

# Welcome Down the Rabbit Hole!

## Here is what You Need To Know About Membership

**C**ongratulations! If you are reading this document, you are either already invited to membership OR you are on your way towards that goal and you want to learn more about it!

As a member you have great flexibility in how you access the Gyttja space, and you get to develop your ceramic skills at a lower cost.

This document contains a lot of information that you **must** review before you start working independently together with the other members. You must also read all my member emails! They are long, but contain **important information that you are required to know!**



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# Introduction

As a Gyttja member you are part of a community. Ceramics and Gyttja is like therapy for many if not all members (and for myself). So it is very important to me that Gyttja membership be a respectful, supportive, calm, and kind environment. That is why, unlike many studios, that fill membership as fast as possible with people they don't know, ALL of Gyttja's members are former students who I have spent a lot of time with in class.

Basic requirements for **new membership** include having attended **at least four, 5-week mixed-technique courses** at Gyttja. This is because even if you are obsessed by the pottery wheel, you will eventually need "clay construction" skills for building onto your thrown pieces or combining your thrown pieces. Many students decide also to take an ALL-WHEEL INTENSIVE before becoming a member, but this is optional. Please message me if you want to view a full list of requirements you must fulfill before being considered for membership. But if I was worried you were not approaching qualification, we probably would have had a discussion about this already :). **Members/students returning after a long hiatus:** If you have been away from Gyttja for 1 year or more (which is actually probably too long, but I'll keep assessing), you will need to book a self-assessment/re-education :) appointment with me, because I have noticed that members returning after a hiatus can be a bit disoriented and forget key ceramic concepts and instruction is not included in membership.

**Our base membership consists of two options (there will also be a separate summer membership option similar to the 10-week membership).** Read below and for more details on each kind of membership, including price and fees, look here: <https://www.gyttja.se/membership-plan> . This is a page only visible to members, so if you are a new member, you must register yourself at gyttja.se (scroll to end of document for instructions) and then I will grant you permission to see this page.

## 1) 10-weeks membership with fixed start/end dates.

- Visits expire at the end of the fixed period and firing overages are assessed per period.
- For membership Sept 2025-June 2026, we are experimenting with giving members access to the studio also during lov (when the studio is closed to students). If a lov falls before, during, or after your 10-week membership period, you can choose to include one of those lov in your membership. Please let me know which you want to include so I can adjust your dates.
- You must give 5 weeks notice, if you do not plan on continuing for another 10-week membership. This previously has not been important but we are reaching our membership limit and may end up with a waitlist.
- You can also purchase bonus sessions if you used up your credits from base membership. These sessions are good for one year, however, **you must have an active base membership to use them.**

<b>Member 10-week start &amp; end dates</b>	
<b>If a 10-week membership starts:</b>	<b>It ends:</b>
2025-09-03	2025-11-15
2025-10-06	2025-12-20
2025-11-16	2026-02-14
2026-01-11	2026-04-04
2026-03-02	2026-05-17
2026-04-13	2026-06-18
2026-05-18*	2026-06-18
<b>Summer membership start</b>	
2026-06-22	TBD
*5-week session	

**For 10-month members,**  
you 35 credits corresponding to my 35 week of class time  
AND  
you get extra studio access during all lov listed belwo when the studio is closed to students.

**10-week members,**  
if a lov falls directly before, during or after your membership period,  
choose one lov to include in your membership period

	<b>Membership start</b>		<b>Membership end</b>	
	<b>2025-09-03</b>	<b>Höst lov</b> 2025-10-26 to 2025-11-02	<b>2025-11-15</b>	
	<b>2025-10-06</b>	<b>Höst lov</b> 2025-10-26 to 2025-11-02	<b>2025-12-20</b>	<b>Jul lov</b> 2025-12-21 to 2026-01-10
	<b>2025-11-16</b>	<b>Jul lov</b> 2025-12-21 to 2026-01-10	<b>2026-02-14</b>	<b>Sport lov</b> 2026-02-15 to 2026-03-01
<b>Jul lov</b> 2025-12-21 to 2026-01-10	<b>2026-01-11</b>	<b>Sport lov</b> 2026-02-15 to 2026-03-01	<b>2026-04-04</b>	
<b>Sport lov</b> 2026-02-15 to 2026-03-01	<b>2026-03-02</b>	<b>Påsklov</b> 2026-04-05 to 2026-04-12	<b>2026-05-17</b>	
<b>Påsklov</b> 2026-04-05 to 2026-04-12	<b>2026-04-13</b>		<b>2026-06-18</b>	
	<b>2026-05-18*</b>		<b>2026-06-18</b>	
*5-week session				

## 2) Available once a year! 10-month membership

You commit to membership Sept 3, 2025-June 18, 2026 (no cancellations) and automatic payments which will be withdrawn automatically monthly. Previously, I was unable to change the date on which your payment would be collected. But now, after your first payment, I can adjust the day of the month that the payment is made, so please let me know if you need this.

The benefits of 10-month membership:

- Smaller payments
- By committing to 10 months, your membership price and firing price is fixed for 10 months
- It's a little easier on the piggy bank to pay smaller monthly sums
- You get 5 extra sessions compared to the 10-week plan
- Visits expire only once a year, June 18, instead of every 10 weeks. And remember you can use more than one visit per week. That means for example, if you're super busy in September, you can come more often in November or June to make sure you use up all your visits!
- More flexibility in your firing fees. Overages are assessed only once a year rather than every 10 weeks, that means you can have more and less productive times of the year and it can even out, so you less likely to have to pay overage fees
- For membership Sept 2025-June 2026, we are experimenting with giving members access to the studio also during lov (when the studio is closed to students) 10-month members get studio access during all the lov listed in the table above (summer lov is not included)

You can also purchase bonus sessions if you used up your credits from base membership. These sessions are good for one year, however, **you must have an active base membership to use them.**

## Additional Member Benefits

**Private events:** When

- Members book a private event for themselves and at least 5 other people (I only accept private events of 6 or more people)
- Prepare their individual clay for the event
- Clean up their own workspot
- Glaze their own pieces (I will do this for your guests)

I will simply take a “member session” as payment for your spot in the private event. If you want instead to have the luxury of not preparing clay or cleaning up, then your spot in the private event will be regularly priced.

**Twice annual friends and family events!:** Cost per guest is 400 kr plus member firing fees. For this event, you prepare the clay and clean up AND YOU ARE THE TEACHER :) I think you'll see, you learn a lot from teaching! I will do a wheel demo but the hands on help will be provided by you!

**Member classes:** I will offer wheel refresher courses for members and, an ALL-WHEEL intensive 5-week course. For the **one-time refresher courses**, will be available for booking in the member calendar and **payment will consist of one member session and, because instruction is not included in membership, an additional fee for the teaching. See the 5-week course sign up page for the price of the ALL-WHEEL class.** And feel free to ask me for my lesson plan if you are thinking about joining the ALL-WHEEL class.

## Member hours

I am reducing my 5-week class hours, and the number of private events I accept (I will accept on average once a month). Members will have access to the studio during my 5-week mixed technique class hours and during fixed times outside class hours. Member hours will be as follows (unless I get a large private event booking but I won't take more than one on average per month)

- Monday, Tuesdays, Wednesdays, Thursdays 18:00-21:00
- Tuesdays, Wednesdays 12:30-15:30
- Saturdays & Sundays 8-11 and 11:00-14:00
- Saturdays 14:00-17:00
- Sometime Sundays 18:00-21:00 (this is usually when I have prova på events, about twice a month)

You will be able to view the membership calendar online. You can book a wheel or a table spot. There will be 4 wheel spots and 6 table spots available during class hours. And 7 wheel spots and 9 table spots outside of class hours! If you want to hand build and all the “table spots” are full, you can book a wheel spot and just hand-build, you don't have to use the wheel. You cannot, however, book a table spot and then use the wheel!

You can book your member hours here:

<https://www.gyttja.se/member-calendar> . This is a page only visible to members, so if you are a new member, you must register yourself at gyttja.se (scroll to end of document for instructions) and then I will grant you permission to see this page.

## Clay is Included (254 lera)!

“Unlimited” clay usage is a huge responsibility. I need you to be **even more conscientious and respectful** about clay “waste” when you are a member than when you were a student. Here is how.

- 1) Use recycled clay first. Only open a bag of new clay if the bin of recycled clay (which I will provide you with) is empty.
- 2) Plan your projects before you for example roll out a slab. Roll mindfully so as to make a slab of the size and shape that you need rather than generating a lot of scrap.
- 3) When hand building, if you generate scraps that you think you might use later, cover them with plastic (maybe even spray them) to keep them moist while you are working. If you don't plan to use those scraps, squish them up into a ball, dip them in some water, and put them in the clay box. **Don't let your scraps get dried out!** This will allow them to be “reused” (by simply re-wedging) without having to be “recycled” (i.e. fully dehydrated, rehydrated, mixed, and then wedged).
- 4) If you dreja something that dies, put it on the gips/plaster in the kiln room (to start it drying out). Almost every day, I find these collapsed pieces in the wrong place.

If you don't want to find dried up bits and sippy bits of clay in the member clay box, don't put them there ;)

## Fees for Firing

Use this link to find out what the current firing fees are

<https://www.gyttja.se/membership-plan> . This is a page only visible to members, so if you are a new member, you must register yourself at gyttja.se (scroll to end of document for instructions) and then I will grant you permission to see this page.

**I will weigh your pieces after their bisque firing when the weight of your piece will be reduced by about 30% due to the fact that the water between the particles of clay and the water bound in the particles of clay will have been driven off. Paying for bisque weight also means that you don't pay for the clay you trim away or, for example, slab scraps. The reason I don't charge for clay but charge by bisqued weight is so that you don't pay for mistakes/learning.** I don't want you to feel scared to make a mistake! AND I do the recycling for you! Lucky you! In other studios, where you buy clay and do your own recycling, you have to use your member hours for that.

**NOTE: Membership does NOT include the firing of pieces made at home or in other studios. Only pieces made in the Gyttja studio will be fired in the studio.**

**Remember: The thinner you make your pieces, the cheaper they will be to fire!** It was weight-based firing fees that finally motivated me to get really good and thorough at trimming. But you can also work on making you pinched and coiled pieces thinner! And when you make sculptures, make sure to make them hollow or carve out excess clay. In any

case you shouldn't make anything more than 2 cm due to drying and shrinking they will probably crack and/or I won't be able to judge if they are dry and they'll explode the kiln.

There is a firing "limit" for each type of membership. If you exceed your firing limit and want to keep making more, 1. permission to exceed the limit will have to be granted by me (based on whether I and the studio can handle the volume... so far so good) 2. To be fair to other members and depending on my ability to handle the firing volume, I may have to prioritize (in terms of firing order) the firing of pieces produced by members who have not exceeded their limit. 3. The firing charge will double once a member has exceeded their limit.

**NOTE: Because of the way our kiln has to be stacked, firing very large pieces or large flat pieces greatly reduces the number of other pieces I can fit in the kiln, therefore, you may have to wait longer for your large flat pieces to be fired.**

### **Clay is included in membership!**

Lera 254, glaze, engobes, basic tools, and shelf space are included in the membership price, instruction is not. Responsible clay use/recycling practices are a requirement of membership!

## **Billing**

Base membership must be purchased directly through the website and at designated times. You can purchase and use bonus sessions online whenever you'd like. This will help you spread out the costs. **Bonus sessions will be valid for one year from their purchase date BUT you must have an active membership to use them.** Firing fees will be charged by faktura when your charges exceed 1000 kr. If your firing fees don't reach 1000 kr, then I will send a faktura when your firing is complete after your 10-month membership or 10-week membership is expired.

## **Tools**

Most studios with memberships (and even some classes) require that you have your own set of tools. I will provide several sets of basic ceramic tools like you see here (and scoring ribs):

But you should purchase your own tools (and apron) including tools for your special area of interest, for example rubber ribs, fancy sponges, or special trimming tools if you love drejning. All the tools in the studio that are not in this basic tool set, are my personal tools that I have been allowing everyone to use :) I may reclaim them for myself at some point.



Please don't buy your tools from Amazon. Due to Amazon, it is getting increasingly difficult to buy high quality tools. One of my favorite tool companies just went out of business. Instead support a Swedish ceramics supply company. I morally recommend that you purchase your tools from one of the companies below. Unfortunately, even from the companies below, it is hard to get a good tool because they have to compete with the price point of shitty tools on Amazon and they have therefore also started stocking cheap tools. But fight the good fight with me.

<https://seemann.nu/> You can go to their physical store on Kungsholmen! Which is really fun!

<https://www.art4fun.se/>

<https://www.cebex.se/>

## Firing/Glazing

In the 5-week course, I complete everyone's bisque firing by week 5. For members, your pieces will be fired on more of a "rolling" basis. You should glaze that way too. When a piece is bisque fired, glaze it. One advantage of glazing on a rolling basis, is that you can test a glaze combo before you apply it to all your pieces. You can also make sample tiles to test the color combos you think you might like. If you make them like I do and they can be squeezed between other pieces during firing, they won't count towards your firing limit and I won't charge a firing fee for them. **NOTE: Members are not permitted to glaze on class glaze day.**

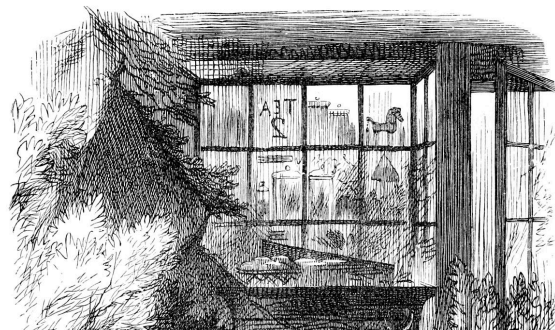


## Clay and Glaze

Several people have asked if they can purchase their own clays and glazes. There is no short answer :)

You must send me links to everything before you make a purchase. We use stoneware clay and glaze-fire up to 1260 C. Some clays will become a liquid puddle at that temperature and ruin the kiln. Some glazes will run down off the sides of your pieces at that temperature and ruin our kiln shelves. **So your selections MUST be pre-approved by me.** Keep in mind that glazes will look different on different clays.

This may change in the future, but for now I will only allow Lera 254 for drejning. You can, however, purchase a different clay for hand building. If you want to do this, you will also



need to provide a bucket as this will complicate cleaning practices. You will find brown and black clays make a much bigger mess, are harder to clean, and can easily contaminate lighter clays. I will not allow an alternate clay for drejning at this time because wet clay recycling and cleaning (from drejning) takes up a lot of space and greatly increases my workload.

## **Time Management**

You will be more independent now. That means managing your time as well as your clay. EVERYONE should start cleaning up AT LEAST 15 minutes before class ends, even if you are hand building. In that time, clean up your own spot AND THEN with the time you have left over (say your personal clean up took just 10 minutes, then you have 5 minutes left over) you should clean something for the greater good :). If every member gave 5 minute for the greater good each week, this place would be spotless! The studio is your home now :) not your hotel room, so take care of it. If you find yourself with extra time, look around a ceramic studio, you can always find something to clean :)

You also may have noticed that I have trouble setting limits and I don't like rushing people. But I do have a family and responsibilities at home as well. For Gyttja to continue to exist, the business needs to be sustainable. I can't burn out! If I do, I'll still have all the studio bills to pay! So please help by keeping an eye on the clock so that we can all leave on time.

# Member Responsibilities!

Among other things, it is your responsibility as a member to:

- Read this document thoroughly
- Read my e-mails
- Water management (This document describes what you need to do <https://docs.google.com/document/d/12QWfjRFVNguyvfegW4KjNsdBUhDiaK32gnBFHtiRRvU/edit?usp=sharing> )
- Clean up after yourself
- Be responsible with your clay scraps to assist in the recycling process
- Wipe down your shelf every 5 weeks to reduce unsafe dust in the air
- Clean for the common good at least 5 minutes per session!

## Ending Your Membership

**WHEN:** If you decide you won't be continuing your membership for another 10 weeks, the latest you should let me know is 5 weeks before your membership ends. That is when students will start asking me about transition to membership so I need to know how many member spots are available. We aren't in this position yet, but eventually we will have a waiting list for membership.

**GLAZING:** If you plan on ending your membership, I'll need time to get all your pieces dried and bisque fired. So you should save at least one member session for glazing your pieces during the following session! If you have been very productive or have been putting off your glazing ;) you may need to save two. This is the only case in which you can "carry" your base sessions over to another period. And in fact you can't really "carry" them over in the WIX system, so you'll just let me know when you plan on coming to glaze :).

You can see what I have bisque fired here

<https://docs.google.com/spreadsheets/d/19FuRcBM3Al4wjUXptvxl0b0ggj57QMHI61LWMDJqcL0/edit?gid=0#gid=0> on the Fired Pieces tab. And when I think I've fired all your pieces, I will message you.

A couple people have forgotten to save a credit for glazing and have asked if they can buy a one time session. I don't sell sessions one at a time, but you can buy "bonus sessions" four at a time. And those sessions are good for 365 days. So if you return to membership, within a year, you'll be able to use the rest of them.

Normally, the bonus sessions have to be used with an active base membership, but the exception to that rule is that you can use one or two just for glazing. In order to make new things using your bonus sessions, you must have an active base membership. The bonus sessions are at a lower per hour cost and the idea here is that it is "bulk pricing." That is why they, with the exception of glazing, must be used with an active base membership.

**UNGLAZED PIECES AND TOOLS:** You are always VERY welcome back. We miss you when you're gone! But since there are times that someone's short break from the studio has become 6-12 or even longer, I ask you to either glaze all your pieces before you go (in the way described above) OR take your unfinished bisque-fired pieces home with you to glaze when you return. ALSO take your tools home with you until you come back. I have literally hung on to peoples tools for years for people who say they want to come back! And we just don't have the space for this. It also makes it hard for me to see how much space we have available for new members. AND fewer objects on shelves makes cleaning easier.

**ZEROING OUT MEMBER FIRING CHARGES:** Normally, I generate an invoice for firing charges when your charges reach about 1000 kr. But I recently started also sending an invoice for firing charges when someone takes a break from membership because I noticed that, for example, one person has been wanting to come back but hasn't managed and I have pending firing charges for her from almost a year ago.

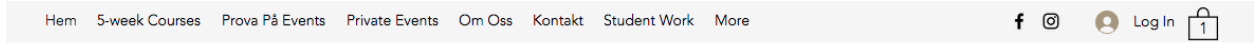
Please let me know if you have questions!



# Accessing and Using Member Pages

## Viewing Members Only Pages

1. Click “Log in.”



## Welcome to Gyttja!

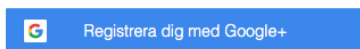
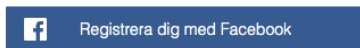
Gyttja Keramik är en mysig keramikverkstad i Blackeberg, Bromma.



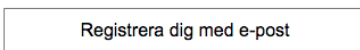
2. Create an account on Gyttja.se.

## Registrera

Redan medlem? [Logga in](#)



eller



Gå med i den här hemsidans verksamhet. [Läs mer](#)

2. Wait for me to assign you the “permissions” to see the hidden pages. Once I have assigned you permission, you will be able to view the pages “Membership” and “Membership Calendar.”

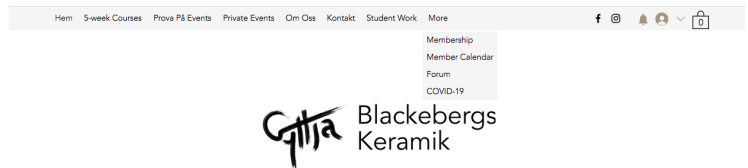
# Signing Up For Membership

1. Once you have created a log-in for the website, and I have assigned you permission to view the hidden pages, log in.
2. Click “more” to view the hidden pages and then click “Membership”
3. On this page, you can purchase your membership and bonus sessions.

**Please note:** Your membership plan confirmation e-mail will almost always have the wrong expiration date. **You don't need to worry.** Once that membership period begins, **I will correct everyone's dates manually** to match the dates in the 10-month membership description or the “Member 10-week start & end dates” table (which you can find on the membership page).

**I have to do this manually** because the WIX booking system is not graceful. I have to MAKE it work for us :). For example, for a 10-week membership, **WIX will automatically** start your membership period on the day you buy the plan and it will give you 10 "consecutive weeks." But with Gyttja membership, studio breaks are NOT counted towards your 10-weeks, so **I have to make a manual correction.** In other words, if you buy membership that is meant to start 2024-01-12 and ends 2024-04-06 that's 12 consecutive weeks because Gyttja is closed for 2 weeks in Feb 2025.

Once your membership period has started (according to the “Member 10-week start & end dates” table), you can double check that I manually updated your expiration date correctly. See the **Checking Your Membership Expiration Date** section of this document for instructions.




Welcome to Gyttja!

Hi all!

Welcome back! I'm so excited to see you all again! I hope you had a fantastic summer!

Membership will start up again August 20th! So soon! You can purchase membership below. You can book your sessions [here](#). There have been some changes. Please always keep up to date on the [membership document](#) for full membership details and rules! I have also prepared a document that highlights [changes to the membership](#).

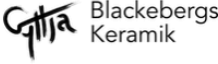
Please text me at 0724030239 if you have any technical issues or questions!



Base Membership: 10 MONTHS, 36 sessions kr 1 149 Vår månad SESSIONS VALID UNTIL JUNE 19TH 2024! Giltigt 10 månader Select	Base Membership: 10 WEEKS, 9 Sessions kr 3 285 SESSIONS VALID ONLY WITHIN 10-WEEK MEMBERSHIP PERIOD. Fixed 10-week start & end dates. Giltigt 10 veckor Select	4 Bonus Sessions kr 1 000 SESSIONS VALID FOR 1 YEAR! Active base membership plan required to use Bonus Sessions. Giltigt 1 år Select
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# Booking Your Member Sessions

1. After you have purchased your membership you will be able to view upcoming member sessions on the member calendar




## BOOK YOUR STUDIO TIMES

Give the site a second, the calendar below can take some time to load.

You can book a wheel spot or a table spot. If all the "table spots" are full, book a wheel spot (you don't have to use the wheel). But you can not book a table spot and expect to use the wheel.

Please text me if you have trouble booking so I can try to trouble shoot the issue 0724030239.

If you want to add bonus sessions to your membership, [click here](#). You can add them at any point and now they are valid for 1 year (but you must have an active base membership to use them)!



< augusti 2023 >						
mån	tis	ons	tors	fre	lör	sön
21	22	23	24	25	26	27
18:00 Wheel spot 2 h 30 min. 3 plattor kvar <a href="#">Boka</a>	12:00 Wheel spot 2 h 30 min. 3 plattor kvar <a href="#">Boka</a>	18:00 Wheel spot 2 h 30 min. 3 plattor kvar <a href="#">Boka</a>	18:00 Wheel spot 2 h 30 min. 3 plattor kvar <a href="#">Boka</a>			11:00 Wheel spot 2 h 30 min. 3 plattor kvar <a href="#">Boka</a>
18:00 Table spot	12:00 Table spot	18:00 Table spot	18:00 Table spot			11:00 Table spot

2. Choose your date and time and whether you want a wheel or table spot and click "Boka nu." If all the spots are full you'll see a "Väntelista" button. You can join the "väntelista" if you use the Wix app.

If all the table spots are full, you can book a "wheel spot" and do hand building instead. But you can't book a table spot and then expect to use the wheel :) since this is a finite resource.

3. NOTE: You will not be able to book member sessions until you have purchased membership
4. If your booking has gone through, you will be taken to a screen like this. If you are not taken to a screen like this, you are not booked

Utmärkt, du är inbokad!

Ett bekräftelse mejl är på väg till dig.

<p style="font-size: 2em; margin: 0;">23</p> <p style="margin: 0;">maj</p> <p style="margin: 0;"><small>mån 18:00</small></p>	<p>TEST</p> <p>Caitlin Rathburn</p> <p>2 timmar 30 min.</p> <p>Björmsongatan 199, 168 44 Bromma, Sweden</p> <p>TEST membership</p> <p><small>Kvarvarande sessioner: 11/12</small></p> <p><small>Giltig tills den: 05 sep 2022</small></p> <p style="text-align: center;"><a href="#">Lägg till i min Google-kalender</a></p>
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## Canceling/Changing Your Booked Member Session

There is no penalty for switching but please be respectful of the other studio members. Only book spots you have good reason to believe you will be able to come to! I know that sometimes life happens at the last minute, but you if need to cancel a session please do so as soon as you can so another member can use that time!

1. Log in and click my bookings



Profile

My Wallet

My Orders

My Addresses

My Subscriptions

My Bookings

My Account

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Log Out

2. Click “Avbryt” to cancel your booking or “Omboka” to change your booking. You will not lose your credits unless the member hours have already started.

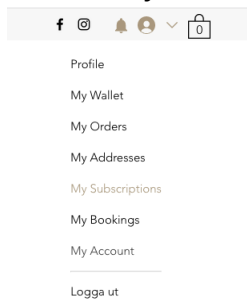
## Checking Your Membership Expiration Date

There are two reasons that membership sessions expire (this has not been an issue thus far, but as we accept more members, it will become one) .

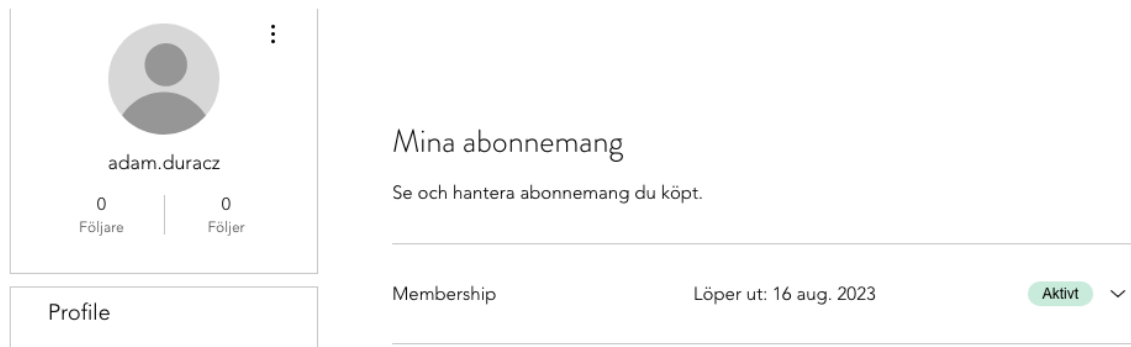
1. There is limited shelf space in the member space (and no wall space to add more shelves). If member sessions didn't expire, shelf space would not get freed up for new members and this would affect my ability to sustain the business.
2. I want the studio to be comfortable for you all and I don't want you to feel stressed over whether or not you will be able to get a spot when you want one (this is also why I have the online booking system). If sessions didn't expire, I wouldn't be able to assess how many people might be using the space and how many member sessions there should be per week.

To check the expiration date of your membership at any time:

1. Log in
2. Click on my subscriptions



3. Here you'll see the expiration date is August 16

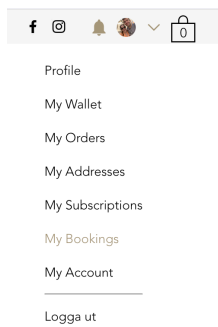


Please note: Your membership plan confirmation e-mail will almost always have the wrong expiration date. You don't need to worry. I will correct everyone's dates manually. Once your membership period has started (according to the "Member 10-week start & end dates" table), you can double check that I manually updated your expiration date correctly. See the Checking Your Membership Expiration Date section of this document for instructions.

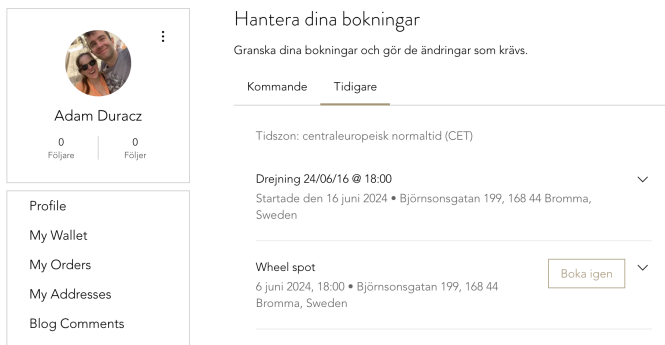
## Checking how many session you have remaining in you 10-month membership

Unfortunately, WIX functionality doesn't really allow for the kind of flexible monthly memberships that we want for Gyttja. This means that for the 10-month membership, your number of credits will automatically return to your 10-month total each month. To check how many credits you have actually used:

1. Log in
2. Click "My Bookings"



3. Click count your kommande booking and click "Tidigare" to see your booking up to this date.



4. And then you will, unfortunately, need to count manually



# Gyttja Electronic Lock (Yale Doorman)

This document contains instructions for signing up for and using the electronic lock for the Björnongsgatan 199 entrance door.

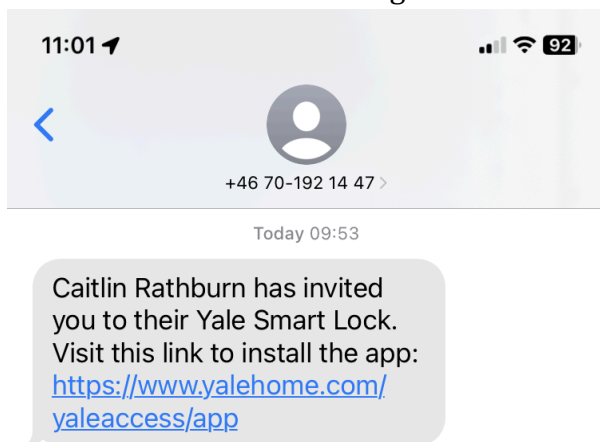
**IN CASE OF EMERGENCY** If at any point you are not able to unlock or lock the door despite trying the instructions in this document, please call one of the following:

1. Me: 072 403 02 39
2. Adam (my husband): 072 401 13 11
3. Jan (my brother in law): 072 403 37 37

**YOU NEED TO PUSH THE DOOR** The Gyttja front door, though beautiful, is a little warped by age and, to successfully lock the door you will need to push it in to make the lock's bolt (regel) and bracket (slutbleck) align properly. It might not be enough to just close the door. To lock the door from the outside, you might need to lean against it with your hip while the door is locking, and give it a little push until you hear it latch. To lock it from the inside, you might need to pull on the handle while the door is locking. The lock will tell you (yes, it speaks) what is wrong if it fails to successfully lock the door.

## Sign-Up

1. You will receive a text message with an invitation that looks like this:



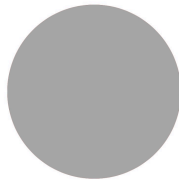
2. Follow the link and scroll down to the app store links, choose the app store link corresponding to your phone's operating system (Apple or Google), and install the Yale Access app on your phone.
3. Open up the Yale Access app.
  - a. The app uses Bluetooth to communicate with the lock, so to use the app you will need to allow it to use Bluetooth on your phone.
  - b. Create an account in the app. Be sure to register with the same phone number as the one where you received the invitation text message.

As part of the account verification process, you will be sent an email and a text message, each with a verification code to enter in the app. These verification emails sometimes get stuck in the spam, so if you don't receive the email be sure to check your email provider's spam filter.

4. Once you log in with your account, there will be a screen where it says "Keychain" at the top and, below that text, you should see a photo with the studio on it, and the text "Gyttja Keramik". Click on that, and you should see the following.



FRONT DOOR



NEXT ACCESS  
M, TU, W, SU  
10:30 TO 21:00



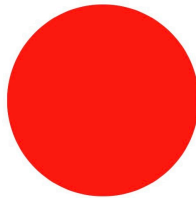
**NOTE:** the "NEXT ACCESS" text may vary, and does not correspond to the actual member hours. Due to a technical limitation in the Yale Access app, it is not possible to set specific access hours for each day, so these hours are set to ensure that, whenever there are member hours, you will be able to unlock the front door.

## Unlocking and locking the door

1. During member hours and when you are standing next to the door, the screen will look something like this. The red color means that the door is *locked*.



FRONT DOOR



Closed | Locked



2. To unlock the door, press the red button. Depending on what type of phone you have you will be asked to identify yourself, for example like this using Touch ID on an iPhone:

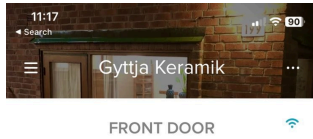


FRONT DOOR



Closed | Unlocked

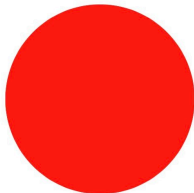
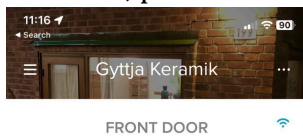
3. Once you have identified yourself, the door will unlock and the button will turn green:



Closed | Unlocked



4. To lock it, press inside the green circle and wait for the circle to turn into a red disc:



Closed | Locked

