

HOW TO REGISTER FOR ONLINE CLASSES AND WORKSHOPS

Updated as of April 8, 2021

Registering For In-Studio and Live-Stream Open Classes

1. [Login to your student account](#) or [create a new account](#).
2. The "Class Schedule" page will appear with a list of all open classes and workshops available for registration. Class registration is only available seven days before the class date. "Drop In" in gray letters in the "REG" column indicates a class open for registration.

Don't see "Drop In"? Be sure to buy online class credits first. "BUY CLASS CREDIT" links are at the top of the page or you can click on "Buy Class Credits" from the navigation panel on the left side of the page.
3. Once you have purchased class credits, click the word "Drop In" to register. A message will appear notifying you that your registration is final and nonrefundable. Please read this message carefully and then click "OK".
4. A green check mark in the "REG" column shows the class(es) you are signed up to attend. This will stay GREEN. You can also see your registered classes by going to the "TWSB for Adults" tab, then "My Account".
5. You will receive an email from "TWSB Joe Frontdesk" with the subject line "Class Reservation Confirmation" that confirms your purchase and shares Zoom information needed to join the class.

Registering For In-Studio and Online Workshops

1. [Login to your student account](#) or [create a new account](#).
2. Select the "Class Schedule" tab on the left-hand side.
3. There you will see a list of all virtual, open classes and workshops available for registration.. "ENROLL" in green letters in the "Status" column indicates a workshop is open for enrollment.
4. To learn more about the workshop and register, click the word "ENROLL".
5. After clicking, you will be taken to a page to view the full workshop details. To register, click "Enroll Now" at the top right.

5. You can see your registered classes and workshops by going to the "TWSB for Adults" tab, then "My Account". On the "Class Schedule" page, you will also see "ENR" in the "REG" column for workshops you have joined.

6. You will receive an email from "TWSB Joe Frontdesk" with the subject line "Class Reservation Confirmation" that confirms your purchase and shares Zoom information needed to join the class.

Registration will remain open 20 minutes prior to a class or program. All class and program registrations are final. Changes to your open class registrations will only be accepted up to one hour prior to the start of the class. To request changes, email [Kourtney Ginn](#).