

DETAILED REGISTRATION INSTRUCTIONS - TQSPIRIT

STEP 1 – CREATE AN ACCOUNT:

After you have browsed the site, you can click here and go to the **LOGIN-CREATE** page. Just three simple steps.

1 – Fill out your First and Last Name

2 – Email Address

3 – Create your password

- After you Create Account you will receive an email confirming your account. **You don't need to wait for this email.** You can continue the registration process right away.
- Don't forget to record the email address you used and password you created. You will need it anytime you want to access student information on the site.

STEP 2: YOUR STUDENT PROFILE

- You will automatically be taken to your **STUDENT PROFILE** where there are questions that you are required to answer before checking in and checking out with your payment.
- Why all the Questions? We are a Tai Chi & Health Qigong School and we want to know a little more about our students and their tai chi or qigong experience.
- **Any question with an *Asterisk is required.**

STEP 3: HOW TO REGISTER FOR THE CLASSES AND VIDEOS

- Once you have successfully created your **STUDENT PROFILE**, please browse to the first course in you wish to purchase.
- Videos should be purchased at the time of registration. But, if you forget, or want to register at a later date, you can go to the ADD-ON page and purchase at that time.

STEP 4: ADDING CLASSES TO YOUR CART

SELECT CLASS OR COMBO	<input type="text" value="Choose an option"/>
SELECT CLASS TYPE	<input type="text" value="Choose an option"/>
IN-PERSON / ON-ZOOM	<input type="text" value="Choose an option"/>

- In order to complete the Checkout process you'll need to be logged in to the site.
 - If you didn't login first, you'll be prompted to do so.
 - If you haven't created an account on the site yet, please refer to the earlier instructions on how to create a new account on our site.
- Add your classes to the Cart.
 - You want to click on the drop-down boxes to select the one class or any of the COMBO options.
 - Some classes offer a one-time drop-in, or a 4 pack.
 - When you click on Regular classes you are signing up for the full set of classes in the session.
 - Add-ons:
 - Some classes have Add-Ons such as Video Options
 - Don't forget about your Video Options, where applicable. Videos will be available in some classes and are an excellent way to review the movements and practice. Videos are only available to fully registered students. They are not available to drop-in students or those purchasing a 4-pack.
- Click on ADD TO CART and you will see a window pop open with that class options.
 - Then you can continue to Shop for more classes.
- Once you have all your classes and video options in your Cart, you can VIEW CART.
- When you are satisfied with your purchase choices you can continue to CHECKOUT

STEP 5: CHECKOUT PROCESS

- Once you have finalized YOUR CART then you will get emailed a copy of what you have purchased plus the Zoom Links for your classes.
- You can sign up for Zoom right away. Click on the link!

STEP 6: ZOOM LINKS – EVERY STUDENT NEEDS ONE

- Not all classes have both Zoom and In-Person options. For those classes that do, all students signing up for that class are required to register on Zoom, just in case it becomes necessary.
- All IN-PERSON students are required to register on Zoom JUST IN CASE you want or need to take a class on Zoom (depending on the class and if it is available).
- Please click on the link and register ON ZOOM for all your chosen classes. Once registered on Zoom you will receive your Meeting ID and Password. Please keep your Meeting ID and Password handy so that you can easily access it when required.

STEP 7: PAYMENT OF FEES:

This is your final step in the registration process. **There are three options to pay for your student fees.**

- **By INTERAC E-Transfer**, through your bank. You will get details when you finalize your Cart.
- **By Cheque**, by sending it in the mail. The Mail Address will be available when you finalize your Cart.
- **By Cash**, with exact change only, when attending In-Person only.
- Sorry, payment by Credit or Debit is NOT available at this time.