

Registration Instructions

You can only register for *one* person at a time. Each registrant must have a separate e-mail address.

- Complete the **Personal Information** page and click **Continue**.
 - Do **not** change the Registration Type. It defaults to DFW Fiber Fest 2024.
- On the **Registration** page, choose *all* of the classes you want to take before clicking on the **Continue** button at the bottom of the Registration page.
 - Classes are listed according to the day that classes are offered.
 - All available classes are listed on one registration page.
 - The class description is **to the left of** the Select button for the class.
 - If a class is sold out, **you will see Capacity Full where the button would be**. Please note that a class you have selected may sell out before you complete your registration. If that happens, it will not be listed on the payment page.
 - Please note that we have sessions bundles this year. Please read through the 2024RegistrationSessionBundles file ahead of time if you wish to take Denise Bell’s Fair Isle Vest 6 hour class.
 - If you need to clear a class selection:
 - If there is more than one class in the group, you can select another class in the same session group (day and time) to clear current selection.
 - If you do not want any classes in that session group (day and time), you must click the **Selected** button to unselect the class.

For example: I need to clear the selection for “Luminosity: Dyeing Silk Yarn – FM7.” So I need to click the **Selected** button next to that session.

9:30 AM-12:30 PM	Perfectly Felted Pumpkins - FM6 Joyce Hazlerig Materials Fee: \$25	\$105.00 <input type="button" value="Switch"/>
9:30 AM-12:30 PM	Luminosity: Dyeing Silk Yarn - FM7 Peggy Doney Materials Fee: \$75	\$155.00 <input checked="" type="button" value="Selected"/>

- Once you have selected all of the classes you want, you will click on **Next** to go to the Registration Summary Page.

- Once you have reviewed the Registration Summary Page, click Next to go to the DFW Fiber Fest Scholarship Fund Donation page.
 - If you choose to donate please enter a value of \$5 or more. It will be added to your total at the end. This is non-refundable.
- Once you have reviewed the Donation page, click Next to go to the Order Summary page to Submit Payment.
- Classes are not considered “yours” until you have completed the credit card information and have received a confirmation page.

§ **Registering for someone other than yourself.** If you are unable to be available to register yourself on May 18, 2024, we recommend you consider having someone register for you. Every person taking classes must be registered separately. One registration per person. *If you are registering for another person, be sure you have all of their contact information. You must register the person using their email address.*

While this is not ideal, if the person you are registering for does not have an email address (and you do not have an extra email address that can be used for them), you may use your own email address for the second registration. If you have already registered for yourself with your email address, you will be asked if you want to start a new registration. Click on “Start a new registration” and proceed to enter the new name, address and phone number. Ignore the email message you will receive from CVent about “continuing your registration”.

Note that if you use your own email address for somebody else’s registration, you will receive all future notifications related to that person’s registration. We will rely on you to pass along the information to the other person.

§ **Changes and additions to your registration.** No changes, class additions, exchanges or cancellations can be done online through the registration process. Please send email to classes@dfwfiberfest.org. Your change or class addition will be handled ASAP. A fee may be charged for changes or cancellations.

§ **Waitlist.** If the class you want is full and you still want the class, fill out the online [Waitlist Form](#) and submit it. You will be placed on the waitlist in the order that your form is received and will be notified if an opening becomes available. You will have 2 days to respond before we move on to the next person.

§ **Registration Confirmation.** When your registration is completed you will be emailed a registration confirmation. You must read and save this confirmation that is emailed to you. It contains a link to your registration record and payment as well as class homework and other important information. Let us know if you do not receive this emailed confirmation.