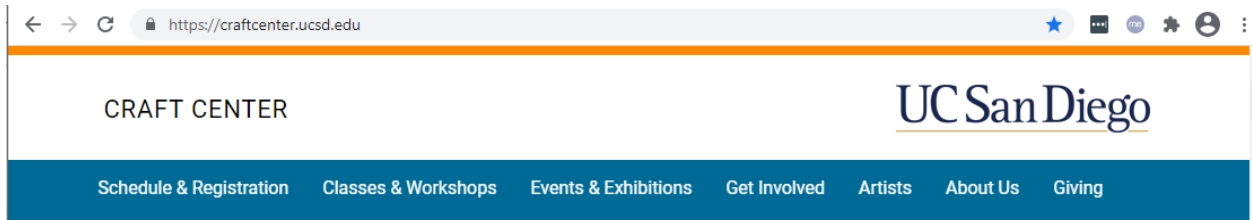


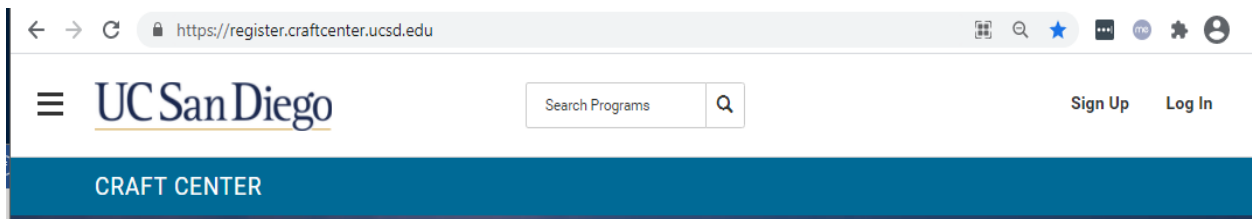
## How to register for the Craft Center programs

Before patrons will be able to register for the programs of their choice, they must sign up to become the Craft Center members by creating their profile. There are two ways to do this.

1. The first one: Go to the UC San Diego Craft Center website using link <https://craftcenter.ucsd.edu/> and select “Schedule & Registration” button. You will be redirected to the Craft Center online Member Portal.



2. The second way: Go straight to the Craft Center online Member Portal at <https://register.craftcenter.ucsd.edu/>



3. By clicking on the “Sign Up” button at the right top corner, you will be redirected to the registration form to create your profile:

A screenshot of a web browser showing the UC San Diego Craft Center registration form. The address bar displays 'https://register.craftcenter.ucsd.edu/Account/Register'. The page features a dark blue header with the 'CRAFT CENTER' logo on the left. The main content area includes the 'UC San Diego' logo, a search bar labeled 'Search Programs', and 'Sign Up' and 'Log In' buttons on the right. Below the header is a form titled 'Register' with the subtitle 'Create a new user account'. The form contains several input fields: 'Name\*' (split into 'First Name' and 'Last Name'), 'Desired Username\*', 'Password\*', 'Confirm Password\*', 'Email Address\*', 'Member Information' (with 'ID Number' field), 'Date Of Birth\*' (with three dropdown menus), and 'Gender\*'. There are two blue boxes with error messages: one for 'Personal Requirements' stating 'Must not contain username' and one for 'Member Information' stating 'Student should enter PID, Faculty/Staff should enter UC Path EMPLID, Community Members leave blank'.

**Note:** “Member Information” field on the Registration form requires either a student ID or a UC Path Employee ID that can be found in the UC Path personal profile. Community members should leave “Member Information” field blank.

4. After the required information is submitted, you will receive the registration confirmation email and an activation email.

## Registration Successful

### Your account was created successfully

#### Step 1: Activate Your Account

Before you can use your account it **must be activated**. Instructions on how to activate your account have been emailed to you. Please **check your email** and follow the instructions to activate your account.

**Note:**

- Email delivery can be delayed by several minutes
- Check your junk or spam folder or filter if you do not receive this email

#### Step 2: Sign In

Once you've successfully activated your account you will be able to sign in and begin using your account.

[Log In](#)

### Your account has been created!

Hello Johnny Bebad,

Welcome to the UC San Diego Craft Center online member portal!

You can activate your account using the link below.

[ACTIVATE MY ACCOUNT](#)

- or -

Copy and paste the following URL into your browser.

<https://register.craftcenter.ucsd.edu/Account/ActivateAccount?id=3d8dad77-fab3-4c18-976d-70999664d7cc>

**Note:** Your account must be activated within 7 days.

If you have received this email in error, you do not need to take any action to cancel the account. The account will not be activated, and you will not receive any further emails.

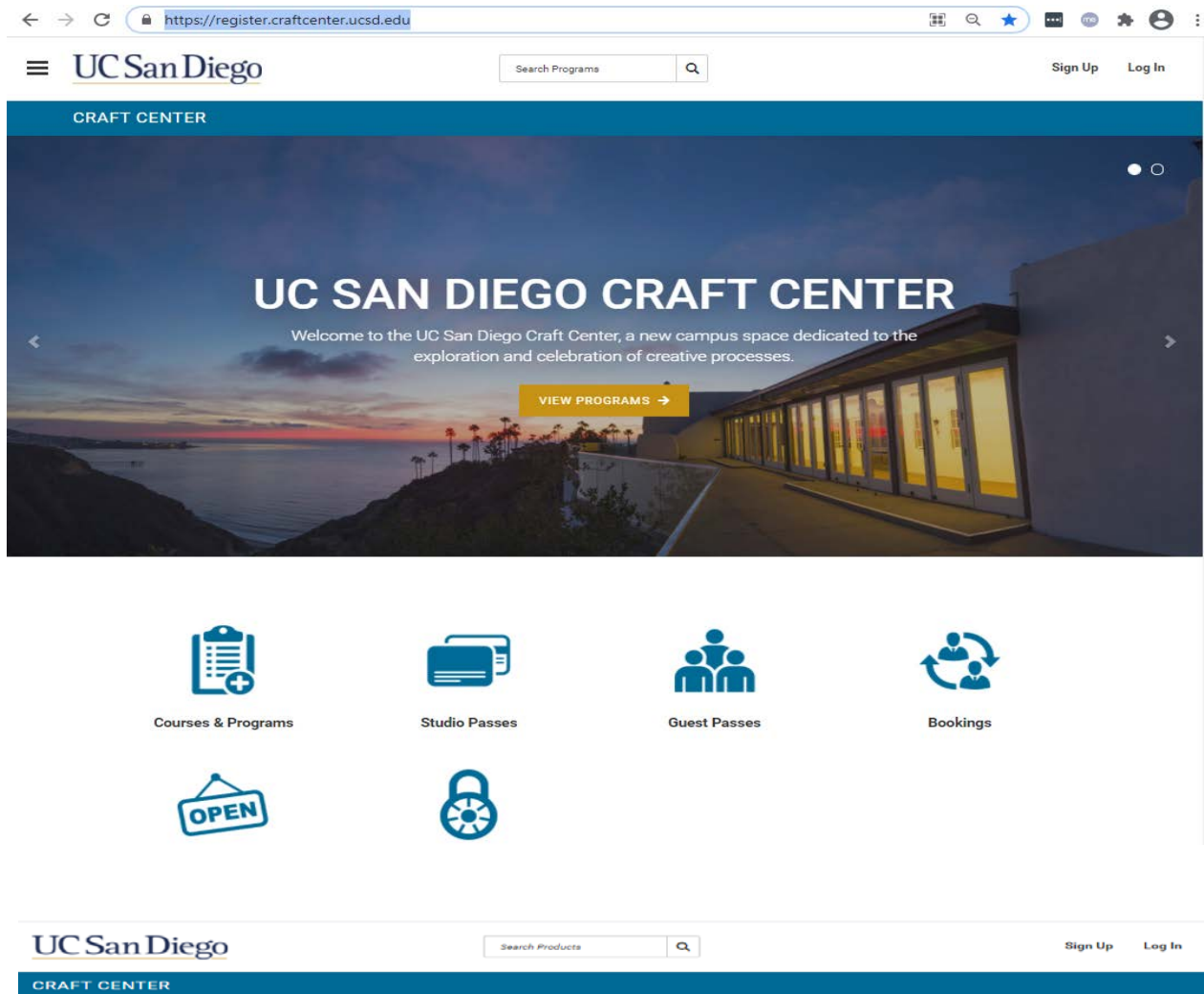
Thank you,  
UC San Diego Craft Center

5. After the new Craft Center member activates their account, it will require 24-hours to have the correct membership assigned as a Student, or Faculty/Staff, or Community member.

**Note:** *The new Craft Center members should sign up for the Craft Center membership at least three days prior to registering for the programs of their choice in order to receive the discounted rates, which apply to their type of membership.*

*Please contact [cratcenter@ucsd.edu](mailto:cratcenter@ucsd.edu) if you have been assigned to the incorrect membership type.*

6. The Craft Center programs can be viewed through the Member Portal at <https://register.craftcenter.ucsd.edu/> by clicking to “View Programs” or “Courses & Programs” icons.










## Search Programs

<b>Classification</b>
All Classifications
For The Love Of Craft Preview Event
<b>Quarter</b>
Winter 2021

Please select a classification  
or  
Search by a program name

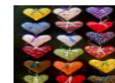
**Note:** *Currently available programs could be found by clicking on the “All Classifications” or “Quarter” selection options on the left-side bar.*

Classification	All Categories	
All Classifications		<b>Acoustic Box Bass Making Demonstration</b> How to Build a Box Bass! \$0.00
For The Love Of Craft Preview Event		<b>Box Guitar Making Demonstration</b> How do you make a box guitar? \$0.00
Quarter		<b>Cajon Drum Making Demonstration</b> Build your own cajon drum from a repurposed wooden crate and other easy-to-find materials. \$0.00
Winter 2021		<b>Flameworked Glass Art Program Promotion</b> Flameworked Glass Art Program Promotion \$0.00
Category		<b>Fused Glass Art Demonstration</b> Fused Glass Art Demonstration \$0.00
All Categories		<b>Hand-Made Instrument Performance</b> Musical Demo of Hand-Made Instruments \$0.00
On Demand		<b>Lavender Filled Sachet/ Pin Cushion</b> Surprise yourself or a loved one with a beautiful hand-sewn lavender-filled sachet! No previous sewing experience is required. \$0.00

- For the program details, click on the program’s title. Along with the program’s details, you will be given the option to register to the program using the “Program Instances” information box.

## Program Details

Lavender Filled Sachet/ Pin Cushion: \$0.00



Programs / Lavender Filled Sachet/ Pin Cushion

Instructor - Adel Szabo

### Description

It not only smells wonderful, but it is also a moth repellent. You may recycle an old shirt/blouse or a thin tea towel, instead of using a piece of new cotton fabric. Each step will be demonstrated— how to draw the heart shape onto the fabric and how to secure the fabric together with simple back stitches to keep the lavender inside. Finally, a hanging loop out of colorful ribbon or twine will be added with a tapestry needle. In lieu of lavender, the fabric can be filled with loose cosmetic cotton balls to create a pin cushion. Dried lavender can be bought online, at Trader Joe’s, or at Vons.

Link to this **interactive Zoom session** will be emailed to enrolled students. Instructor will guide participants through project steps, playing pre-recorded video and answering questions live.

### Materials

cotton fabric - about 8 x 5 inches folded in half by the long side for small heart  
small heart template  
washable marker - bright color that would show on the back of the fabric  
4-5 sewing pins  
sewing needle  
sewing thread  
14 gram /0.5 oz dried lavender flower/cosmetic cotton balls  
1/8 inch wide "Offray Spool o Ribbon" - about 10 inches long for hanging loop  
wool/yarn/tapestry needle  
scissors

### Program Instances

Wednesday, February 24, 2021  
5:00 PM - 5:30 PM  
50 spot(s) available

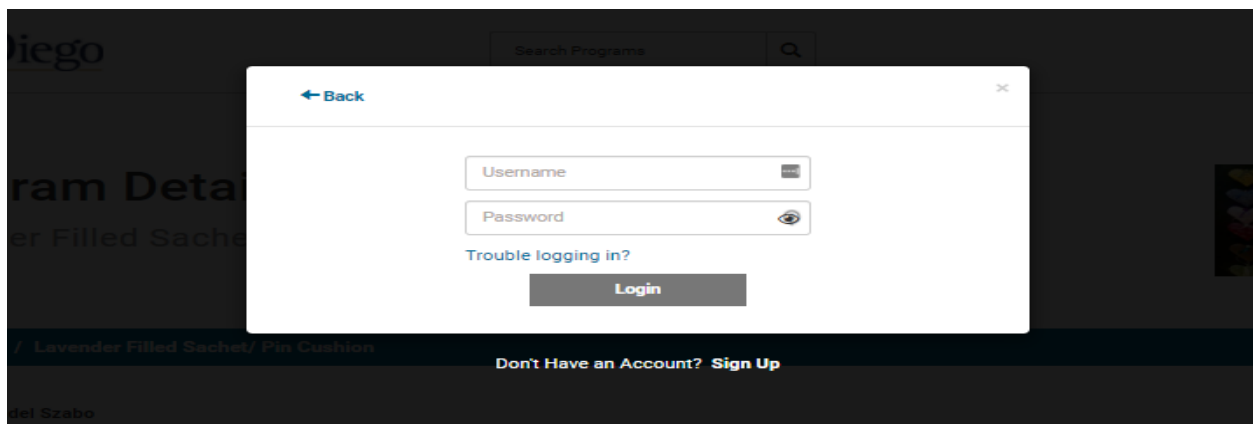
[Register](#)

**Note:** *The program may have multiple offerings for the member to choose from, as shown below.*

## Program Instances

<b>Wednesday, February 3, 2021</b> 12:00 PM - 1:00 PM 95 spots/available <a href="#">REGISTER</a>	<b>Thursday, February 4, 2021</b> 6:00 PM - 7:00 PM 92 spots/available <a href="#">REGISTER</a>	<b>Wednesday, February 10, 2021</b> 12:00 PM - 1:00 PM 97 spots/available <a href="#">REGISTER</a>
<b>Thursday, February 11, 2021</b> 6:00 PM - 7:00 PM 95 spots/available <a href="#">REGISTER</a>	<b>Wednesday, February 17, 2021</b> 12:00 PM - 1:00 PM 97 spots/available <a href="#">REGISTER</a>	<b>Thursday, February 18, 2021</b> 6:00 PM - 7:00 PM 95 spots/available <a href="#">REGISTER</a>

- After the program offering has been chosen, you will be asked to log in to complete the registration and have the correct fees applied, based on your membership type.



- After you log in and register for your chosen programs, you will receive the confirmation message.

The screenshot displays the 'Shopping Cart' page on the UC San Diego website. At the top, there is a search bar and a 'Member Name' field. The main content area shows a table with one item:

Item	Customer Name	Quantity	Unit Price	Total	Remove
Program: Lavender Filled Sachet/ Pin Cushion Program Instance: Wed, Feb 24, 2021 5:00 PM to 5:30 PM	Member Name	1	\$0.00	\$0.00	<a href="#">Remove</a>

Below the table, there is a 'Continue Shopping' button and a 'Checkout' button. A 'Refund Policy' section is also visible at the bottom of the page.

## Your order was processed successfully

**Payment was Successful**  
A receipt has been sent to you.

**Member Name** O-10553

Item	Customer Name	Quantity	Unit Price	Total
Program: Lavender Filled Satchel/ Pin Custom Program Instance: Wed, Feb 24 2021 3:00 PM to 5:30 PM	Member Name		\$0.00	\$0.00

[Confirmation](#)

Subtotal: \$0.00  
Tax: \$0.00  
Total: \$0.00

**Refund Policy**  
Participants enrolled in a program or class may transfer or withdraw until 7 days prior to the program start date. Transfers or refunds within 7 days but before the program start date will only be issued if a waiting list is active for the program and must be authorized by the Program Coordinator. Once the program has begun only a pro-rated credit will be issued. Programs, camps or classes may be cancelled if minimum registration numbers are not obtained prior to the start date. In this case a full refund will be issued. If a class is cancelled by UCSD or due to weather it will be rescheduled at the next available time.

10. Two confirmation emails will be sent to the email address that you provided during the initial “Sign Up” process.

11. You can view, change, or cancel registration up to three days prior to a scheduled program by logging in the Member Portal and click “Profile” link.

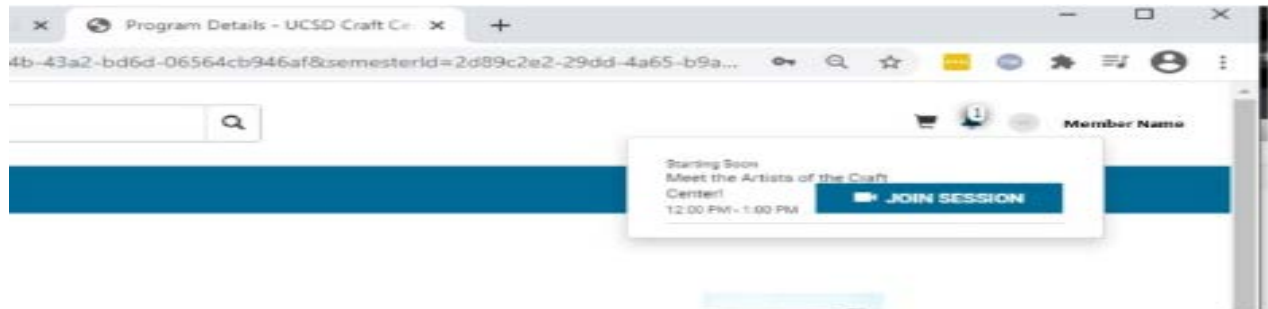
The screenshot shows the UC San Diego Craft Center Member Portal. The browser address bar displays <https://register.craftcenter.ucsd.edu>. The page header includes the UC San Diego logo, a search bar, and the text "Member Name". A dropdown menu is open, showing options: Profile, Log Out, Edit Custom Content, Edit Login Page, Content Language to Edit, EN, and FR. The main content area features a large banner with the text "UC SAN DIEGO CRAFT CENTER".

**Note:** By clicking on the “Profile” link, you will be redirected to the “View account” to see a summary of your personal activities. All virtual sessions will have a camera icon shown next to the purchased program.

12. There are three ways to join a program at the start time of the virtual session.

- The first way: Click on the “Join Session” button in the message box.

- The second way: Click on the camera icon next to the program at the start time.  
**Note:** The camera next to the program that is about to start will be active and bright blue.



## View Account

Customer	Program	Offering	Quarter	Registration Date	Status		
	Acoustic Box Bass Making Demonstration	Acoustic Box Bass Making Demonstration	Winter 2021	Thu, Feb 11 2021 6:55 AM	Paid		
	Lavender Filled Sachet/ Pin Cushion	Fri, Feb 12 2021 12:00 PM to 1:00 PM	n/a	Thu, Jan 28 2021 2:25 PM	Cancelled		
	Shibori Dyeing Demonstration	Sat, Feb 13 2021 2:00 PM to 3:00 PM	n/a	Wed, Jan 27 2021 7:05 AM	Paid		
	Packing Tape Image Transfer	Sat, Feb 13 2021 12:00 PM to 1:00 PM	n/a	Wed, Jan 27 2021 7:04 AM	Paid		
	Making Fancy Mustard at Home	Fri, Feb 12 2021 11:00 AM to 12:00 PM	n/a	Wed, Jan 27 2021 7:04 AM	Paid		
	Jewelry Demonstration: Art of Kauri-Bao	Thu, Feb 11 2021 1:00 PM to 2:00 PM	n/a	Wed, Jan 27 2021 7:02 AM	Paid		
<b>Member Name</b>	Meet the Artists of the Craft Center!	Thu, Feb 11 2021 12:00 PM to 1:00 PM	n/a	Wed, Jan 27 2021 7:01 AM	Paid		
	Craft Center Preview and Virtual Tour	Thu, Feb 11 2021 10:00 AM to 11:00 AM	n/a	Mon, Jan 18 2021 10:01 AM	Paid		

- The third way: Join a session by clicking the orange button in the program confirmation email.

## Lavender Filled Sachet/ Pin Cushion Details

Hello **Member Name**,

Thank you for registering "For The Love Of Craft Preview Event". We are looking forward to seeing you there and sharing our passion to Craft with you.

Join the session by clicking the link below and logging into the portal.

**JOIN SESSION**

- or -

Copy and paste the following URL into your browser.

<https://register.craftcenter.ucsd.edu/join/370e1b9d-1397-4945-83bc-e6393b706b5b>

Thank you,  
 UC San Diego Craft Center