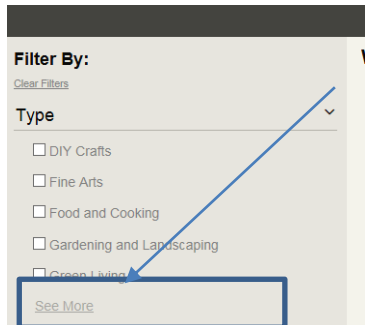


# Welcome to our new registration software update!

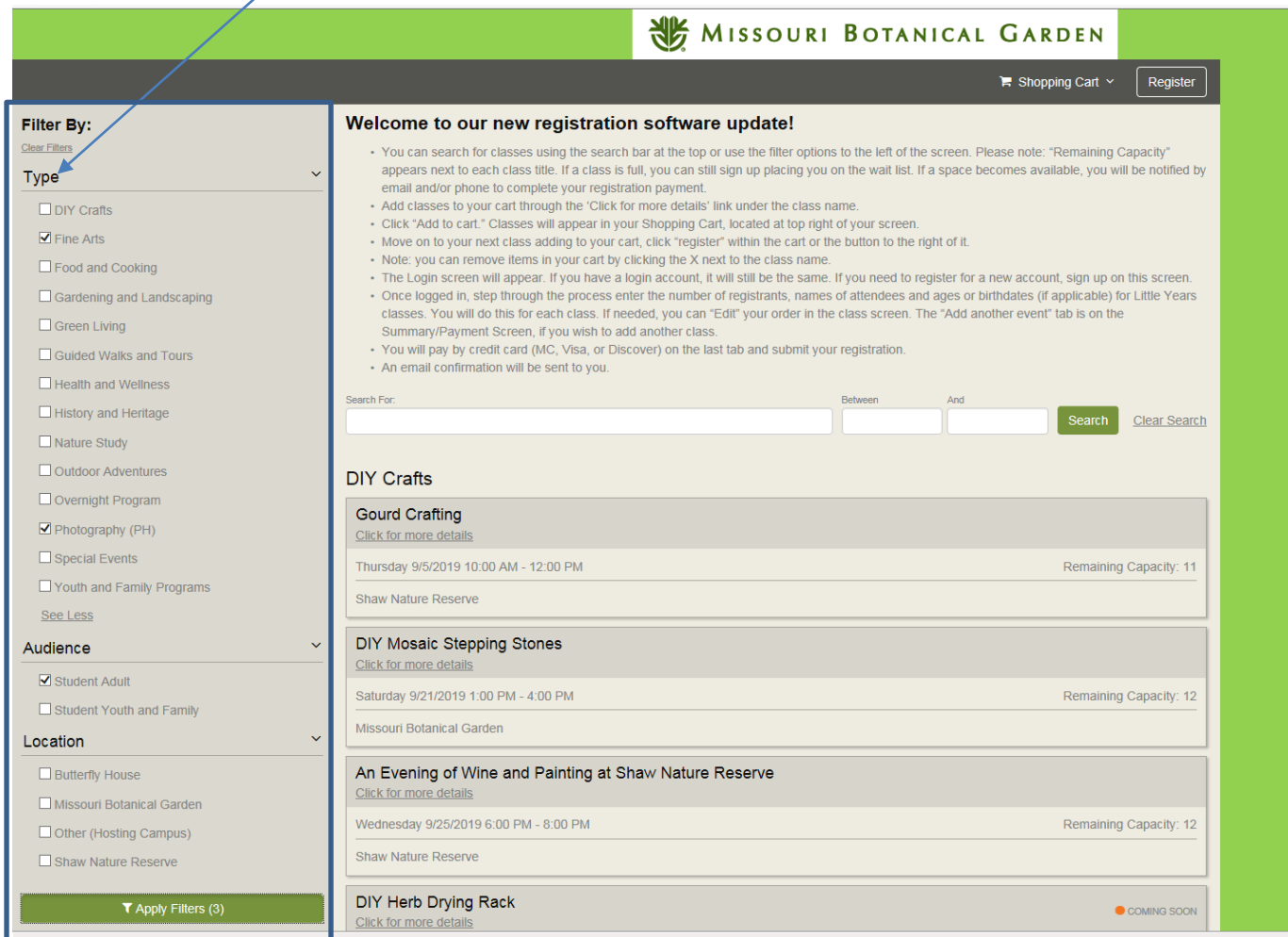
Please print this page for handy step by step registration instructions:

1. Visit [www.mobot.org/classes](http://www.mobot.org/classes) to go to the 'Classes' page on the Missouri Botanical Garden website. To the right click on the 'Go to Online Catalog' orange link for the '2019 Fall Winter Registration' or 'View a complete list of classes and register online today!'



2. You can search for classes using the search bar at the top or use the filter options to the left of the screen. If you cannot see all the class categories, click "See More" and it will list all the options for you.

3. You can search by 'Type' (of class), 'Audience' and/or 'Location' by clicking check boxes next to the criterion then click the bottom 'Apply Filters' bar. Only the classes that meet your filtered criteria will appear.



**MISSOURI BOTANICAL GARDEN**

Shopping Cart Register

**Filter By:**  
Clear Filters

**Type**

- DIY Crafts
- Fine Arts
- Food and Cooking
- Gardening and Landscaping
- Green Living
- Guided Walks and Tours
- Health and Wellness
- History and Heritage
- Nature Study
- Outdoor Adventures
- Overnight Program
- Photography (PH)
- Special Events
- Youth and Family Programs

See Less

**Audience**

- Student Adult
- Student Youth and Family

**Location**

- Butterfly House
- Missouri Botanical Garden
- Other (Hosting Campus)
- Shaw Nature Reserve

Apply Filters (3)

**Welcome to our new registration software update!**

- You can search for classes using the search bar at the top or use the filter options to the left of the screen. Please note: "Remaining Capacity" appears next to each class title. If a class is full, you can still sign up placing you on the wait list. If a space becomes available, you will be notified by email and/or phone to complete your registration payment.
- Add classes to your cart through the 'Click for more details' link under the class name.
- Click "Add to cart." Classes will appear in your Shopping Cart, located at top right of your screen.
- Move on to your next class adding to your cart, click "register" within the cart or the button to the right of it.
- Note: you can remove items in your cart by clicking the X next to the class name.
- The Login screen will appear. If you have a login account, it will still be the same. If you need to register for a new account, sign up on this screen.
- Once logged in, step through the process enter the number of registrants, names of attendees and ages or birthdates (if applicable) for Little Years classes. You will do this for each class. If needed, you can "Edit" your order in the class screen. The "Add another event" tab is on the Summary/Payment Screen, if you wish to add another class.
- You will pay by credit card (MC, Visa, or Discover) on the last tab and submit your registration.
- An email confirmation will be sent to you.

Search For: Between And Search Clear Search

**DIY Crafts**

**Gourd Crafting**  
Click for more details  
Thursday 9/5/2019 10:00 AM - 12:00 PM Remaining Capacity: 11  
Shaw Nature Reserve

**DIY Mosaic Stepping Stones**  
Click for more details  
Saturday 9/21/2019 1:00 PM - 4:00 PM Remaining Capacity: 12  
Missouri Botanical Garden

**An Evening of Wine and Painting at Shaw Nature Reserve**  
Click for more details  
Wednesday 9/25/2019 6:00 PM - 8:00 PM Remaining Capacity: 12  
Shaw Nature Reserve

**DIY Herb Drying Rack**  
Click for more details  
COMING SOON

4. You will see the class title, dates, time and the campus location. On the right side, you will notice 'Remaining Capacity', which shows how many spaces are available in the class.

The screenshot shows a class listing for 'DIY Crafts'. The class title is 'Gourd Crafting'. Below the title is a link 'Click for more details'. The class details include the date and time 'Thursday 9/5/2019 10:00 AM - 12:00 PM' and the location 'Shaw Nature Reserve'. On the right side, there is a box indicating 'Remaining Capacity: 11'. Blue arrows point from the text in step 4 to these elements.

Under the class title, you will see 'Click for more details', which opens a pop-up window with class description, and other information. NOTE: If the class is full, you can still sign up to be added to the wait list. Payment is not taken for wait list. You will be contacted if a space opens and payment will be taken at that time.

5. In this pop up window, click "Add to cart", if you are interested in registering for this class. It will appear in your 'Shopping Cart', located at the top right of the screen. You can continue to select classes in this manner adding them into your 'Shopping Cart'.

The screenshot shows a pop-up window for the 'Gourd Crafting' class. It includes the class title, date and time, location, and remaining capacity. The 'Class Description' section provides details about the activity. The instructor's name and the registration end date are also listed. At the bottom right, there is a green 'Add to Cart' button. A blue arrow points from the text in step 5 to this button.

6. Once you have all your classes in the 'Shopping Cart', open the cart using the arrow.

The screenshot shows the header of the Missouri Botanical Garden website. The logo and name 'MISSOURI BOTANICAL GARDEN' are at the top. Below the logo, there is a navigation bar with a 'Shopping Cart (1)' button and a 'Register' button. A blue arrow points from the text in step 6 to the 'Shopping Cart (1)' button. Below the navigation bar, there is a 'Filter By' section and a 'Welcome to our new registration software update!' message with a list of instructions.

7. You may delete classes from the 'Shopping cart' if you would like, by clicking the 'X' next to the class title. If you are ready to move onto the registration process, click 'Register' within the cart or the 'Register' button to the right of it. You cannot proceed to registration if you don't click 'Register.'

**MISSOURI BOTANICAL GARDEN**

Shopping Cart (2) **Register**

**Welcome to our new registration software update!**

- You can search for classes using the search bar at the top or use the filter options to the left. A 'Full' status appears next to each class title. If a class is full, you can still sign up by placing you on the waitlist. You will be notified by email and/or phone to complete your registration payment.
- Add classes to your cart through the 'Click for more details' link under the class name.
- Click "Add to cart." Classes will appear in your Shopping Cart, located at top right of your screen.
- Move on to your next class adding to your cart, click "register" within the cart or the button to the right of the class name.
- Note: you can remove items in your cart by clicking the X next to the class name.
- The Login screen will appear. If you have a login account, it will still be the same. If you need to register for a new account, sign up on this screen.
- Once logged in, step through the process enter the number of registrants, names of attendees and ages or birthdates (if applicable) for Little Years classes. You will do this for each class. If needed, you can "Edit" your order in the class screen. The "Add another event" tab is on the Summary/Payment Screen, if you wish to add another class.
- You will pay by credit card (MC, Visa, or Discover) on the last tab and submit your registration.
- An email confirmation will be sent to you.

Search For:  Between  And  **Search** [Clear Search](#)

**DIY Crafts**

**Gourd Crafting** [Click for more details](#) [Remove From Cart](#) ✕

Thursday 9/5/2019 10:00 AM - 12:00 PM Remaining Capacity: 11

Shaw Nature Reserve

**DIY Mosaic Stepping Stones** [Click for more details](#) [Remove From Cart](#) ✕

Saturday 9/21/2019 1:00 PM - 4:00 PM Remaining Capacity: 12

Missouri Botanical Garden

**An Evening of Wine and Painting at Shaw Nature Reserve** [Click for more details](#)

Wednesday 9/25/2019 6:00 PM - 8:00 PM Remaining Capacity: 12

Shaw Nature Reserve

8. The login screen will appear. If you have a registration account, your password and email address will still be the same. You can skip step 8. If you forgot your email from last time, click 'I forgot my password' and a link to reset your password will be sent to your email address. Check your spam folder if you don't see it right away.

**MISSOURI BOTANICAL GARDEN**

Sign In Registrants: Gourd Crafting DIY Mosaic Stepping Stones Summary/Payments Confirmation

**New User**  
Is this your first time registering for an event? Get started by signing up.  
**Sign Up**

**Sign-In**  
Please log in.  
Email Address / Username  
  
Password  
  
 Remember me on this computer  
**Sign In** [I forgot my password](#)

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- If you need to register for a new account, sign up on the screen. Click the 'Sign Up' button located on the top left under 'New User.'
- You will move through each class, one at a time. Enter the number of registrants, names of attendees and ages or birthdates for our youth classes (if applicable), and then click 'Next.'

The screenshot shows the registration page for 'Gourd Crafting' at the Missouri Botanical Garden. The page header includes the logo and name of the garden. A navigation bar shows the user is logged in as 'Tamara Palmier' and has a shopping cart. The progress bar indicates the current step is 'Gourd Crafting'. The event details are: 'Bascom House Carriage House', 'Thursday, 9/5/19 10:00 AM - 12:00 PM'. A note states '\*Indicates a required field.' The 'Number of Attendees\*' section has a form with '1' entered for a 'Member' at \$20.00 and an empty field for a 'Nonmember' at \$24.00. Below this, there is a field for 'Enter Name(s):\*' with 'self' entered. At the bottom, there are 'Next' and 'Back' buttons.

- If needed, make changes to your order with the 'Edit' button or move onto the next class by clicking 'Continue to Order Summary'.

The screenshot shows the registration page for 'DIY Mosaic Stepping Stones' at the Missouri Botanical Garden. The page header includes the logo and name of the garden. A navigation bar shows the user is logged in as 'Tamara Palmier' and has a shopping cart. The progress bar indicates the current step is 'DIY Mosaic Stepping Stones'. The event details are: 'CBEC #125 Dogwood Room', 'Saturday, 9/21/19 1:00 PM - 4:00 PM'. A note states '\*Indicates a required field.' The 'Summary' section shows the registrant as 'Palmier, Tamara' with a 'Show/Hide Details' dropdown. Below this, there is an 'Edit' button highlighted with a blue box and a blue arrow pointing to it. A table lists the order items:

Item	Price	Quantity	Charge
Member	\$47.00	1	\$47.00

The 'Order Total' section shows 'Event Sub Total: \$47.00'. At the bottom, there are 'Continue to Order Summary' and 'Back' buttons.

12. The 'Add another event' tab will appear at the top of the payment screen, in case you would like to add another class.

Welcome, Tamara Palmier Shopping Cart Sign Out

Sign In Registrants Gourd Crafting DIY Mosaic Stepping Stones **Summary/Payments** Confirmation

\*Indicates a required field.

**Add Another Event to this Current Order**

### Gourd Crafting Remove Event

Bascom House Carriage House

Thursday, 9/5/19 10:00 AM - 12:00 PM

Registrant: Palmier, Tamara Show/Hide Details

**Edit**

Item	Price	Quantity	Charge
Member	\$20.00	1	\$20.00

13. Look over all your classes; scroll to the bottom of the page to pay. We accept MasterCard, Visa, or Discover.

14. If the information is the same as the order account information check the 'Card information is the same as order account information' box and your billing information will auto populate.

Member \$47.00

### Order Total

Grand Total:

Amount Due:

### Payments

I will pay with my credit card (\* - All Details Required)

Card information is the same as order account information

Credit Card Type

Credit Card Number

Credit Card Expiration

Card Security Code

Name On Card

Address

City

Country

State

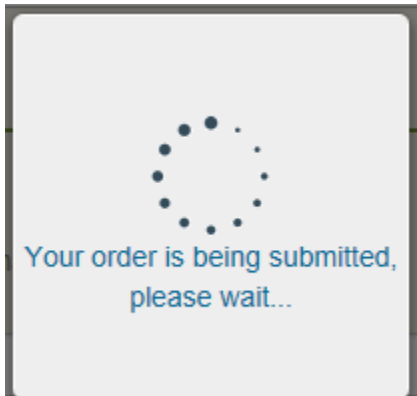
Postal Code

By selecting this checkbox, you are agreeing to the [terms and conditions](#).\*

**Submit** [Back](#)

15. Click the field for Credit Card Type and click 'WEB Payment MC/Visa/Discover'. Complete the rest of your card information. Please look over the terms and conditions by clicking on the underlined words 'terms and conditions.' You must agree to 'terms and conditions' by checking the box before you can submit your registration.

16. You will then see the final submission screen while your registration is processed.



17. Any fields not completed will show in red at the top of the screen:

\*Indicates a required field.

⊕ The following fields are required:

- Credit Card Type
- Credit Card Number
- Credit Card Expiration
- Credit Card Type
- Credit Card Number
- Credit Card Expiration

18. A registration confirmation email will be sent to you. Thank you for helping to support the Missouri Botanical Garden's mission by taking classes!