL: <https://www.creativehandssignup.com/creativehands/Login.aspx?ShopperID=&ClassID=1002+++++&SessionID=1002-F2C04A&ProgramID=15048&Catec>. The page features a purple header with the Creative Hands logo and navigation tabs: Home, Classes, My Schedule, My Profile, Services, About Us, and Map. The main content area is titled "Sign-In" and is divided into two sections: "Returning User" and "New User".

Returning User section:

- Input field for "UserID or eMailAddress" (highlighted with a red box).
- Input field for "Password" (highlighted with a red box).
- "Continue" button (highlighted with a red box).
- Link: "Forgot your password [Click Here](#)" (highlighted with a red box).

New User section:

- Text: "If this is the first time you are visiting this site, please click on the Enroll User button".
- "Enroll User" button (highlighted with a red box).

Red text annotations with arrows pointing to the highlighted elements:

- Pointing to the "UserID or eMailAddress" and "Password" fields: "Returning users enter email address and password."
- Pointing to the "Forgot your password [Click Here](#)" link: "If you forget your password click here to have it emailed to you."
- Pointing to the "Enroll User" button: "Only use to establish a new payment account (family), not a new family member"

If you forget your password
click here to have it emailed to
you.

4a.) Sign In - Register a New User

If you are a first time user to the system you must enter your details. This is not the child details but the parent/adult information.

The screenshot shows a web browser window titled "Creative Hands : New Shopper registration - Microsoft Internet Explorer customized for Verizon Online". The address bar shows the URL: https://www.creativehandssignup.com/creativehands/shopper_new.aspx?target=ChooseFamilyMember.aspx&ClassID=1002++++++&ProgramID=150488S. The page header features the "Creative Hands Art Studio & Atelier" logo with the tagline "Art is good for the heart!". A navigation menu includes Home, Classes, My Schedule, My Profile, Services, About Us, and Map. On the left, there is a search bar and a "Selected Classes = 0" indicator. The main content area is titled "New User Registration" and contains a form with the following fields:

- * First Name : Bryn
- * Last Name : Schwartz
- * Address - 1 : 14 Kings Rd
- Address - 2 :
- * City : Madison
- State : New jersey (dropdown menu)
- * Zip : 07940
- * Phone : (973)377-2848
- Work Phone : Extn.:

Red text below the phone field reads: "(Enter the number without any spaces or any other special characters such as comma(,), hyphen(-), etc)". A similar note is present below the work phone field. A note at the top of the form states: "[Fields marked with * indicate required fields]".

The following fields are required to proceed:

- First Name (*parent*)
- Last Name (*parent*)
- Address - 1
- City
- Zip
- Phone
- Age Category (*age of the parent, not the child*)
- Email Address
- Password

Please be careful when you enter the password as it is an encrypted field, meaning you cannot see what you are entering. In the future we expect to force you to enter the password a second time in order to ensure you don't accidentally enter an unexpected value.

5.) Choose Family Member

The class and session you selected is displayed on top of the web page. Select the family member who will be registered for the class by clicking "Select" for that person.

If you need to add children you can manage family members by adding them here. You can also delete a family member, as needed. Select the appropriate buttons on the bottom of the screen to manage your family.

The screenshot shows the 'Choose Family Member' page on the Creative Hands website. The page header includes the logo and navigation menu. The main content area displays the selected class information, instructions for selecting a family member, and a table of family members. The 'Class Selected' information is highlighted with a red box, and the 'Select' button for the family member 'Bryn Schwartz' is also highlighted with a red box. Red arrows point to the 'Add Family Member' and 'Delete Family Members' buttons.

Class & Session Selected

Click here to add a family member to the account

Select this family member to register for the class

Name	Age	Delete	Select for Registration
Bryn Schwartz		<input type="checkbox"/>	Select

5a.) Choose Family Member - Add Family Member

Enter the details for the family member below. Birth Date is not a required field, but it will greatly aid us in offering the right classes to your children.

The screenshot shows a web browser window titled "Creative Hands : Add Family member - Microsoft Internet Explorer customized for Verizon Online". The address bar shows the URL: <https://www.creativehandssignup.com/creativehands/AddFamilyMember.aspx?target=ChooseFamilyMember.aspx&Mode=Add&ShopperID=4B95CD0E-1165->

The website header features the "Creative Hands Art Studio & Atelier" logo with the tagline "Art is good for the heart!". A navigation menu includes: Home, Classes, My Schedule, My Profile, Services, About Us, Map, and Logout.

On the left sidebar, there is a search section with a "Go" button and links for "Search by Date" and "Advanced Search". Below this, it shows "Selected Classes = 0" and a "Complete Registration" button. A "Programs" section lists "Adult", "Children", "Teen", and "Youth".

The main content area is titled "Add Family Member" and contains a form with the following fields:

- * First Name :
- * Last Name :
- School Name :
- Birth Date :
- Note : Enter the Date in mm/dd/yyyy format.
- * Age Category :
- Sex : Male Female

An "Add" button is located at the bottom of the form.

When you complete the form click the "Add" button to return to the previous screen. Notice the new family you just entered is available to register for the class. Select the family member who will be registered for the class by clicking "Select" for that person.

6.) Schedule List / Shopping Cart

You will now see the set of courses you have selected. You are not registered for the class until you complete your registration by entering payment information.

IMPORTANT!!! You not only can register a student for multiple classes in one transaction, but you can also register multiple family members for multiple classes all at once! Simply select "Add Another Course".

The shopping cart functions like any other you'll see on the web. You can...

- Remove items from list (Click "Remove", then click "Update")
- Continue shopping (click "Add Another Course")
- Enter a Note/Comment (Enter special information, then click "Update")
- Enter a Promotional Code (Enter code, then click "Update")
- Check Out (Complete Registration)

The screenshot shows the Creative Hands website interface. The main content area displays "Selected Courses" with a table of one item. The table has columns for Class#-Session#, Name, Location - Room #, Student, Qty, Disc, Non-Res Fees, Fees, and Remove. The "Remove" column contains a checkbox. Below the table is a "Notes / Comments" field. At the bottom, there is an "Enter Promotion Code" field and three buttons: "Update", "Add Another Course", and "Complete Registration". Red boxes and arrows highlight these elements: the "Remove" checkbox, the "Notes / Comments" field, the "Enter Promotion Code" field, and the "Update", "Add Another Course", and "Complete Registration" buttons.

Class#-Session#	Name	Location - Room #	Student	Qty	Disc	Non-Res Fees	Fees	Remove
1002 - 1002-F2C04A	Big Threes(3 years - 3 years 11 months)	11/16/2004-2/1/2005 9:30 AM-10:30 AM	Brendan Schwartz	NA	\$0.00	\$0.00	\$245.00	<input type="checkbox"/>

Notes / Comments :

Total : \$245.00

Enter Promotion Code :

Update Add Another Course Complete Registration

If you choose to add another course you will return to Step 2a, Find Classes - Navigate through classes by age group. The shopping cart will retain the selected courses. You can return here by registering for another class or selecting the "Complete Registration" link located in the top left of the web page.

Continue Shopping

The screenshot shows the Creative Hands website interface. At the top, there is a navigation menu with links for Home, Classes, My Schedule, My Profile, Services, About Us, Map, and Logout. Below the navigation is a search bar and a dropdown menu for 'Children' set to 'Big Threes'. A table lists the selected class:

Class #	Name	Fees
1002	Big Threes (3years, 0months - 3years, 11months)	\$245.00

On the left side, there is a sidebar with a search bar, an 'Advanced Search' button, and a 'Selected Classes = 1' indicator. Below this is a 'Complete Registration' button, which is highlighted with a red box and a red arrow pointing to it. The sidebar also contains a 'Programs' section with a list of categories: Children, Adult, Teen, and Youth. The 'Children' category is expanded, showing sub-options like 'Big Threes', 'Combo-children', 'Just Me', 'Kindergarten kids', 'Mommy & Little Me', and 'Mommy & Me'. The Creative Hands logo and tagline 'Art is good for the heart!' are visible at the top of the page.

If you are logged in the system displays the number of classes in your Shopping Cart for which you have not yet completed registration.

Select "Complete Registration" to finish shopping and go back to Cart and to finish registration.

7.) Finish Registration - Enter Payment Details

Please enter your credit card information. The card holder name does not need to be the primary User of the account, but it must match the name on the credit card being used. We do not store your credit card information for future registrations so you must re-enter the details each time you complete a transaction.

Select "Finish" and you will be registered! Look for an email confirming your registration. Call the office at (973) 377-2848 if you do not receive the confirmation email within one business day.

Creative Hands Art Studio & Atelier
Art is good for the heart!

Home Classes My Schedule My Profile Services About Us Map Logout

Search:
[Search by Date](#)
[Advanced Search](#)

Selected Classes = 1

Programs

- Adult
- Children
- Teen
- Youth

[Creative Hands](#)

Complete Registration

Pay Now and Register

If you would like to pay now, please enter the credit card details below and click on Finish button.

Total Fees : \$245.00

Card Holder Name :

Card Number :
(Enter the number without any spaces or any other special characters such as comma(,), hyphen(-), etc)

Type : American Express **Expiration** : November 2004

Address :

City :

State : New Jersey **ZIP Code** :

Phone :
(Enter the number without any spaces or any other special characters such as comma(,), hyphen(-), etc)

We thank you for patience during our transition to onLine Registration!