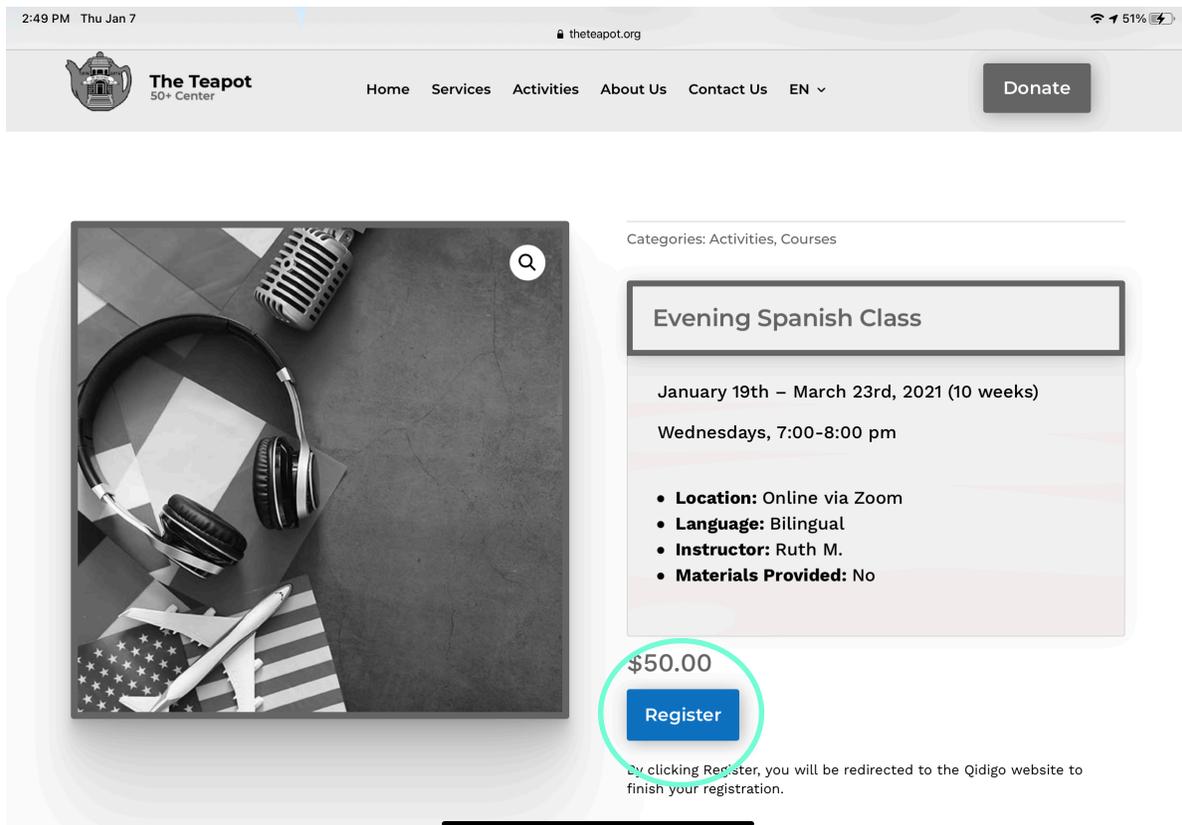


How to make a Qidigo account

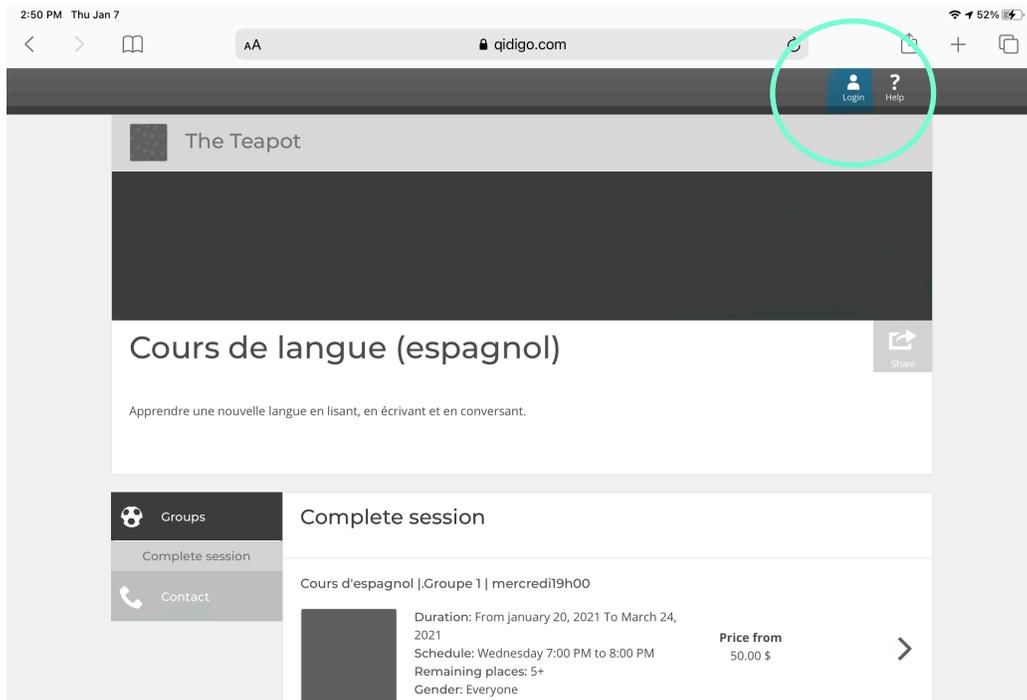
Thank you for using our new registration system powered by Qidigo. It will make registration-week a much smoother process for both staff and members alike. Here is the step by step process on how to create an account and begin registering yourself for our activities.

- 1. Choose the first activity you want to register for on theteapot.org**
- 2. On the activity's page, click register.**

This will redirect you to the Qidigo website to complete your registration

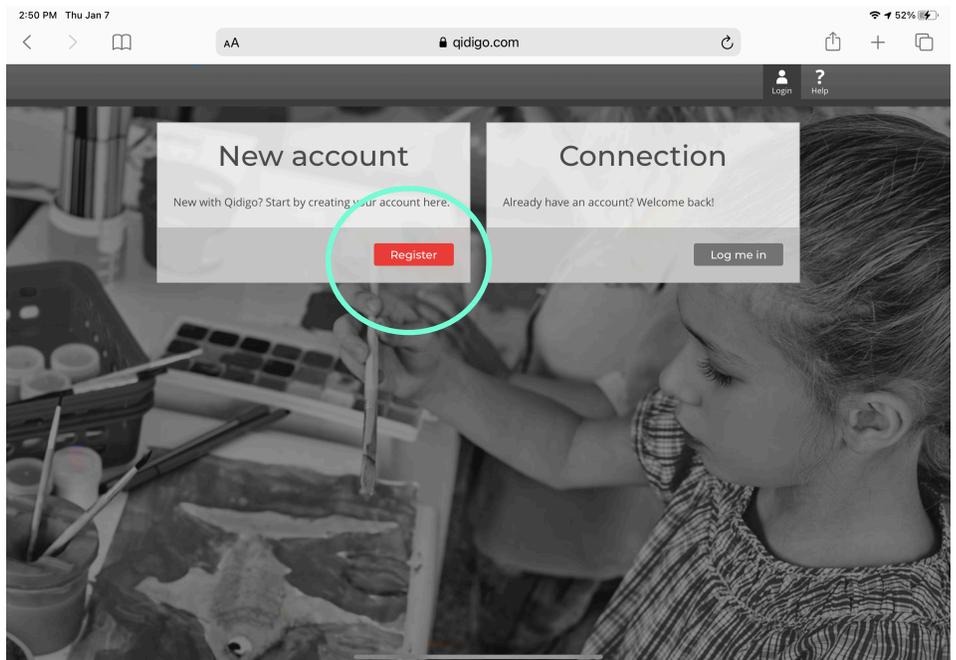


3. On the top right; click “Login”.



4. Click on “Register”.

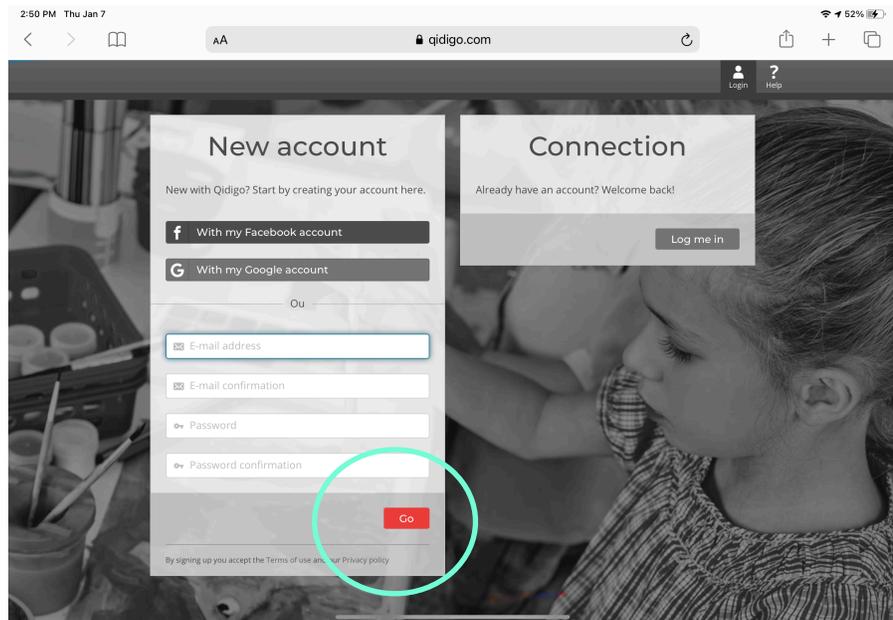
In the future, you will click “Log me in” under Connection.



5. Fill in your email address and create a password; click “Go”.

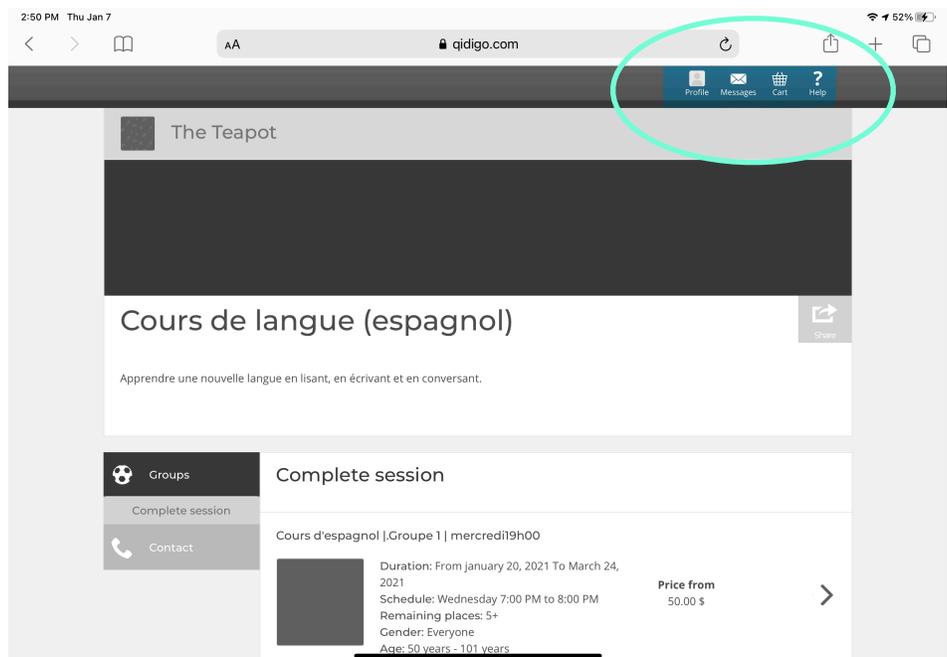
Fill in all the required information after clicking “Go”.

Keep the email and password in a safe place as you will need them again to register next session.



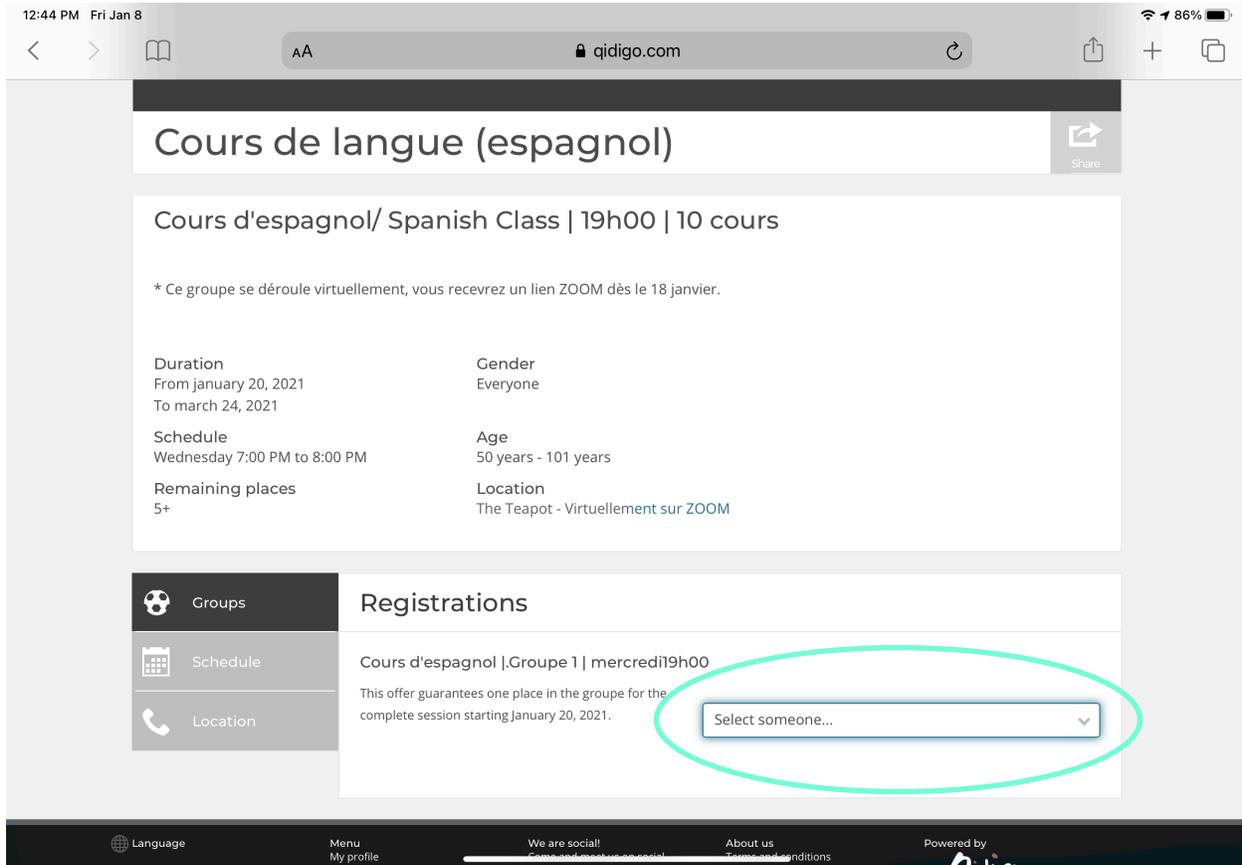
6. Once you've successfully created an account, the top will look like this.

You are now ready to register for the courses and workshops you wish to take part in. If you have any questions give us a call at (514) 637-5627.



7. Adding the course to your cart

- (a) Be careful! Some courses have more than 1 duration. Decide whether you want to sign up for a whole session, half a session, or only a single class.



- (b) Click on “Select someone...” This will allow you to add the activity to your cart and proceed to check out. You can continue to browse for activities on the Qidigo website by scrolling up and clicking on “The Teapot” in the top right. Only the Qidigo website can register you for activities, theteapot.org **will not** save you a place.

Continue to add all the workshops and activities you wish to register before paying. This will allow you to make one payment for everything.
