

How to Register for Classes Online

Step 1: After you have found the class you want to register for, click the “register here” button.

The screenshot shows the Tampa Museum of Art website. At the top, there is a navigation bar with links for 'visit', 'exhibitions', 'collections', 'events', 'learn', and 'about'. Below the navigation bar, there are two main class listings. The first listing is for 'printmaking', which includes an image of two owl prints, a description of the class, and a 'register here' button. The second listing is for 'introduction to hand forged jewelry', which includes a description of the class and a 'register here' button. The website also features a 'register on the FCC's website' button and a 'Login' button in the top right corner.

Step 2: Click the “Login” button located at the top-right of the page.

The screenshot shows the Tampa Museum of Art website during the checkout process. The 'Login' button is highlighted with a red circle. Below the navigation bar, there are links for 'home', 'continue shopping', 'renew membership', 'account lookup', and 'view cart (0)'. The main content area displays the 'printmaking' class with a price of \$85.00 and a quantity selector set to 1. A calendar for September 2018 is shown, with the 15th of the month selected. Below the calendar, there is an 'add to cart' button. The website also features a 'register on the FCC's website' button and a 'Login' button in the top right corner.

3. Enter your email address, click “look me up,” and follow the prompts to login. If you do not have an account, follow the prompts to create a new one.

The screenshot shows the Tampa Museum of Art website's login page. At the top left is the museum's logo and name. A navigation bar contains links for home, continue shopping, renew membership, account lookup, and view cart (0). A 'Login' button is in the top right. The main heading is 'existing accounts', followed by the instruction 'Please enter your email address, then click the 'Look Me Up' button.' Below this is an 'Email:' input field and a 'look me up' button. A secondary navigation bar includes an 'admin login' link with a lock icon. The footer contains contact information for the Tampa Museum of Art, call and hours details, and social media links under 'Stay Connected'.

4. Once you have logged in, you will be sent back to the class page. Click “add to cart.”


The screenshot shows the Tampa Museum of Art website's class page for 'printmaking'. The user is logged in as ANTHONY RECORD. The page displays the class title, price (\$85.00), and a quantity selector set to 1. A calendar for September 2018 is shown, with the 15th selected. Below the calendar, there is a description of the class, its location at the Roberta M. Golding Visual Arts Center, the instructor's name (Jessica Barber), and the schedule (Saturdays, September 15-October 6, 10:00am-1:00pm). An 'add to cart' button is visible. At the bottom, there are two paragraphs of text: one for members to click a link to login for discounted rates, and another for non-members to purchase a membership for discounted rates.

5. On the cart contents page, click on “add/change account.”

Tampa Museum of Art Out
Logged In Account: ANTHONY RECORD

home continue shopping renew membership account lookup view cart (1)

cart contents

Qty	Item	Guest	Date	Price
remove 1	printmaking	 add/change account: ACCOUNT REQUIRED	9/15/2018	\$ 85.00

Sale Total: \$ 85.00
Discount(s): \$ 0.00
Subtotal: \$ 85.00
State: \$ 0.00
Federal: \$ 0.00
Total: \$ 85.00

clear cart and start over continue shopping proceed to checkout

home continue shopping renew membership account lookup view cart admin login

6. Click the name of the person who will be taking the class in the logged in accounts area. If you are registering for someone else, enter their email in the existing accounts area, click “look me up,” and follow the prompts to create an account for them. Once completed you will also see their name in the “logged in accounts” area. You will then be sent to a page to confirm the student’s contact information. If it is correct, click “Continue.”

Tampa Museum of Art Out
Logged In Account: ANTHONY RECORD

home continue shopping renew membership account lookup view cart (1)

please select an account to associate with the printmaking

existing accounts
Please enter your email address, then click the 'Look Me Up' button.
Email:

look me up

use anthony record again?

logged in accounts
ANTHONY RECORD

home continue shopping renew membership account lookup view cart admin login

7. The student's name should now be in the "add/change account" section. Click "continue shopping" to add more classes, or "proceed to checkout" when you're ready to pay.

Tampa Museum of Art

Logged In Account: ANTHONY RECORD

home continue shopping renew membership account lookup view cart (1)

cart contents

Qty	Item	Guest	Date	Price
remove 1	printmaking	anthony record	9/15/2018	\$ 85.00

add/change account ACCOUNT REQUIRED

Sale Total: \$ 85.00
Discount(s): \$ 0.00
Subtotal: \$ 85.00
State: \$ 0.00
Federal: \$ 0.00
Total: \$ 85.00

clear cart and start over continue shopping proceed to checkout

home continue shopping renew membership account lookup view cart admin login

8. Confirm that the billing information is correct. Enter your credit card information, click "finalize sale," and you're done!

If you have any questions, or would like to register for classes over the phone, please call Laura Rangel at 813.421.6631

