

# GENERAL SIGN UP AND PAYMENT INSTRUCTIONS

1. Access [www.curtanna.com](http://www.curtanna.com)
2. Scroll down to find the PARTICIPANTS box and click on FIND A CLASS
3. Type in the venue's zipcode and click on FIND
4. Select your desired class (Example: Thursdays at 3:45PM)
5. Select desired class and click on REGISTER
6. Register and Login
  - New to Curtanna? : Use the REGISTRATION form on the right of the screen
  - Already registered? : Use the LOGIN form on the left of the screen
7. Sign up your participant to class

## First-time/NEW CURTANNA participants:

- a) Create a participant (if needed):
  - i. Click on **+ Add Participant**
  - ii. Fill in the form and click on **CREATE**
  - iii. Repeat steps i and ii above for every participant you want to create
- b) Select a participant and sign him/her up to class (a MASK is required):
  - i. Click on **PURCHASE MASK** at the right of participant's name
  - ii. Choose between red or blue mask by clicking on ADD TO CART
  - iii. Click on CART at the top of the screen
  - iv. Confirm quantity and address are correct. Click on CHECKOUT
  - v. Click on + Add a credit card (bottom of the screen) and fill in the form
  - vi. In ORDER SUMMARY box, choose option "Pick-up at Curtanna's - \$0"
  - vii. Go to bottom of ORDER SUMMARY box and click on **Place order**
  - viii. Your participant will be added to the class list (Step 1)
  - ix. Repeat steps i to viii above for every NEW participant you want to sign up

## Previous CURTANNA participants:

- a) Select a participant to sign up to class:
  - i. Click on the circle in the SELECT column
  - ii. Your participant will be added to the class list (Step 1)
  - iii. Repeat steps i and ii above for every NEW participant you want to sign up

8. You will receive a confirmation e-mail stating that participant's SIGN-UP is complete. Show it to school/club when paying.
9. Once your school/club confirms payment, you will receive a 2nd confirmation email