

How to sign up online

Purchasing Memberships/OFAD Seminar 2021/Workshops

1. Go to www.ofad.design
2. Choose the last item in the menu, **Register for OFAD 2021.**
3. You'll see the complete list of OFAD's offerings.
4. Click on the thumbnail/icon for **Memberships.**
5. Check the box to left of the level you wish to participate at.
6. Click on **Add To Cart.**
7. You'll be taken to the Cart page showing your order for Membership. If you are only renewing your membership and don't plan on attending OFAD Seminar 2021, skip to **Checking Out** below.
8. Hit the back button on you web browser, this will take you back to the membership page.
9. Hit the back button again to bring you back to our total list of offerings.
10. Click on the thumbnail/icon for **OFAD Seminar 2021.**
11. Here you'll find the full description of the seminar.
12. Click on **Add To Cart .**
13. You'll be taken back to the Cart page that now shows your Membership plus the Seminar in your order.
14. Hit the back button on your web browser, this will take you back to the OFAD Seminar 2021.page.
15. Hit the back button again to bring you back to our total list of offerings.
16. Click on the various **Workshop** buttons to bring up their full descriptions . If you
17. decide on a workshop to attend, click **Add To Cart.**
18. Keep going back to the full list (hit back button twice) and adding workshops as before.
19. When you've finished adding the workshops to your cart, review the list. Make sure none of the workshops have conflicting times.
20. If you change your mind and need to remove something from your Cart, click on the circle with the X in it to left of the item, and it will be deleted from your cart.
21. Please remember that membership in OFAD and purchase of the Seminar are required to participate in the workshops.
22. When you are satisfied with the list of items in your Cart, scroll down the page and click on **Proceed To Checkout.**

Checking Out

1. On the **Checkout page**, fill out the billing form.
2. Near the bottom of the form you'll be asked if you wish to show an arrangement at OFAD Seminar 2021.
3. Scroll down further to reconfirm your order.
4. If you have something we need to know about your order, you'll find a box called **Order Notes** near the top of the form to leave us a message.

Pay by Check

1. To pay by check, scroll down past the form, choose **Check Payments**, and then click the **Place Order button**.
2. Your order will be computed, this may take a moment, please wait.
3. When finished you'll be taken to a page that shows the success of your order.
4. Look in your email inbox for a receipt from us. Please send a check for the full amount to:

OFAD Registration
213 Carmelo Lane
South San Francisco, CA 94080-2204

5. Please put the order number from your emailed receipt in the memo area of the check.

Pay by Credit Card

1. To pay by credit card choose **PayPal** at the bottom of the form.
2. This will bring up various options.
3. If you have a PayPal account, press the **yellow PayPal bar**.
4. To pay by credit card choose one of the **credit card symbols**, (Visa, MasterCard, etc.) you don't need a PayPal account to checkout. In both cases you'll be redirected to PayPal's website to verify your credit card info.
5. Once verified PayPal will automatically send you back to our website and show you the completed transaction.
6. Look in your email inbox for a receipt from us. Please print out a copy of your order from the email for your records.