

## HOW TO REGISTER AT THE UC SAN DIEGO CRAFT CENTER

Before you can register for the program of your choice, you must **"Sign Up"** to become a Craft Center member with a profile.

**STEP 1:** From the Craft Center website [craftcenter.ucsd.edu](http://craftcenter.ucsd.edu), select the **"Schedule & Registration"** button. You will be re-directed to the Craft Center Member Portal.

**STEP 2:** Once at the Craft Center Member Portal, select the **"Sign In"** button located on the top right corner of the page.

**STEP 3:** The process will ask you to **enter a first and last name, email address, and password**. UCSD affiliates should enter their Student or Employee ID; Community members can leave the box empty.

UCSD retirees and alumni should contact the administrative office at the Craft Center to get the discounted rates.

**STEP 4:** Once your profile has been created, you will receive a confirmation email.

**Please note: Membership activation can take up to 24 hours.**

**STEP 5:** You will receive a second email confirming membership activation, after which you will be able to sign in to the member portal to register for classes or open studio, view your registrations, billing, studio reservations, etc.

**This step is necessary to ensure campus affiliates can access registration discounts.**