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:
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-709999664d7cc

**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 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.

**Note:** Currently available programs could be found by clicking on the “All Classifications” or “Quarter” selection options on the left-side bar.
7. 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.

Note: The program may have multiple offerings for the member to choose from, as shown below.
8. 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.

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

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.

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

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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