



# *The American Sewing Expo™, Inc*

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## Tips for Online Registration

Listed here are the Steps you will find in the Online Registration form.

### Step #1

- In the Name field put your first and last name only. Use Caps for the first letter i.e. Janet Pray. The way you type your name is the way it will be displayed on your tickets.
- Take a second to double check that you have NO errors in your email address.

**Step #2** Choose Workshops for Wednesday or Thursday here (workshops to do not count toward a package).

**Step #3** Don't blow it! - You save money by choosing a package! You earn Bonuses by choosing a package!!

- Choose a package! Count the number of hours in your classes that take place on Friday, Saturday and Sunday only (NOT Wed. or Thurs.) Select the package with the number of hours that equals your selections.
- If you have one or two hours more than a specific package but less than the next size package you will add those in Step #4.

**Step #4** Pay close attention! This is where the largest numbers of errors occur.

- Only choose the General Admissions if you desire more than what is included in your package. Step #3 has them listed.
- If you choose additional General Admissions put the number of tickets in the box, NOT the dollar value.
- Individual Seminar Hours, is for those seminar hours not covered in your package. Use this field if you desire only one or two seminar hours or if you want to add one or two seminar hours to a package. Put the number of seminar hours in the box, NOT the dollar value.

**Step #5** Seminars are listed by the day they are offered. Pay close attention to the day you want to take the class.

**Step #6** Vote here for your favorite teacher at the expo. If you have not attend before and do not have a favorite just skip this step.

### Step #7

- When you have reviewed your selections submit your registration.
- Next you will see a list of your workshops and seminars. Review the list to be certain it is correct.
- Lastly, add your credit card information, click only once and wait for your confirmation. An email confirmation will also be sent to your email address within an hour of registering.

### When your tickets arrive in the mail

- Open the envelope and again review the tickets.
- Check for any supply lists or prep-work that is listed on the invoice.
- Put the tickets in an obvious and secure place!!

Now sit back, relax and plan to have the best sewing experience/vacation/fun you have ever had.

**We look forward to seeing you at the Expo!**