

## FAQ'S/Class Policies

I am honored and tickled pink that you are joining this online class. I look forward to creating with you!

It is my goal to offer courses that are organized and presented in a user-friendly environment. The course is held in an online forum atmosphere which allows for more interaction among the students. The forum allows for social chatter, questions, and completed projects to be uploaded.

***IMPORTANT: Students are expected to have basic computer skills. Uploading photos, completing registration to the forum, posting questions, are a few things you need to feel comfortable and confident doing. Technical support on how to troubleshoot challenges related to computers and Internet connectivity is NOT part of any of the classes offered here.***



**REGISTER:** To register for a class, click the PayPal Buy Now link. This will take you to Pay Pal. \*Please make sure the email registered to your PayPal account is where your registration information will be sent.

**CONFIRMATION:** Once payment is received, you will receive a registration confirmation email within 48 hours. (Please check your Spam and Junk folders to make sure you don't miss my email.) If you do not receive a confirmation within 48 hours, please use the contact email form on my web site.

**MATERIALS LIST:** A materials list will be sent to each enrolled student with their confirmation email. This will allow plenty of time to gather supplies.

**EMAIL INVITATION:** You will also receive a second email with an invitation to join the online class group. This will be **sent two days prior to the course.**

**LOGIN & SET-UP:** Upon receiving the **second email**, you will be directed to set up your login and password. Please follow the instructions that will be sent to do this. If you have trouble logging into the classroom I will expect to be contacted immediately.

**APPROVAL:** After the login is complete, you will receive a **third email** that approves your membership into the class forum.

**SUCCESS:** After approval, you will have access to the online class group.

**REFUNDS:** Once the class forum opens no refunds will be issued.