**STEP 1: Visit our Webpage**

The first thing that you will need to do to register for an art course is to visit our webpage:

www.mannycantor.org/art

**STEP 2: Select a Department**

Once you are on our webpage you want to scroll down until you see our course option menu. You can choose between Virtual Art Courses, Ceramics, Painting, or Mixed Media.

Click on the button relating to the artistic discipline you are interested in pursuing.

**Adult Ceramics Classes:**

In-Person Adult Ceramics - Monday, 4:00-6:30p  
Dates: 04/05/2021 to 06/14/2021  
Instructor: Evan Hagan  
No Class Dates: 05/31/2021  
MCC Member: $285 per Session or $475 for Full Session  
Class Number: 34670

**STEP 3: Choose a Course**

Once you are on the home page for your chosen artistic discipline, scroll down to see a list of course options for that department. Choose a course that takes place on a day and time that works for your schedule. The dates listed on our webpage represent the full 10-week term. You will be able to select individual 5-week sessions on the next page.

Select a course by clicking on the blue button that reads “register”.
STEP 4: Choose a Session

After clicking on the “register” button you will be taken to a page to select which session you will register for. Currently, we offer two 5-week sessions per term. You can choose between either session or select both. If you select 2 sessions for a full 10-week course, the system will automatically apply a discount to your tuition for in-person courses.

Check the box next to each of the sessions you wish to register for. If you are interested in taking the 10-week course option you must select both 5-week sessions.

If you have already logged into My Center and have more than one person on your account, you will need to select who is being enrolled in this course. Once you have selected the student click the “add to cart” button.

STEP 5: Register for Open Studio

After clicking on the “Add to Cart” button you will be taken to your digital shopping cart. Most of our studio courses include an open studio package. If your course offers open studio, a pink button will appear giving you the option to register for open studio. You will need to select your weekly time slot before proceeding to checkout.

Click on the pink “register for open studio button”. If you are not signing up for open studio, skip to Step-8.

STEP 6: Selecting Your Open Studio Time

After clicking on the “Register for Open Studio” button you will be taken to a page to select your open studio timeslot. Select the time that works best for your schedule by clicking on the bold text relating to your preferred time slot. These time slots are fixed for the term. You can only attend the weekly time slot that you have registered for. Please choose wisely.
STEP 7: Add Open Studio to Cart

After clicking on the desired time slot you will be taken to a page that allows you to add that open studio slot to your cart.

Select the correct participant and click the “Add to Cart” button.

STEP 8: Proceed to Checkout

After adding an open studio to your cart, you will be directed back to your digital cart page.

If you are registering for two sessions you will need to sign up for a open studio for session 1 and for session 2 individually. To add a second open studio slot repeat steps 4-6.

Once you have selected your desired courses and open studio slots, click on the “Proceed to Checkout” button.

STEP 9: Sign into My Center

Now, if you haven’t already, you will need to sign in with your user login and password for My Center. If you are new to My Center, you will need to sign up and create a user login and password before completing your transaction.
STEP 10: Review your transaction summary and select Check Out.
Make sure that all of your desired courses and open studio time slots are present in your cart before clicking “Check Out”.

STEP 11: Use your Account Credit or pay by Credit Card
After you have clicked “Check Out” If you have received credit on your My Center account, you will have the option to use that credit towards your course tuition. Click “Apply Credit”

STEP 12: Finalize
Now you will need to enter your payment information into our secure point of sale system.
Before finalizing you will need to check the box to agree to our school policies, as well as checking the box that indicates that you are not a robot. Once those boxes have been checked, click on “Finalize”.

STEP 13: Receipt
After your transaction has been successfully processed you will be presented with a completion screen informing you that a receipt has been sent to your email address.