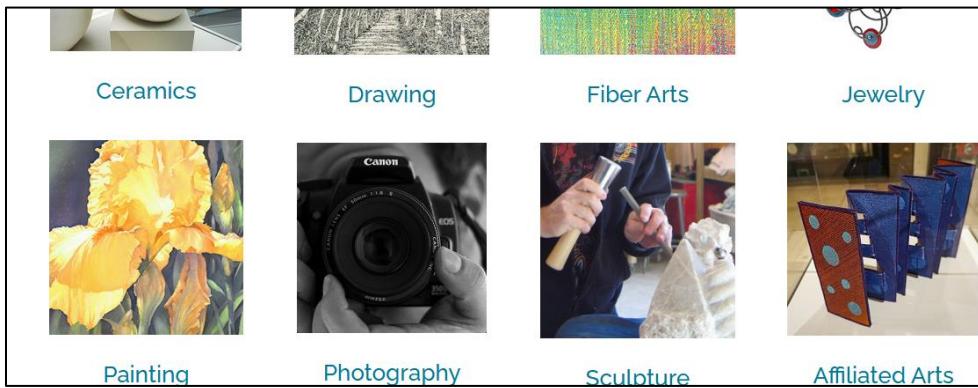


## HOW TO REGISTER ONLINE

1. On MCFTA's home page ([minnetonkaArts.org](http://minnetonkaArts.org)), scroll to the green box with the session you would like to register for and select "Click to Register for [session name] Classes" (see example below).



2. On the next page (see below), click on the category of the class you would like to register for (for example, Ceramics). Or for Summer Arts Camp, click on Group A, B, C, D or Samplers B + C.



3. A pop-up window will appear:

**\*IMPORTANT-PLEASE READ!\***

**Step 1**

Click the button below to access our Release of Liability and Assumption of Risk paperwork that you are required to complete in order to register. **If the paperwork is not completed in full, we will be unable to process your registration.** Thank you, in advance, for your cooperation!

**Click to Fill Out Required Paperwork**

**Step 2**

Once you have completed all required paperwork, confirm by clicking on the box below. This will allow you to continue your class registration. By proceeding to registration, you are agreeing to the terms of our [Release of Liability and Assumption of Risk](#).

Click here ONLY when you have completed all required paperwork.

**Click to Register for Class**

- Under Step 1, click on “Click to Fill out Required Paperwork” in the green box. This will take you to paperwork you are required to complete in order to register. Be sure to read MCFTA’s Release of Liability and Assumption of Risk carefully. At the end of the form, click “Agree to this Document.” If all the fields have been completed, a “You’re Done” message will appear. Then close out of the window. (If a field on the form was left empty, an error message will alert you to scroll through the form to complete missing information.)
- Return to the pop-up window; under Step 2 (see image above), check the box “Click here only when you have completed all required paperwork.” Then select “Click to Register for Class” in the green box. This will take you to the Quantity and Pricing page with class descriptions.

4. **My Art Home:** If you have a My Art Home account, on the Quantity and Pricing page click on “click here to create or access your account” in the pink box (see below). You will need to be logged in to receive the member pricing, and your membership must be current throughout the length of the class. To register for a class after logging in, click on the category of the class (for example, Ceramics), at the top of the page.

You can renew or purchase a membership while logged in to My Art Home by selecting “More Ways to Connect” at the top of the screen, then “Become a Member.” Or by clicking on “Check Membership Status” under “Manage My Account” (on the main page after you sign in), then “Renew Now.”

**My Art Home: Create or access your account for MEMBER discounted pricing.**

- “My Art Home” account: you can [click here to create or access your account](#), or call 952-473-7361, x160 to talk to a Registrar.
- Already a member but don’t have a “My Art Home” account? Sign-up today, and we will get you connected to your member discount online!

**Please note:** If you renew or purchase a membership online, there will be a delay of up to a few days for the membership to process. Please check back to complete the registration process using the membership discount. If you are concerned about securing a spot in a class, please begin this process well in advance of the opening of registration.

- You can register for a class without a My Art Home account, but if you are a member, you will not receive the member discount unless you are logged in to your account.
- You may purchase a membership and register for a class at the same time (and receive the member discount) by stopping at the front desk of the Art Center, after registration for the session opens; or by phone, beginning the second day of registration for the session.

If you have forgotten your password or to set up an account, click on “click here to create or access your account” in the pink box. This will take you to the Login page.

- Click on “Forgotten password” to reset it. There may be a delay of up to 24 hours to receive the link to reset your password and be sure to check your junk mail.
- To set up an account, click on “New user registration.” It can take up to 48 hours to create a new account.

**Login**

**Username:**

**Password:**

**Remember login**

[New user registration](#)  
[Forgotten password](#)

5. On the Quantity and Pricing page, scroll down to locate the class you are interested in registering for.

**F90025 Beginning/Intermediate Pottery, Tuesdays, 6 - 9 p.m.**

Instructor: Lee Persell  
Skill: ALL

This class is for beginners and advanced potters alike. Beginners will be introduced to the potter's wheel as well as handbuilding. Experienced students will work with the instructor to develop their own projects. High-fire and raku firing will be explored. Bring a towel and a small (gallon or less) bucket for water. Tools and clay can be purchased in MCFTA's retail shop.

Enrollment limited to 15  
Ages 15 and up  
Classes scheduled every week on Tuesday starting 6/24/2025 and ending 8/12/2025 at 6:00PM

**Non-member**      Attendees: 1      \$ 386.00 ea.

Under the class description, in the box next to “Non-member” or “Member,” select the number of attendees you are registering for the class.

6. Scroll to the end of the list of classes on that page, then click “Next.”

I wish to give an additional contribution of: \$

7. On the next page, scroll down to “Attendees,” and indicate who will be attending the class (select “Myself” or “New individual”).

Please indicate who will be participating

Step 1: Prices      Step 2: Register      Step 3: Finish

**ATTENDEES**

✓ A43925 Mastering Oils: Realistic Florals from Photo References, Mondays, 1 - 4 p.m.

Qty	Selection	Attendees	Price	Total
1	Non-member	1	\$ 241.00	\$ 241.00

**A43925 MASTERING OILS: REALISTIC FLORALS FROM PHOTO REFERENCES, MONDAYS, 1 - 4 P.M.**

Non-member

Attendee:

8. Click “Next” (see above).

9. On the next page, scroll to “Payment,” and click “Continue” to add the class to your Cart. This will take you to your Cart.

Please enter your information and form of payment below.

Step 1: Prices      Step 2: Register      Step 3: Finish

**PAYMENT**

F90325 Pottery Edgewise: Thoughtful Rims and Feet AM, Mondays, 9:30 a.m. - 12:30 p.m.

Qty	Selection	Attendees	Price	Total
1	Non-member	1	\$ 241.00	\$ 241.00

**Once you reach your Cart, you can register for more classes** (following steps 2 through 9, above) before you checkout. Just click on the category of the next class (Ceramics, Drawing, etc.) above your Cart (see below).

registration@minnetonkacenterforthearts.org

**Minnetonka Center for the Arts**

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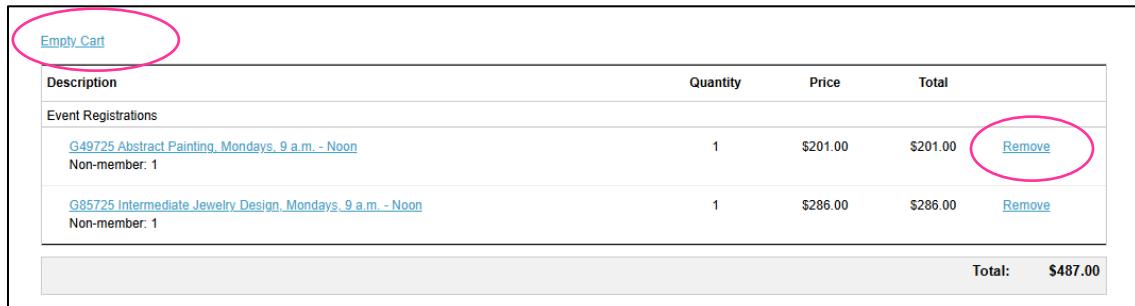
[Ceramics](#) • [Drawing](#) • [Fiber](#) • [Jewelry](#) • [Painting \(Acrylics, Oils, Pastel, Mixed-Media\)](#) • [Photography](#) • [Sculpture](#)

[Workshops for Adults](#) • [Multigenerational and Family Workshops](#) • [Classes for Children and Teens](#) • [Zoom Classes](#) • [Affiliated Arts](#)

[Empty Cart](#)

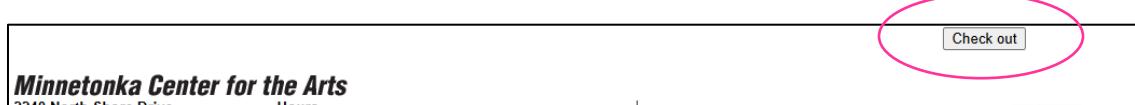
Description	Quantity	Price	Total
Event Registrations			

10. In your Cart, you will see a list of the classes you selected. Depending on your device, you may need to scroll to the bottom of the page to see your Shopping Cart selections. If you have made an error, click “Remove” next to the class registration, or “Empty Cart” and start over by clicking on the category of the class located above your Cart.



Cart			
Description	Quantity	Price	Total
<a href="#">Empty Cart</a>			
Event Registrations			
<a href="#">G49725 Abstract Painting, Mondays, 9 a.m. - Noon</a> Non-member: 1	1	\$201.00	\$201.00
<a href="#">G85725 Intermediate Jewelry Design, Mondays, 9 a.m. - Noon</a> Non-member: 1	1	\$286.00	\$286.00
			Total: \$487.00

**To check out**, complete the Personal Information form located below the Cart. If you are signed in to your account, the fields will auto-fill. **All fields with a red asterisk need to be filled in to proceed to the payment screen**. Next, scroll down the page and click “Check out.”



**Minnetonka Center for the Arts**

**Check out**

11. This will take you to “Finish and Pay,” where you will complete your registration. (If the Finish and Pay screen does not appear, review the form to make sure all the fields with a red asterisk are filled in.) Once payment information is entered, click “Pay Now.”

12. You will receive a message confirming your transaction. You will also receive an email confirmation from our Registrars within 3 days, confirming your registration.  
Please note: your registration is not confirmed until you receive a confirmation email from our Registrar. Please be sure to check your junk/spam folders and identify the Minnetonka Center for the Arts as a safe sender.

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

**PLEASE NOTE: 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.