➢ **Go to** www.fcaae.org

➢ **Click the Account button**
- *Computer users:* Account tab is found in the upper right corner of your screen.
- *Mobile users:* Account is found under Menu.

➢ **Login –** You are not required to Login before Adding Classes to Your Cart but it's easier.
- **Returning students**
  - Use the *Login to Your Account* box
  - Enter your email and password.
- **New to FCAAE or haven't taken a class in the last 2 years**?
  - Use the *First Time Users* box
  - Create an Account
- **Students who registered by mail since 2020:**
  - You have an online account - FCAAE created one for your use.
  - Use the *Login to Your Account* box
  - Enter the email address you provided on your registration form.
  - First time using your online account?
    - Look for the "I created an online account for you" email from FCAAE.
    - Enter the "initial login password" contained in this email.
    - Can't find the password? Email director@fcaae.org or call 412-696-1410

➢ **Account Information** page opens.
- *Edit Your Account* if your information has changed.
- *Add Student* if you are purchasing seats for yourself and others this time.
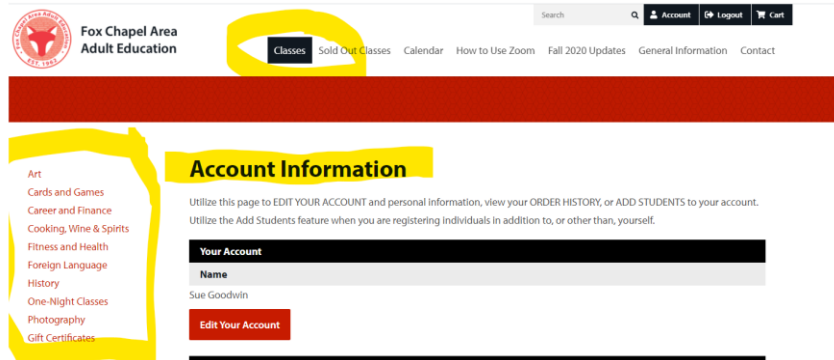- Begin shopping if you don't have any changes.
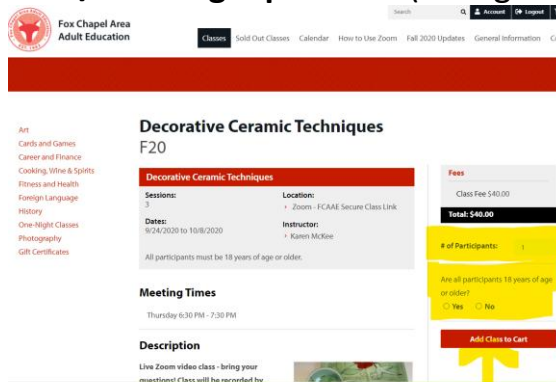
Step 2: Adding Classes to Your Cart

➢ **Begin shopping** from the **Account Information** page.
  - **Click a Category** (in red) on the left side of the page to see all classes within a Category.
  - **Click the Classes tab** (in black) above the solid red bar to see Categories in larger format.
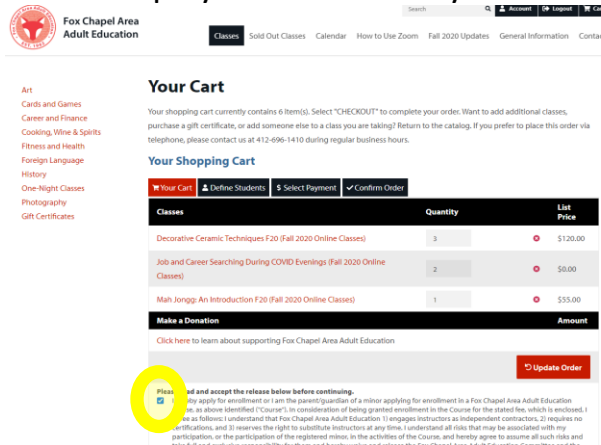

➢ **Click on a specific class**
  - **Enter # of Participants. Yes/No to age question.** (On right side of computer screen.)

  - **Add class** to your cart.

➢ **Your Cart** screen opens and displays the classes in your cart.

  - **Check the box** – shown in blue above – after you read the release.

➢ **Scroll to the bottom of Your Cart**
  - **Click Add Classes** if you wish to purchase another class and repeat steps above.
  - **Click Checkout** when you are ready to pay.

➢ **Define Students:** After clicking Checkout and before entering Payment Information, you must Define the Students you are registering for each class in Your Cart.
  • This picture shows an order for 3 different classes with a different # of students/class.

  • Red dots visually highlight each class – the dots will not appear on your screen.
  • Under each Class Name is a list of Student #s representing the number of participants.
  • To the right of the Student # is the Select Student command.

➢ **Click Select Student.** A dropdown list of students associated with your account appears.
  o If you are the only Student associated with your account, select your name.
  o If you are buying multiple seats in a class, click Select Student and attach a name to Student #1, then click Select Student and select a different name for Student #2 etc.
    ▪ If you purchased seats for these other students in the past, their names will appear in your Select Student list.
    ▪ If you are buying the class for someone new, click Select Student and choose Create a New Student/Add New Student. Type the new person's contact information and then select them as the student for that seat.

➢ **Select Student** *until every Student # on your order has a student name showing in black* (see above).

➢ **Click Next** to pay for your order.

Step 4: Paying for your FCAAE Classes

After you Select your class(es), Add Classes to Your Cart and Define the student(s) in each class(es), you are ready to Pay. FCAAE accepts Visa, MasterCard, Discover, FCAAE Credit Vouchers and FCAAE Gift Certificates.

➢ *Select Payment* screen opens.

➢ **Scroll halfway down the page**
   - Paying with Visa, MasterCard, Discover?
     - o **Enter** your card information.
     - o **Click Next.**
     - o Confirm Order Screen opens.
     - o Review and **Click Complete**.
     - o Enjoy!