



## Canadian Embroiderers' Guild, London

### SUMMER WORKSHOP 2025

Registration is a two-step process:

1. Making your Workshop selection
2. Treasurer's receipt and processing of your payment

#### How to Register -- Workshop Selection

1. Click on the **Registration** link that can be found on the **Home** page or on the **Workshop** page. The opening date is shown on the link. Note: Do not use the browser back arrows when using the registration program – only use the **NEXT** buttons within the program.
2. You will be asked if you are a member or non-member. Choose the appropriate category.
3. You will be asked to enter your name and contact information.
4. You will then be asked to make your Workshop selection and reminded that you will not be placed into the workshop of your choice until your payment has been received. Note: it is always possible that a highly sought after workshop may become full between the time you register and the time your payment is processed. It is for this reason you are encouraged to send payment as soon as you register. Should this happen, you would be put on a waiting list for the workshop. If you choose not to be on a waiting list, a refund will be given as soon as you request one from the Treasurer in writing (by email or mail – see **Refund/Cancellation Policy**).
5. When your choice(s) have been made, you will be taken to a **Review/Payment** page. Here you will have an opportunity to review your Workshop selection choice(s) to see if it is correct and return to begin your Workshop selection process again, if it is not. If your selection is correct, you choose your method of payment.
6. When you have finished, you will see the total amount owed and the payment type you have chosen. Click "**I'm Done**" and you'll be returned to the **Home** page.
7. If, at any time, you accidentally use the back arrow keys, please follow the [Contact](#) instructions on the website to request help.

#### How to Register -- Payment

1. Send payment to Treasurer, via your chosen method, to complete registration. When your payment has been processed, you will be assigned a place in the workshop. Complete payment instructions can be accessed from **Workshop** page.