**How to Join a Class**

1. **Access your Goodman Theatre account** (this is the only step that can be done before registration opens!) To access your account, visit **https://my.goodmantheatre.org/account/login**. **If you already have an account with us** (if you've registered before or seen a show on our stages, you most likely do!), enter your username and password. **If you forgot your password**, click "Forgot Password" and enter the email associated with your account to receive instructions to reset your password. **If you don't have an account with us,** click "Create an Account" on the right side of the page. **After signing in, you may be taken to a calendar of our season or the main Goodman webpage. Don't worry, you've been logged in and can move to the next step!**

2. **Access the GeNarrations webpage** by entering **https://www.goodmantheatre.org/engage-learn/for-community/genarrations/** into your browser. Here, you can view session dates, theme, program descriptions, teaching artists and our class list.

3. **Start refreshing your page** a few minutes before 10:00am Central Time after signing in by clicking "CTRL" + "R" on your keyboard. While we open right at 10:00am, everyone's clock runs a bit differently. Refreshing a few moments before and after 10:00am will give you the most updated version of our webpage.

4. **Select ONE class**. Scroll down and view our class list organize by day, time, Teaching Artist and location. You'll notice the first half of classes are offered in-person while the second half are offered virtually. Once you decide on a class, click the "REGISTER NOW" button next to it.

5. **Select Quantity.** After selecting "REGISTER NOW," you'll be taken to a page that shows the "price" of your class. All of our GeNarrations classes are complimentary, so the price should say $0.00. Next to price, select the dropdown menu under "Quantity." **Please only select a quantity of one.** If you select more or less than "1" at this step, it will block other students from registering and cancel your reservation. After setting quantity to "1," click "**Add to Cart."**

6. **Check out.** You'll be taken to your checkout cart. Please make sure you only have one class in the cart before continuing. Select **"Check out."**

7. **Review order details.** There is an option to add a donation to your order, **but please skip if you are uninterested.** Scroll to bottom of the page and check box that says "I understand that all transactions are final." **Then, select "Complete Order."**

8. **Confirmation –** you should see a big “THANK YOU” and information on parking at the top of this page along with information on your order. If you made it here, you are confirmed for your GeNarrations class! Congratulations and welcome to our program! You’ll receive a confirmation email within 24 hours of registering.