

Helpful Tips for Registering for Classes Online

Links to online registration can be found on the Education page of the Danforth Museum of Art website. For assistance, call the Museum School at 508.620.0937 during office hours.

IMPORTANT NOTE: The head of household, or billing contact, should login to register for all classes and choose the correct family participant when requested, after choosing the class or workshop.

Step 1: Browse and Select Classes

1. Click "**Register Online**", then "**Browse and Register.**" You may review courses and course description details without logging in. (You can also find PDF's of current catalogs and flyers by selecting the "**Browse Catalogs**" link on our Education Page.)
2. On the **Choose a Class** page, use the drop-down list to select the category of class or workshop type. Click the "**submit**" button. Listed classes are shown sorted alphabetically by name.
3. In the resulting list of classes, click on the "**Class Code**" to get more class/workshop details.
4. At the bottom of the **Class Description Detail** page, click "**Register**" to sign up for a class.

Step 2: Logging in to Your Account

NOTE: Each household member has a different ID number. One adult is designated as the head of household, or billing contact. To register *any* children in the household for a class, the head of household must first login.

1. After choosing a class, if you have not already logged in, **a prompt will ask you to Login to your account.** (If you have ever taken a class or receive Danforth mailings, you already have an account and should **not** create a duplicate account. Your User ID is the number found above the head of household name on your catalog's mailing label. See below for special info for museum members.)
2. **If you have forgotten your password** (or your User ID, or both) you can use the **Account Reminder** system to have this information sent to the email address the museum has on file.
3. **New adult students can create a new user account** by following the link on the Login page.
4. Once logged in, you may change your password or update your contact information.

Step 3: Finalizing Class Registration

1. After logging in, you will be taken to the **Class Registration Confirmation** page. If the class participant is incorrect, in the "Select Different Participant" row, choose the student's name from the drop-down list. Confirm your choice of the selected participant by clicking on the "continue" button. (If the correct person is not listed, you may also add a new participant. For new participants, please be sure to enter the date of birth on the form. You do not need to create a password.)
2. The updated **Class Registration Confirmation** page will change to show which participant is being registered for the activity. Please review.
3. Before finalizing your purchase, review the "Membership Type" row on the form to ensure that your membership status is correct. If you believe it is in error, please call the museum school at 508.620.0937 to have this information corrected.
4. If correct, click the "**add to cart**" button at the bottom of the page, then click the "**checkout**" button to complete the purchase of items in the shopping cart.

NOTE: To Register a child for a class, the head of household must login and use the "**Select Different Participant**" drop-down list.

Getting Member Prices for Classes

In order to obtain the museum membership discount when registering for courses online, you must already be a member of the museum. You may become a member or renew your membership online. At this time, you are not permitted to become a member and register for a course in the same transaction. Two separate transactions (purchase activities) are required.

For Members, your **Museum Membership Number** is the same as your **User ID** number. Once you are a member and are logged into the system, the membership discount for courses and other special events at the museum is automatically applied. If the system does not show the member price, please report this to the Museum School (508.620.0937) or email at registration @ Danforthmuseum.org.