

Step By Step Instructions for ALFA Online registration:

Step 1: Log into the [ALFA Store](http://marketplace.fitchburgstate.edu/alfa).

<http://marketplace.fitchburgstate.edu/alfa>

- Take a moment to read the Welcome Instructions and Important Notes section on the front page.
- Browse through courses, trips, and special events using the buttons below that specify the session or category you are interested in.



Welcome to our Online Registration Page!

Registering is super easy! Browse our fall course offerings by clicking the categories below, then add your classes to your shopping cart. Once all of your classes are added, click the "checkout" button.

After adding your payment information, you will be asked to enter in some contact information, and finally, to review your order. Once you complete your order, your confirmation will be conveniently sent to your email.

Important Notes:

You may only register ONE PERSON at a time. If you are registering anyone in addition to yourself, please complete your order, and then start at the beginning with the second person's order.

Due to high demand, you may only register for 6 classes before September 5, 2017 (not including Food for Thought or Group Trips). If you would like to add additional courses, please register for them after the initial deadline.

You DO NOT need to create an account or "log in" with the system to register for ALFA classes. When checking out, just click "Continue Unregistered".

ALFA

Home

Store Categories



Session II (November 5 - December 14)

Home / Session II (November 5 - December 14)



A Drawing Meditation | Mondays | 2:30 - 4:00 PM | Nov. 5, 19, 26; Dec 3, 10 | Hammond S08

A Drawing Meditation This course is for students who feel they cannot draw but want to learn. Each class is process oriented and will involve numerous fun and sometimes unusual exercises to increase observational skills and perception..... **Click on title to see full description.**

Price:

\$30.00

Quantity:

1



Step 2: Browse and Select Courses

- Explore each course you are interested in by clicking on the title for a more detailed description and instructor bio.
- If you would like to register for that course, click on the shopping cart either **here** or **here**.



FITCHBURG STATE UNIVERSITY

A Drawing Meditation | Mondays | 2:30 - 4:00 PM | Nov. 5, 19, 26; Dec 3, 10 | Hammond S08

Home / Session II (November 5 - December 14) / **A Drawing Meditation | Mondays | 2:30 - 4:00 PM | Nov. 5, 19, 26; Dec 3, 10 | Hammond S08**



This course is for students who feel they cannot draw but want to learn. Each class is process oriented and will involve numerous fun and sometimes unusual exercises to increase observational skills and perception. Participants will use a sketch pad for drawing as well as for writing about their process and progress. **REQUIRED MATERIAL:** Please bring a good quality 9"x12" sketch book (spiral bound), one hard and one soft pencil, an eraser, pencil sharpener and an open mind to the first class!

Instructor: Ann-marie LaBollita is an artist, studio art teacher, Let Your Yoga Dance instructor and Certified Yoga Instructor. She has been practicing yoga for 20 years and believes in the transformative and healing power of yoga and the expressive arts. She happily spends her time teaching, in her studio and on her yoga mat.

Stock number:


2004018

Price:

\$30.00

Quantity:

1

Add To Cart 

Cart

Home / Special Classes / **Shopping Cart**

Items in your Cart

Item Name


A Drawing Meditation | Mondays | 2:30 - 4:00 PM | S08

Step 3: Browse Courses (Cont.)

- If this is the only course you are registering for, skip to step 4.
- To continue to look at and select courses, you can navigate back to the store front by clicking on **Home**

Step 4:



- Once you are done selecting your course, trips, and special events, you are ready to check out!
- Review your order.
 - If you would like to add more classes, click on the **Home** button or continued shopping.
 - If you would like to remove a class, click on the **Garbage Can**.
- Click the **Checkout** Button.

 **FITCHBURG STATE UNIVERSITY**

Cart


Home / Special Classes / Shopping Cart

Items in your Cart

Item Name	Quantity	Remove	Amount
A Drawing Meditation Mondays 2:30 - 4:00 PM Nov. 5, 19, 26; Dec 3, 10 Hammond S08 Stock number: 2004018	1		\$30.00
ALFA Biking Group Thursdays 10:00 - 11:30 AM Sept. 13, 20, 27 North Central Pathway Winchendon, MA FREE COURSE Stock number: 50002181	1		\$0.00

Total: \$30.00


[Continue Shopping](#) [Update Cart](#) [Checkout](#)

 **FITCHBURG STATE UNIVERSITY**

Delivery Address

Home / Cart / **Address** / Payment Methods / Buyer Info / Review / Receipt

Login



[New User? Register](#) [Login](#)

Order Summary

Item Total:	\$30.00
Total:	\$30.00

Contact Information

Email Address: *

[Continue Unregistered](#)

Items in your Cart

Item Name	Quantity	Amount
A Drawing Meditation Mondays 2:30 - 4:00 PM Nov. 5, 19, 26; Dec 3, 10 Hammond S08 Stock number: 2004018	1	\$30.00
ALFA Biking Group Thursdays 10:00 - 11:30 AM Sept. 13, 20, 27 North Central Pathway Winchendon, MA FREE COURSE Stock number: 50002181	1	\$0.00

Total: \$30.00

Step 5:

- Ignore the Login Section. You **DO NOT** need a User Name and Password.
- Enter your Email Address.
- Click: **Continue Unregistered**
- If you only registered for FREE classes and events, skip Step 6 (Payment Information).

Step 6: Payment Information

- This page may look different depending if you have chosen both free and for cost classes
- If not, your page will look like the one below.
- Select a Payment Method:
 - Credit
 - Electronic Check
- Complete Payment information and Billing Information
- Click **Continue**

Payment Methods

[Home](#) / [Cart](#) / [Address](#) / **Payment Methods** / [Buyer Info](#) / [Review](#) / [Receipt](#)

Payment Method

Use the table below to select the payment methods for the Order items. After you select the payment methods for your Order items, you can fill in the rest of the payment information by choosing the Continue button.

	None	AmEx	Discover	MasterCard	Visa	Electronic Check (ACH)
A Drawing Meditation Mondays 2:30 - 4:00 PM Nov. 5, 19, 26; Dec 3, 10 Hammond 508	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
ALFA Biking Group Thursdays 10:00 - 11:30 AM Sept. 13, 20, 27 North Central Pathway Winchendon, MA FREE COURSE	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Continue

Payment Methods

[Home](#) / [Cart](#) / [Address](#) / **Payment Methods** / [Buyer Info](#) / [Review](#) / [Receipt](#)

Payment Method

*Indicates required information

Payment Method: *

Select a Payment Method

Billing Address

Name: *

Address Line 1: *

Address Line 2:

Country: *

City: *

State/Province: *

Postal Code: *

Payment Method: *

Enter Credit Card Information

Credit Card

*Indicates required information

Credit Card

Card Type: *

Select a Card Type

Credit Card Number: *

Expiration Date: *

Security Code: *

06

2018

[View example](#)

Credit Card - Available credit card issuers.



Continue

Payment Method: *

Enter Electronic Check (ACH) Information

Electronic Check (ACH)

*Indicates required information

Electronic Check (ACH)

Bank Account Type: *

Checking

ABA Routing number: *

[View example](#)

Account Number: *

Confirm Account Number: *

ⓘ Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. No corporate checks allowed, i.e. credit cards, home equity, traveler's checks, etc.

Buyer Information

[Home](#) / [Cart](#) / [Delivery Methods](#) / [Address](#) / [Payment Methods](#) / [Buyer Information](#)

ALFA Buyer Information

Please enter the Buyer Information requested for ALFA.

*Indicates required information

New to ALFA?

Have you ever taken an ALFA class? *

Please Select

ALFA Student Contact Information

First Name *

(2-15 character[s])

Last Name *

(2-30 character[s])

Email Address *

(6-1,000 character[s])

Phone Number *

(9-16 character[s])

Mailing Address

Address *

(1-50 character[s])

City *

(1-15 character[s])

State *

(2 characters exactly)

Zip Code *

(5 characters exactly)

Survey

Are you an alum of Fitchburg State University?

Please Select

Date of Birth

mm/dd/yyyy

For office use only

For Office Use Only

Please Select

[Review Order](#)

Order Summary

Item Total:	\$0.00
Tax:	\$0.00
<hr/>	
Total:	\$0.00

Promotional Code

Promotional Code:

(You can use one code per Cart.)

[Apply](#)

Step 7: Buyer Information:

- Complete this section with all of the required* information.
- **Please note:** You do have to enter in your address again as sometimes billing and student addresses aren't the same.
- **Please note:** The Survey section is optional and the "for office use only" is truly for office use only. No need to put anything there.
- Click [Review Order](#)

***Promotion Code:** If you received a promotion code, this is where you enter it.

You may receive a promotion code if you are eligible to take a free course.

Step 7: Review Order

- Review your order.
- Click **Submit Order**
 - If you do not click this button, than you are NOT registered!

Review Order

[Home](#) / [Cart](#) / [Address](#) / [Payment Methods](#) / [Buyer Info](#) / **[Review](#)** / [Receipt](#)

Order Summary

Item Total:	\$0.00
Tax:	\$0.00
<hr/>	
Total:	\$0.00

Contact Information

dlangdon@fitchburgstate.edu

Edit

Promotional Code

Promotional Code:

(You can use one code per Cart.)

Apply

Return Policy Agreement

ALFA

Classes, trips, special events, etc. are not refundable or transferable to other classes, trips, events, etc. unless it is canceled.

PLEASE NOTE: You are NOT fully registered until you click the *SUBMIT ORDER* button!!

Immediately following, you should receive a confirmation email. This email is proof of your registration. If you do not receive a confirmation email after registering, you are not registered.

We have had numerous folks think they were registered for a class, but we did not have them on our rosters because they didn't complete the registration process.

⚠ By clicking Submit Order, I agree to the above Return Policy

Print Agreement

Submit Order

Items in your Cart

Item Name	Quantity	Amount
ALFA Biking Group Thursdays 10:00 - 11:30 AM Sept. 13, 20, 27 North Central Pathway Winchendon, MA FREE COURSE	1	\$0.00
Stock number:	50002181	
		Total: \$0.00

Congratulations! You are registered for your courses!

Please print your **Order Receipt** for your records.

****You will also receive a confirmation email. Please keep this because if there is ever any issues with your registration, we will ask for your confirmation email! ****

See below for order email example

Order Receipt

Thank You!

This is your Order summary.
An Order confirmation email was sent to the following address:
dlangdon@fitchburgstate.edu

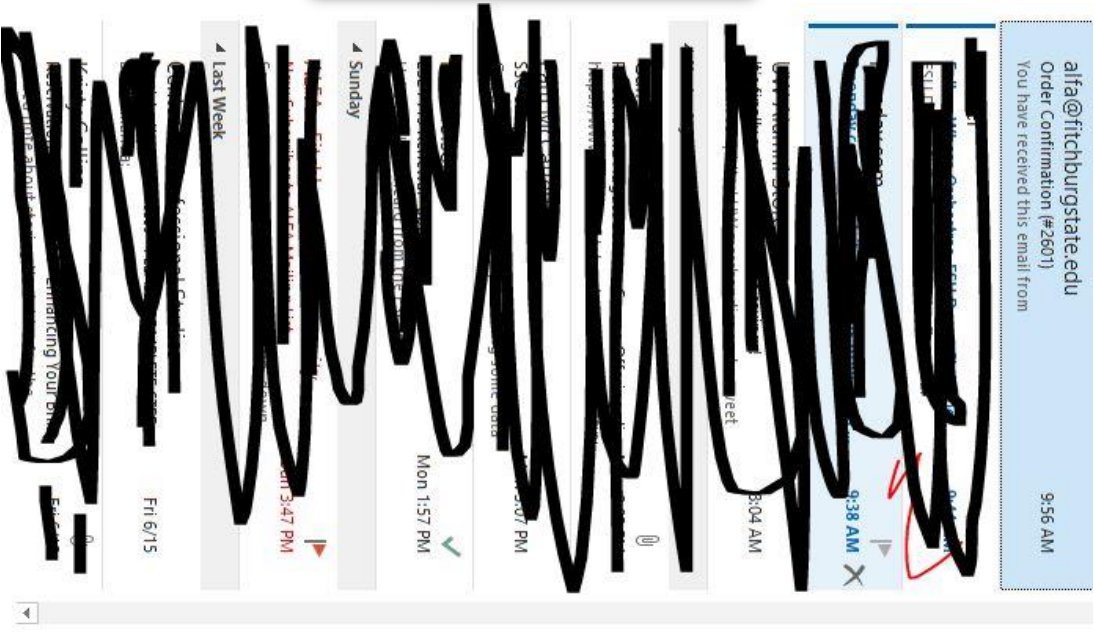
Print Continue Shopping

Order #2601 ALFA

Buyer Info Prompt	Buyer Info Answer
Have you ever taken an ALFA class?	Yes
First Name	Dani
Last Name	Langdon
Email Address	langdon.danielle@gmail.com
Phone Number	9789598758
Address	23were st
City	dewsa
State	ma
Zip Code	01578

Item Information	Quantity	Amount
ALFA Biking Group Thursdays 10:00 - 11:30 AM Sept. 13, 20, 27 North Central Pathway Winchendon, MA FREE COURSE	1	\$0.00
Stock Number: 50002181		
	SubTotal:	\$0.00
	Tax:	\$0.00
	Total:	\$0.00

Order Email Confirmation



You have received this email from alfa@fitchburgstate.edu in response to your Order.

Order Receipt

Thank you so much for registering for your ALFA course(s). Please reach out if you have any questions!

Please note: **Checks that are returned for insufficient funds or incorrect banking information will cause a \$30 fee to be assessed to the student. ***

Order: 2601
Terminal Id: DEVICE_ID
Store: ALFA
Date/Time: June 19, 2018 9:55:39 AM EDT
Total: \$0.00

Contact Email:
dlangdon@fitchburgstate.edu

Shipping Information:
Shipping Information: 2470
Delivery Method: None

Item	Stock Number	Quantity	Unit Price	Detail Total
ALFA Biking Group Thursdays 10:00 - 11:30 AM Sept. 13, 20, 27 North Central Pathway Winchendon, MA FREE COURSE	50002181	1	\$0.00	\$0.00
Subtotal:				\$0.00
Tax:				\$0.00