

Steps for Registering

1. From the *Class Descriptions* page choose the classes and crops you want. For ease, you can view them by Date, Category, or Sponsor by clicking the drop down menu on the top left.
2. Click on the green “Add to Cart” button to purchase your ticket for each item.
3. Click “Continue Shopping” to add more classes to your schedule
4. You’ll see that any show specials you’ve qualified for will be listed on your schedule at no charge
5. When you have selected all the classes and crops you want, click “Proceed to Checkout”
6. You’ll be taken to the “Login” page to enter your information
 - a. **Note:** *The first time you login to this registration system you will need to create a user profile.*
7. Click the blue “REGISTER” button to create an account login
 - a. **If you have attended a Creating Keepsakes Convention (CKC) within the last 2 years, your Username and Password will be the same as the one you have used for CKC registration**
8. Fill in ALL information including your email address
 - a. **Note:** *You MUST use a valid email address as this is how you’ll receive your Vendor Faire Passes and class/crop tickets.*
9. Click “REGISTER”: If any required fields are left blank you will receive a message in red specifying the field you need to provide
10. You will be returned to your shopping cart page – click “Proceed to Checkout” again
11. You will be taken to a “Manage Addresses” page to confirm your email and physical address
 - a. **Note:** *make sure all of your information is correct as this is how you will receive all of your event related updates & information*
 - b. Click “Edit” to make any changes.
12. If everything is accurate, click “Continue to Checkout”
13. Enter your payment information and click “Place Order”
 - a. **Note:** *as with all Shopping Cart purchases, in this registration system ALL purchases are final and no modifications or cancellations can be made once the purchase is complete.*
14. Your registration is complete!
15. **IMPORTANT: YOUR TICKETS WILL NO LONGER BE MAILED TO YOU BEFORE THE EVENT – PRINT YOUR TICKETS AT HOME** – a link to your event tickets will be included in your **Order Confirmation Email**.
Print these tickets and bring them to the event in order to gain admission to your classes and activities.

QUESTIONS? Give us a call at 801.816.8300 ext. 3 or email us at gasc@fwcommunity.com