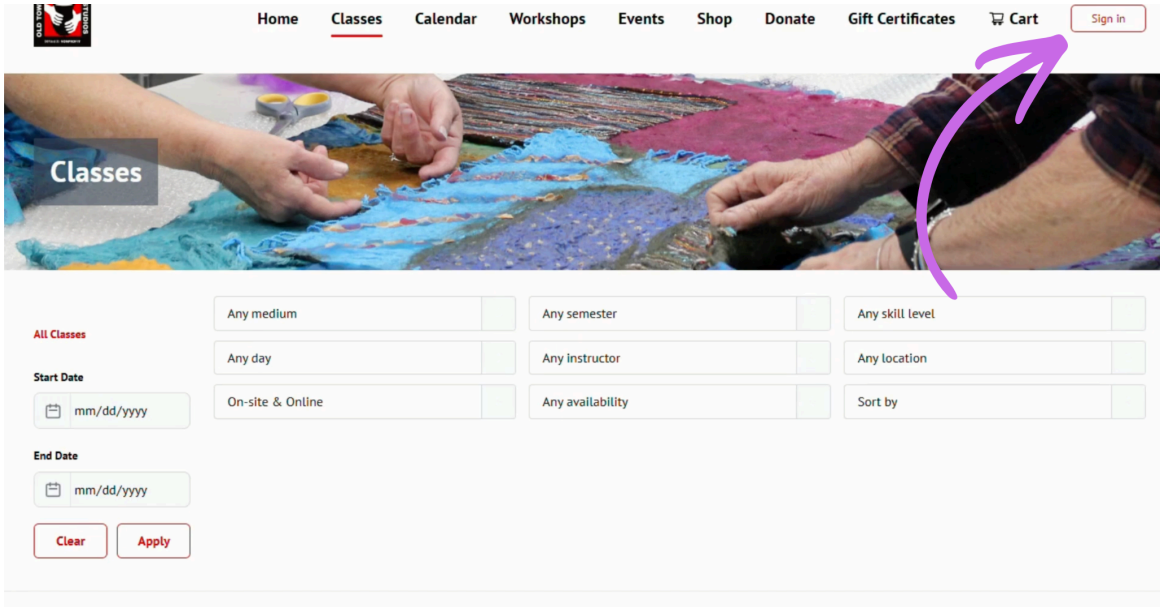
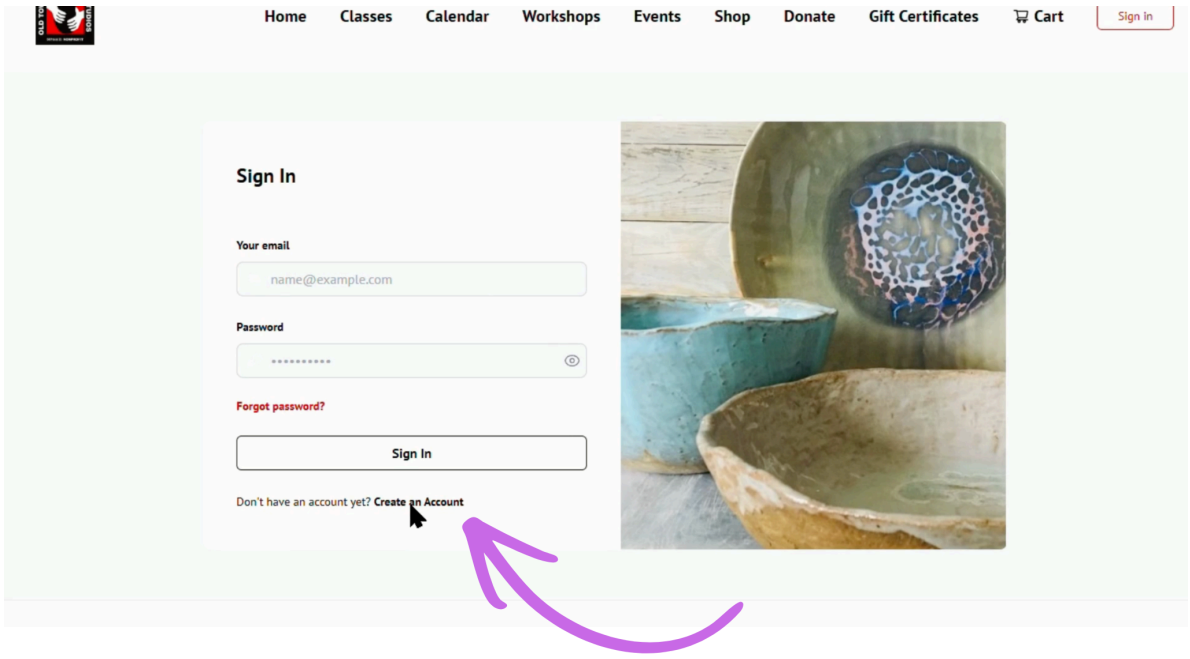
Old Town Artisan Studios is using a new enrollment platform, Art Center Canvas! The step-by-step guide below will show you how to register for an account at canvas.oldtownartisanstudios.org.

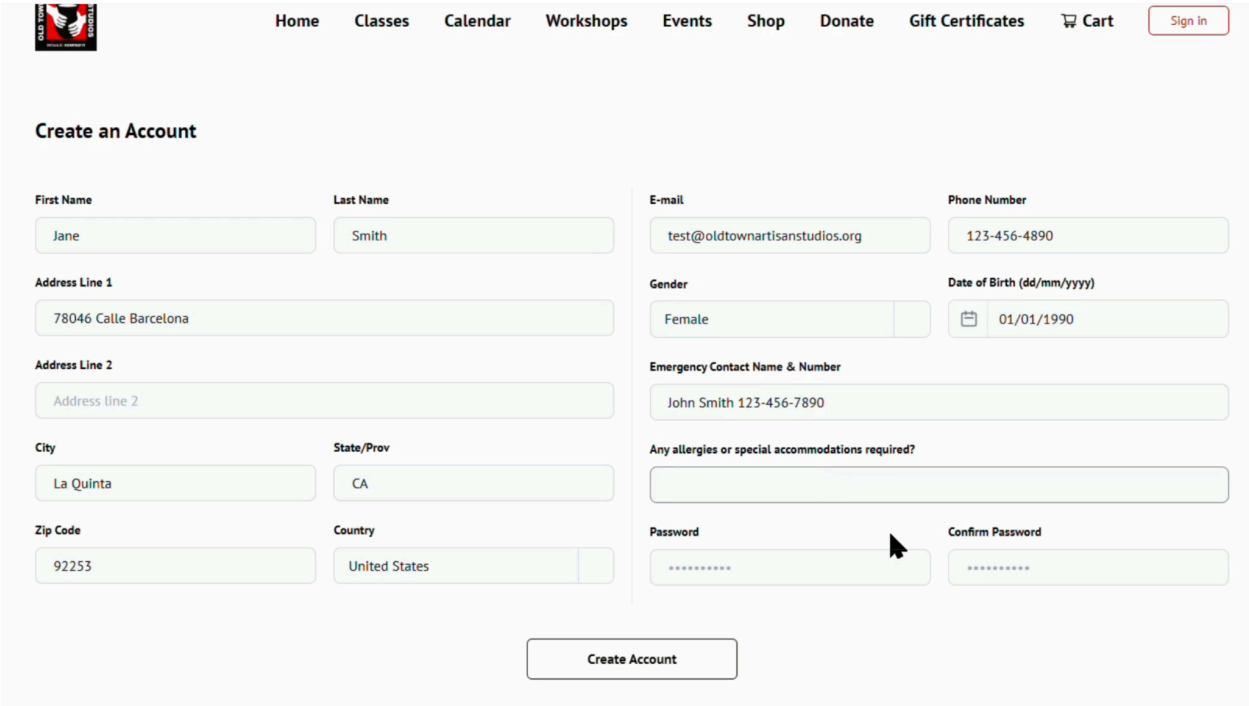
Step 1: To start in Art Center Canvas, click “Sign In” on the upper right-hand corner.



Step 2: Click “Create an Account.”



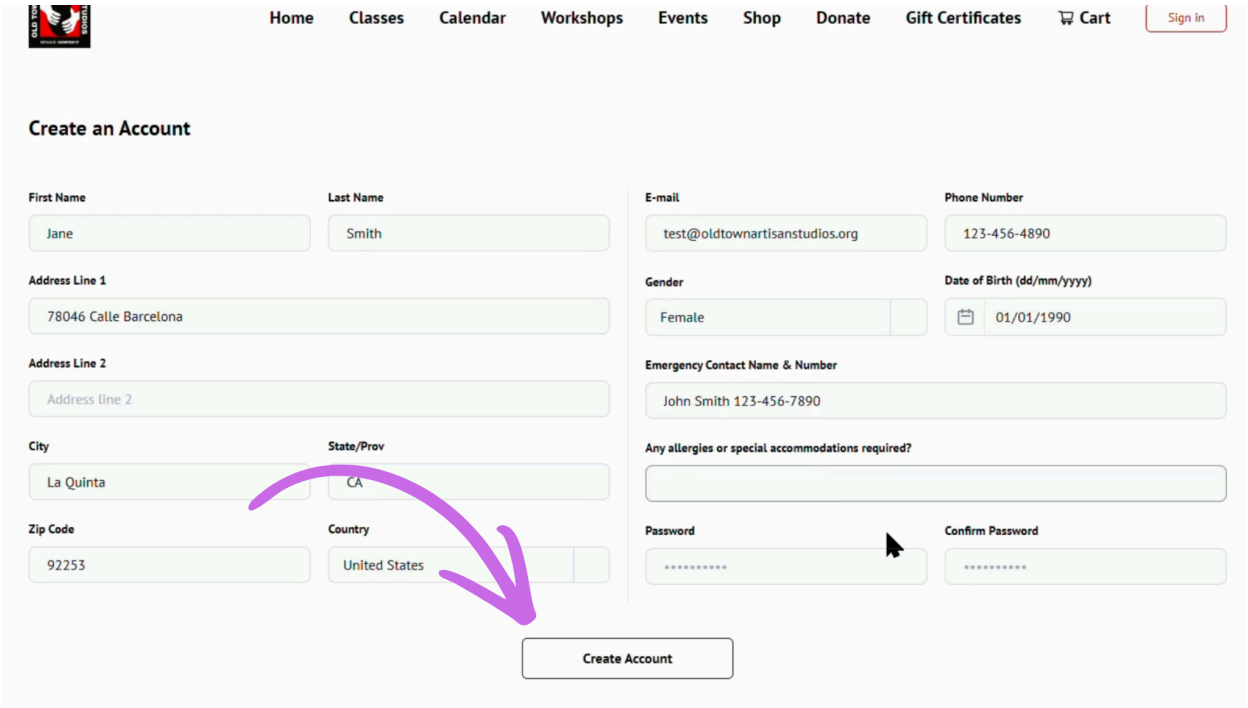
Step 3: Here, you will populate your information. A payment method is not required when creating an account, but we strongly encourage it as it will make the enrollment process much faster on the day of registration.



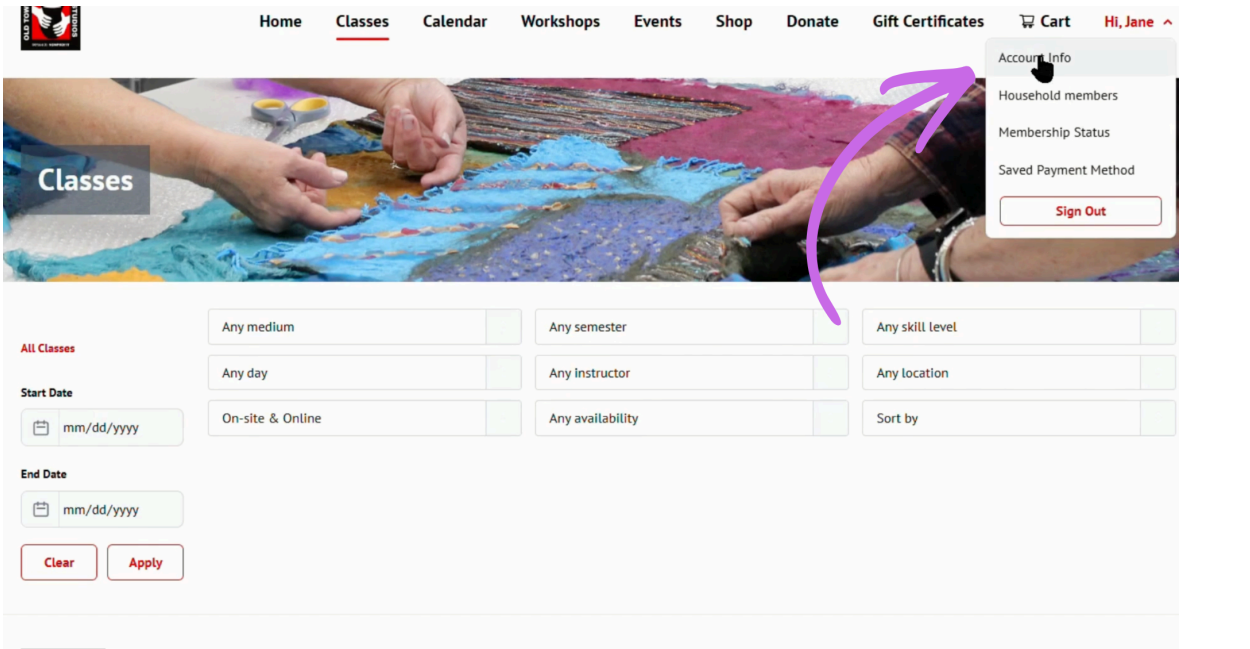
If you already have an email in our system, from interacting, donating, or signing up for an offering previously, our staff will be sending out a reset password link through which you can activate your Art Center Canvas account with the history you already have in our system. If you need help with that process, you can call our team and they will walk you through it.

Click Here for More Info on the Reset Password Link

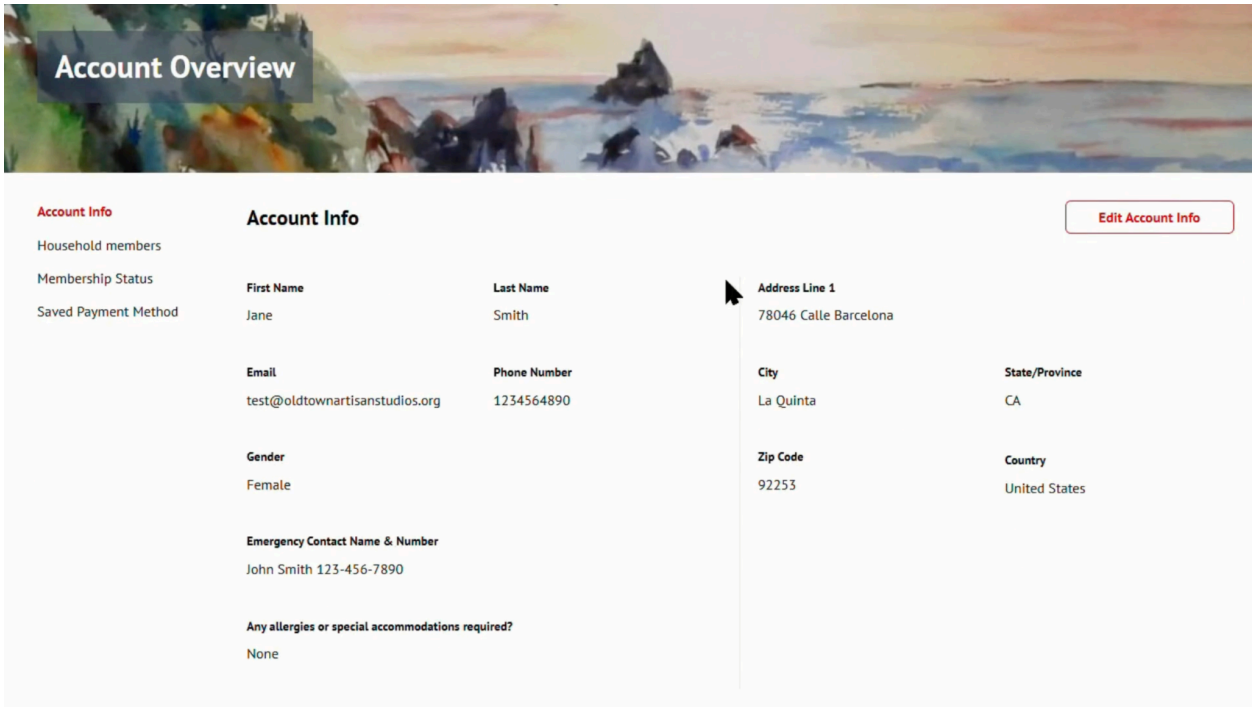
Step 4: Once you've entered all of your information, click "Create Account" at the bottom. This will generate a password to your email.



Step 5: Now, it will show you as "logged in." You can see in the top right-hand corner you will now have a greeting from the system (ex: "Hi Jane"). Here, you can choose to view your account information by clicking "Account Info."

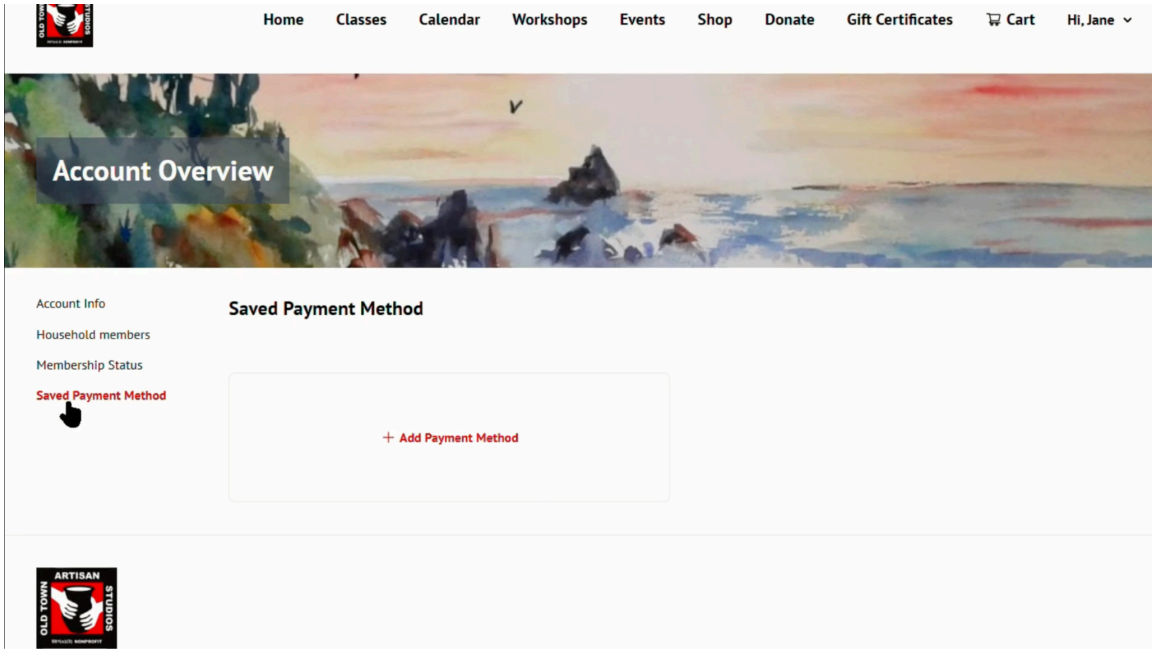


Step 6: Here, you can make any updates to your account information as needed. By clicking “Household Members” on the left-hand side of the page, you can connect with any family members you may have in the system as well. This is great for parents who want to monitor and pay for their children’s classes, or family members who would like to pay for another family member’s classes.

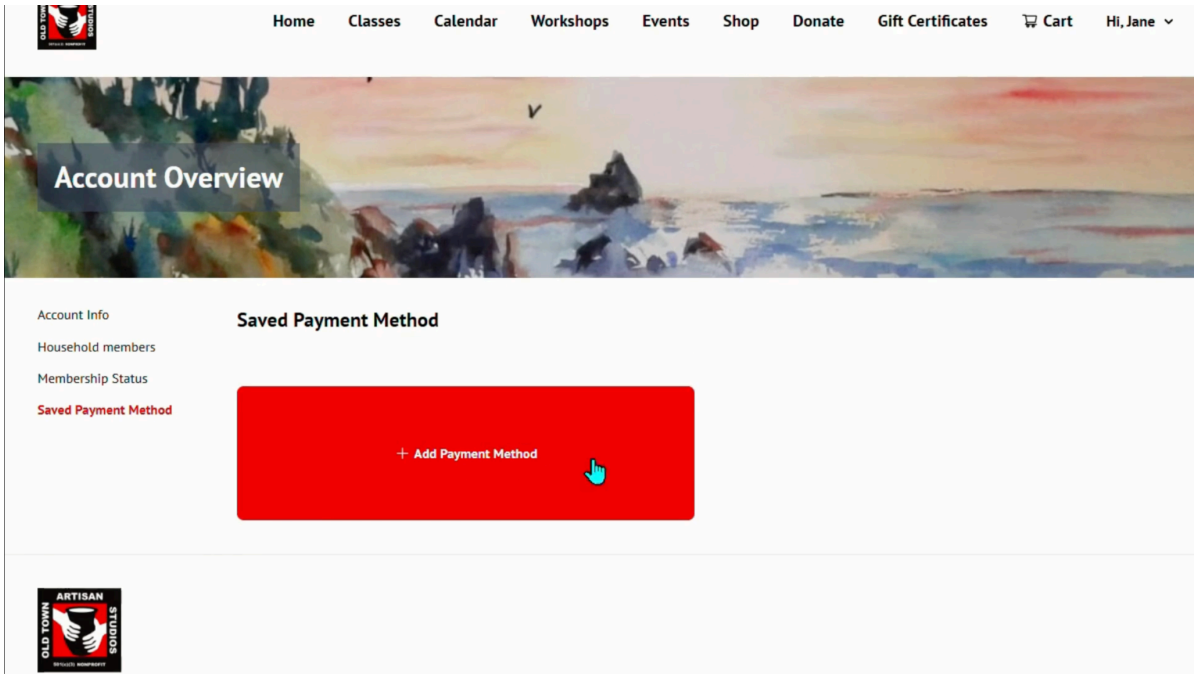


We will also be launching membership tiers soon, which you’ll be able to interact with by clicking “Membership Status.”

Step 7: For registration, you will need to add a payment method to your account. You can do so by clicking “Save Payment Method” on the left-hand side of the page. By adding it before the day of registration, this will let you check out quickly and seamlessly on the day when registration goes live.



Step 8: Click “Add Payment Method.”



Step 9: You can either add your credit card information or you can use ACH payment which allows you to enter in your checking information and pull funds directly from your bank account. When you've finished entering your information, click "Add." You will then see your specific payment method, which can be applied when you're checking out for classes, workshops, and events.

Note: Your payment information is encrypted. Our team cannot see it and it is stored on a secure server.

Thank you for registering for an account on our new platform!

Need help? Come by in person **Monday, April 13th from 10am-5pm.** Account support for the new enrollment process will be available in-person at Reception or by calling (760) 777-1444. OTAS staff will be on-site to walk you through each step.