

## HOW TO REGISTER ON LINE:

1. On the MCFTA home page ([www.minnetonkaarts.org](http://www.minnetonkaarts.org)) , select the link for the appropriate session (for example, [CLICK HERE TO REGISTER FOR FALL I or II](#)).
2. Click on your chosen discipline (for example, CERAMICS).
3. Read the Release of Liability and Assumption of Risk and click PROCEED. Please note: you must read and accept the terms of this release in order to register for a class.
4. If you have a “My Art Home” account, log in to see your membership status, or call 952-473-7361, X 160, to speak to a Registrar. (See the red box on the class pages.) If you have forgotten your password, you will need to request a link to reset it. There may be a delay of up to 24 hours to receive the link and be sure to check your junk mail. If you are concerned about securing a spot in a popular class, be sure to access your account before registration opens.
5. If you are a member but don’t have a “My Art Home” account, sign up and we will get you connected to your member discount on line. In order to see member pricing, you need to have an account and be logged into it. It can take up to 48 hours to create a new account. Therefore, if you concerned about securing a spot in a popular class, be sure to begin this process well in advance of the opening of registration.
6. You can register for a class without a “My Art Home” account but you will not receive a member discount regardless of your membership status.
7. Once you have located your class, enter the number of attendees in the white box in the lower left corner of the class description
8. At the very bottom of the list of classes for that discipline, click ADD CLASSES.
9. Indicate who will be attending the class (for example, MYSELF or NEW INDIVIDUAL).
10. Click ADD CLASSES.
11. Click CONTINUE to add that selection to your cart. You can repeat this process for other sessions, classes, etc. as many times as you would like before you checkout. Click PREVIOUS to return to class listings.
12. Your choice(s) will be summarized. If you have made an error, click CLEAR TRANSACTIONS and start over. Depending on your device, you may need to scroll to the bottom of the page to see your shopping cart selections.
13. If your entries are correct, click CHECKOUT. This will take you to a payment screen where you will need to enter your billing information. Once complete, click PAY NOW.
14. That’s it! You’re done! You should receive a message confirming your transaction. You will receive an email confirmation from the Registrar within 3 days that will confirm your registration. Please note: your registration is not confirmed until you receive that email. Please be sure to check your junk/spam folders and identify the Minnetonka Center for the Arts as a safe sender.

Contact a registrar with any questions or problems at 952-473-7361 ext. 160  
or [registration@minnetonkaARTS.org](mailto:registration@minnetonkaARTS.org).

## MORE INFORMATION:

- Please note that the **New Student Discount** can only be processed by registering in-person or by phone. The discount cannot be applied through our online registration process and it cannot be applied retroactively. This discount does not apply to birthday parties, subsidized classes, or Summer Arts Camp (SAC). See [SAC policies](#) for other details specific to our summer camp program.