Steps for Registering

1. From the *Class Descriptions* page choose the classes and crops you want – remember you can view them by Date, Category, or Sponsor.
2. Click on the green "Add to Cart" button to purchase your ticket for each class.
3. Click "Continue Shopping" to add more classes to your schedule
4. You'll see that any show specials you've qualified for will be listed on your schedule at no charge
5. When you have selected all the classes and crops you want, Click "Proceed to Checkout"
6. You'll be taken to the "Login" page to enter your information.
   a. *Note: The first time you login to this registration system you will need to create a user profile.*
7. Click on the blue "Register" button to create your login.
8. Fill in information: First Name, Last Name, Address, City, Country, State/Province/Region, Zip/Postal Code, and Telephone.
9. Type in Email Address. Type it a second time to confirm it was typed correctly.
   a. *Note: You MUST use a valid email address as this is how you'll receive your Vendor Faire Passes and class/crop tickets.*
10. Type password. Type it a second time to confirm it was typed correctly.
11. Answer questions regarding how you heard about the event, if you've attended a CK Scrapbook Convention before, if you have special needs, provide a promotional code if you have one, specify if you subscribe to Creating Keepsakes and/or Paper Crafts magazines, and tell us which scrapbook stores you shop at.
12. Click on Register.
    a. *Note: If any required fields are left blank you will receive a message in red specifying the field you need to provide.*
13. You will be returned to your shopping cart page – Click "Proceed to Checkout" again
14. You will be taken to a "Manage Addresses" page to confirm your email and physical addresses
    a. *Note: Make sure that your information has been entered correctly as this is how you will receive all of your event related updates and information.*
    b. Click "Edit" to make any changes.
15. If everything is accurate, Click "Continue to Checkout"
16. Enter your payment information and Click "Place Order"
    a. *Note: As with all Shopping Cart purchases, in this registration system ALL purchases are final and no modifications or cancellations can be made once the purchase is complete.*
17. Your registration is complete!
18. **IMPORTANT: PRINT YOUR TICKETS** – a link to your event tickets is included in your confirmation email. Print these tickets and bring them to the event in order to gain admission to your classes and activities.

Steps for Logging In (once you've created your initial User Profile)

1. Click on Login, either in the menu in the upper right corner.
    a. Choosing this option takes you to the Login window.
    b. Type your email address in the Username box.
    c. Type your password.
    d. Click Login.
2. OR from the Shopping Cart, follow the steps above (a-d).
3. If you have forgotten your password, click on the Forgot Password? button.
    a. Clicking on the Forgot Password button sends an email to the email address you registered with.
    b. If you do not receive an email, you can contact customer service to have your password reset by sending an email to events.info@creatingkeepsakes.com.
4. You can select the option "Remember me on this computer" and then you will not need to type your username (email address) and password and can just click on Login.