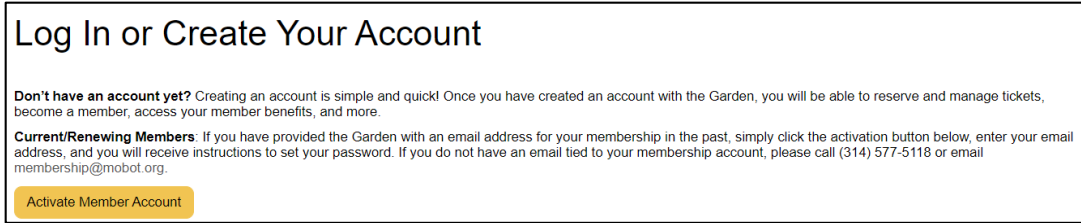


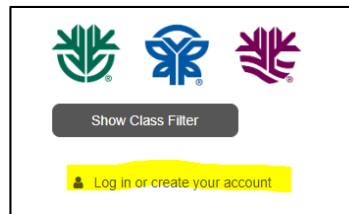
# Class Registration Instructions

## Activate or create your account

If you have not done so, **activate or create** your account in the new system before you begin registering. This will need to be done before you can register for any classes.



Log into your account before you start registering for classes.



## Class Registration

The easiest way to register is to click the **Classes** tab at the top right corner.



Open the **Class Filter** if it does not auto populate.



Classes at all three sites will show unless you use the filter. There is not a separate search bar for classes, but with the filter you can narrow it down by **location** or **class type**. If you check a location box you will get all classes at that location. If you check a class type box you will get all classes of that type at all locations.

**Note:** If you check a location and a type, you will get everything at that location, as well as all the classes of that type at all locations. You do not need to narrow the date field unless you want to search for a class by date.

[Hide Class Filter](#)

Location	Type	
<input type="checkbox"/> All Education Classes	<input checked="" type="checkbox"/> Become a Great Gardener	<input type="checkbox"/> Little Sprouts: age 2-3
<input type="checkbox"/> Missouri Botanical Garden Classes	<input type="checkbox"/> Budding Artist: age 6-12	<input type="checkbox"/> Native Plant School
<input type="checkbox"/> Butterfly House Classes	<input type="checkbox"/> Budding Scientist: age 6-12	<input type="checkbox"/> Nature Study
<input type="checkbox"/> Shaw Nature Reserve classes	<input type="checkbox"/> DIY Crafts	<input type="checkbox"/> Online Classes
	<input type="checkbox"/> Fine Arts	<input type="checkbox"/> Outdoor Adventures - Adult Youth Family
	<input type="checkbox"/> Food and Cooking	<input type="checkbox"/> Photography
	<input type="checkbox"/> Garden Buds Fall: age 4-6	<input type="checkbox"/> Project Pollinator
	<input type="checkbox"/> Gardening and Landscaping	<input type="checkbox"/> Shaw Family Adventures
	<input type="checkbox"/> Great Green Adventures: age 6-12	<input type="checkbox"/> Special Events
	<input type="checkbox"/> Green Living	<input type="checkbox"/> Well-being: Body Mind Connections
	<input type="checkbox"/> Guided Walks and Tours	<input type="checkbox"/> Watercolor
	<input type="checkbox"/> Little Bugs: age 2-4	<input type="checkbox"/> Youth and Family Programs
	<input type="checkbox"/> Little Nature Explorers: age 3-5	

Apply Filter
Clear Filter and display

**Note:** There is a 30-minute Timer on the cart, which is located at the top of the screen. The timer begins when you add the first item to your cart. It will restart every time you add a new class, but if the timer expires, you lose everything in your cart.

[Home](#)   [Donate](#)   [Tickets](#)   [Membership](#)   [Classes](#)

[View Cart](#) Time remaining: 18:59 Promo Code [Submit Promo Code](#)

Once you find a class, click the **purchase arrow** of the class you want to join. If there are more than one class, you will see all options in the box to choose from.

### Become a Great Gardener: Putting Your Garden to Bed (MBG)



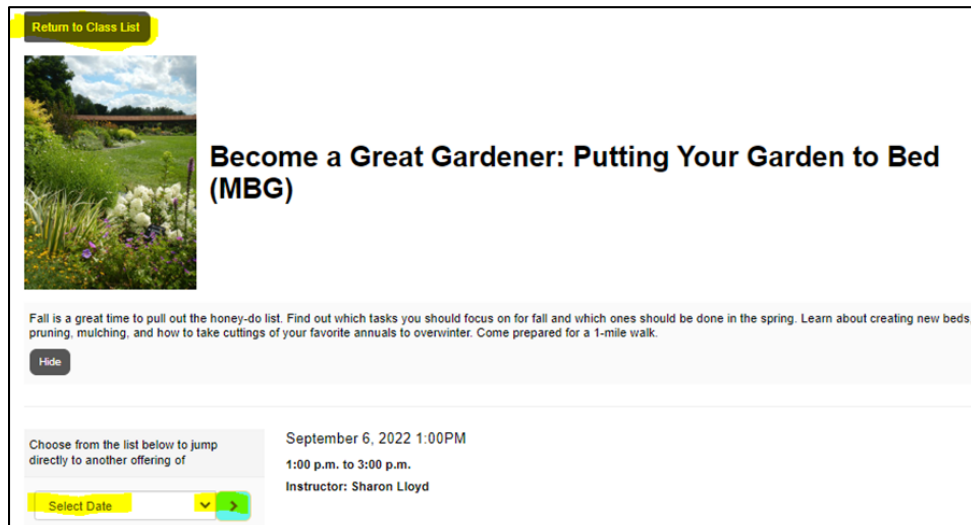
Fall is a great time to pull out the honey-do list. Find out which tasks you should focus on for fall and which ones should be done in the spring. Learn about creating new beds, pruning, mulching, and how to take cuttings of your favorite annuals to overwinter. Come prepared for a 1-mile walk.

1:00 p.m. to 3:00 p.m.

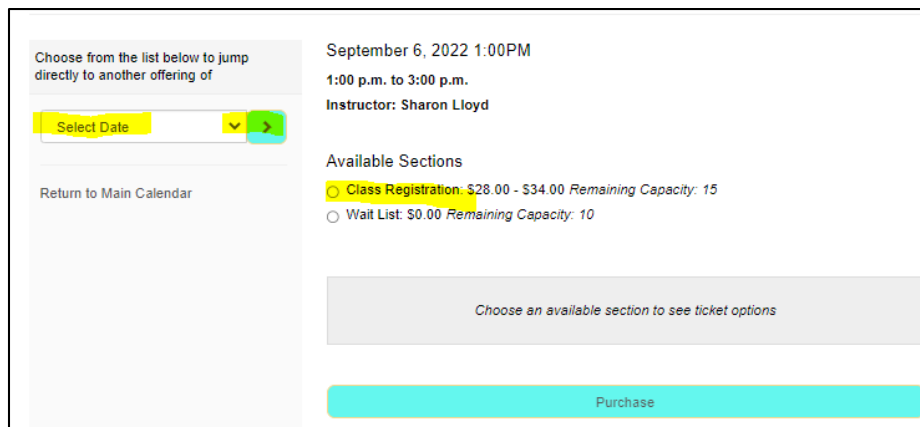
Instructor: Sharon Lloyd

September 6, 2022 1:00PM	Become a Great Gardener: Putting Your Garden to Bed Walk at Missouri Botanical Garden	Purchase
October 3, 2022 1:00PM	Become a Great Gardener: Putting Your Garden to Bed Walk at Missouri Botanical Garden	Purchase

On any Class registration page if you click the **Return to Class List**, it will return you to the unfiltered list of classes. The **Return to Main Calendar** button will return you the calendar for ticket sales as well as classes. To return the filtered list, use the **back arrow** at the top of the webpage.



Under Available Sections notice the remaining capacity. If there are no spots available but there is another class, you can click on select date on the left. This is a dropdown menu that will provide you with any alternate dates, if available. If there are no other classes available, you can select the wait list.



Click the **radial button** next to Class Registration and the pricing options will open. Choose the **number** of participants and select **purchase**.

Members- Both Member and Nonmember options will open.

Nonmembers- will only see the nonmember pricing.

**Note:** Members will only be allowed 2 seats at member price, or 1 seat at member price if you are an individual member. If you exceed the number permitted with your membership, you will be charged the nonmember price in the cart. This rule applies **ONLY FOR THE ADULT** seats; we do not cap children's seats.

Choose from the list below to jump directly to another offering of

Select Date

[Return to Main Calendar](#)

September 6, 2022 1:00PM  
1:00 p.m. to 3:00 p.m.  
Instructor: Sharon Lloyd

Available Sections

Class Registration: \$28.00 - \$34.00 Remaining Capacity: 15

Wait List: \$0.00 Remaining Capacity: 10

Adult Member \$28.00

Adult Non-Member \$34.00

### Class Participants

Select the **class participant(s)** from the dropdown menu, anyone associated with your account will be shown in the dropdown.

**Note:** If this is a class for children add the child's name here. If it is a class for children that requires a free adult, you will add the adult name on the Additional Information Needed form which is after the Summary page.

### Class Participants

Enter participant(s) who will be taking the class. Create a new participant if one does not exist in the drop down.

**Become a Great Gardener: Putting Your Garden to Bed Walk at Missouri Botanical Garden**

Sep 6 2022 1:00PM  
1:00 p.m. to 3:00 p.m.  
Instructor: Sharon Lloyd

Participant #1 (Adult)

- Select -

If your participant does not exist in the drop down, create a new participant by clicking here.

If you need to register someone not yet associated with your account, click on the create a new participant located under the dropdown menu. When adding a child, you will also need to add a birthdate. Once you click **Save**, anyone added at this point will be seen in your list for future registrations.

Enter participant(s) who will be taking the class. Create a new participant if one does not exist in the drop down.

### Add a new participant

**First name** Required

**Last Name** Required

**Account Type** Required

- Select -

## Summary page

The Summary page will show the class title, location, participants, and price for all the classes in your cart. If the participant is incorrect, you can click the Change Participants button to change it. You can also remove the class if you changed your mind, register another student for the class, or register for another class. The Register another class button will take you back to the unfiltered class list, from here you can add additional classes. When you are finished adding classes, click the **Continue button** and it will take you to the shopping cart to pay.

**Note:** If you register Children for classes, an Additional Information Needed form will appear for you to fill out. This is where the accompanying adult will be added.

### Summary

**Please note the location of your classes:**  
Missouri Botanical Garden: 4344 Shaw Blvd., St. Louis, MO 63110  
Butterfly House: 15050 Faust Park, Chesterfield, MO 63017  
Shaw Nature Reserve: 307 Pinetum Loop Rd., Gray Summit, MO 63039

Become a Great Gardener: Putting Your Garden to Bed Walk at Missouri Botanical Garden Remove class  
Sep 6 2022 1:00PM - Total: \$28.00

Participants Change participants

**Henry Shaw** Class Registration - Adult Member

Register another student Register another class Continue Button

## Shopping Cart

Double check all the information on this page and if correct, click the **Check Out button**.

### Shopping Cart

Your current cart contents are listed below.

Become a Great Gardener: Putting Your Garden to Bed Walk at Missouri Botanical Garden	\$28.00	X
September 6, 2022 1:00PM MBG Indoor		
Class Registration	1 Item(s)	Class Adult Member
		\$28.00
	Subtotal	\$28.00
	Total	\$28.00

Continue Shopping Check Out

## Order Summary

Check to see that all the classes you signed up for are correct. Check to see that your email and phone number are listed. Your confirmation and tickets will be sent to this email. You can also add a donation if you wish, the amount will only be added if you click the Add Donation button.

If everything is correct click the button to **complete the transaction**.

**Note:** You can still remove a class at this point with the X next to the price.

### Billing Information

Henry Shaw  
4344 Shaw Blvd  
St Louis, MO 63110  
[Classes@mobot.org](mailto:Classes@mobot.org)  
(314)577-9506

[Update Billing Information](#)

### Delivery Information

Mobile Ticket  
[Update Delivery Information](#)

### Add A Donation (optional)

Please consider adding a donation to your order:

Please consider adding a donation of \$2.00 to your order.

I would like to donate a different amount:

[Click to Add Donation](#)

Become a Great Gardener: Putting Your Garden to Bed Walk at Missouri Botanical Garden	\$28.00	✕
<p>Garden</p> <p>September 6, 2022 1:00PM</p> <p>MBG Indoor</p>		
Class Registration	1 Item(s)	Class Adult Member
		\$28.00
<b>Subtotal</b>		\$28.00
<b>Total</b>		\$28.00

[Click Here to Complete Your Transaction](#)

Complete your payment

Complete your payment when the credit card payment window appears.

Thank You for Your Order

Once payment is complete, the Thank You for Your Order screen will show. This page will show your class or classes, payment and where your class is located.

## Thank You for Your Order

Please contact us with any questions concerning your purchase.

### Order Information

Order Number: 5227529  
Order Date: July 19, 2022 4:23PM

[Print Your Receipt](#)

### Billing Information

Henry Shaw  
4344 Shaw Blvd  
St Louis, MO 63110  
[Classes@mobot.org](mailto:Classes@mobot.org)  
(314)577-9506

Please review our class policies prior to arrival. If you have any questions, please email [classes@mobot.org](mailto:classes@mobot.org).

Links for Photographing Landscapes and Cityscapes NEW: [MBG Main Campus Map](#)

### Delivery Information

Mobile Ticket

Photographing Landscapes and Cityscapes NEW at Missouri Botanical Garden	\$42.00	
September 7, 2022 5:00PM		
Visitor Center Check-in		
Class Registration	1 Item(s)	Adult Member
		\$42.00
<b>Subtotal</b>		\$42.00
<b>Total</b>		\$42.00

[Return to Main Calendar](#)

[Logout](#)

## Confirmation

You will receive a Confirmation email with class information, room location, as well as, links to maps, materials list (if needed), and the class policies page. Below is an example of a confirmation with multiple classes.

Room Location and Links for Botanical Card Making and Its History at Meeting Space East: [MBG Main Campus Map](#)

Room Location and Links for Creative Flower Arranging - Fill Your Vase at Cohen Amphitheater: [MBG Main Campus Map](#)

Room Location and Links for DIY Flower & Herb Drying NEW at Meeting Space West: [MBG Main Campus Map](#)

Room Location and Links for Living Pumpkin Arrangement with Succulents at CBEC #126 and 127: [CBEC Map](#)


Please review our [class policies](#) prior to arrival. If you have any questions, please email [classes@mobot.org](mailto:classes@mobot.org).

Purchases:				
Description	Ticket(s)	Price	Total Tickets	Total
Creative Flower Arranging - Fill Your Vase at Missouri Botanical Garden Tue 09/13/2022 5:00 PM	1 Ticket(s)	\$138.00	1	\$138.00
DIY Flower & Herb Drying NEW at Missouri Botanical Garden Sat 10/01/2022 10:00 AM	1 Ticket(s)	\$30.00	1	\$30.00
Botanical Card Making and Its History at Missouri Botanical Garden Sat 10/15/2022 9:30 AM	1 Ticket(s)	\$33.00	1	\$33.00
Living Pumpkin Arrangement with Succulents at Missouri Botanical Garden Tue 10/18/2022 10:00 AM	1 Ticket(s)	\$65.00	1	\$65.00
<b>Purchase Total:</b>				<b>\$266.00</b>

## Tickets


You will also receive an email with your tickets. Tickets will be scanned upon entry, so please present the QR code on your phone and ready to be scanned.

**THIS IS YOUR TICKET:**

 **MISSOURI BOTANICAL GARDEN**  
Morning Prairie Hike

Price: \$10.00  
Order ID: 5207851  
Constituent ID: 216475  
Description: Class Adult Member

DATE OF CLASS: 09/01/22



If you have questions, please call us at (314) 577-9506 or email [classes@mobot.org](mailto:classes@mobot.org).

**Display on your mobile device to avoid printing paper.**

If you have questions about classes please email [classes@mobot.org](mailto:classes@mobot.org) or call (314)577-9506.