

## 2015-2016 Workshops

### FAQs about QC Workshops and Registration

For 2015-2016 we have a great line up of five different Workshops.

- Mike McNamara – *Orphan Blocks* – Sat 11/7 or Sun 11/8
- Marge Tucker – *Going in Circles* – Sat 1/9 or Sun 1/10
- Louisa Smith – *Double Vision, Curves and Circles*– Fri/Sat 2/6&2/7 or Sun/Mon 2/7&2/8
- Bea Grayson – *Working in a Series* – Sat 3/12 or Sun 3/13
- Youngmin Lee – *Mosi Jogakbo* – Sat 4/16 or Sun 4/17

A complete description of each Workshop is posted on the QC Website. Supply lists are also posted on the Website as the teachers make them available. General information about the location and structure of the Workshops is described in the last section of these FAQs (FAQ-26).

#### 1) How much do the Workshops cost?

For QC members 1 day Workshops are \$55 (\$75 for visitors) and 2 day workshops are \$125 (\$150 for visitors) (FAQ-19). Some Workshops have an additional materials fee paid to the instructor at the time of the Workshop. Check the Workshop descriptions on the QC Website for any other fees.

#### 2) How many Workshops can I take?

We encourage you to sign up for every workshop that interests you. You may take all 5 of the Workshops. When you register you are asked to rank order the Workshops you want to take. Since each session can only accommodate between 15 to 20 members your ranking allows us, when a workshop is Over-subscribed, (FAQ-9&10) to get you into those that are your highest priority.

#### 3) How do I sign up for Workshops?

Workshop Registration is from 6:00pm to 6:45pm on October 19<sup>th</sup> at the LaCava Conference Center at Bentley University on the third floor. Registration is on a first come first registered basis. Because we realize that not all members may be able to be at the meeting there is also Mail-In Registration (FAQ-6).

#### 4) How much should I pay when I register?

At registration you can pay for a maximum of 2 workshops –those you ranked 1 and 2. If there are spaces in workshops you ranked 3, 4 or 5 you will be contacted for payment after the Initial Class Lists have been finalized (FAQ 10).

#### 5) What is the registration process at the meeting?

When registering at the meeting there are four steps

- 1) **Membership** – Verify your QC Membership and get your Membership Badge – you must be a fully paid QC member to signup for a Workshop during registration.
- 2) **Registration Form** (FAQ-7) – Complete a Registration Form (it can be downloaded from the QC Website). You will make life easier for yourself if you complete the Registration Form at home. There will be additional copies at the meeting. Even if it seems redundant please be sure to fill in everything on the form.
- 3) **Signup Sheets & Tickets** – For each Workshop there is a volunteer with the Signup Sheet and Ticket for that Workshop. You need to sign the Sheet for every Workshop you want to take. We recommend that you sign the Sheets of your highest priority Workshops first. Your position on the Signup Sheet will be used to determine if you get into an Over-subscribed workshop (FAQ-9 &10). Once you have signed the volunteer will give you the Color-coded Ticket for that Workshop.
- 4) **Payment** – Go to the Registration table, show your Membership Badge, and turn in your completed **Registration Form, Tickets and Payment**. You can pay for a maximum of 2 Workshops on a single check. Your payment will be \$55, \$110, \$125, or \$180 depending on the cost of the workshops you prioritized as 1 and/or 2.

Your Color-coded Tickets and payment will be stapled to your Registration Form. If you are paying by check for another member you must write a separate check so that it can be stapled to their Registration Form. If you plan to pay by cash have the exact amount because we are unable to make change.

#### **6) How does Mail-In Registration work?**

After the meeting any Mail-In registrations are added to the Signup Sheets. They are then processed with all the other registrations. Once Initial Class Lists are drawn up and we have begun contacting members about available spaces it will no longer be possible to guarantee 1st or 2nd choices for late Mail-In registrations. Therefore the earlier you send in your registration the more likely it is that you will be able to get your 1st and/or 2nd choices.

Send 1) your completed Registration Form and 2) a Check (made out to Quilters Connection) to:  
Susan Monjan, 42 Radnor Road, Brighton, MA 02135.

#### **7) Registration Form – can be downloaded from the QC Website.**

Fill out all relevant sections even if they seem redundant. This is because the Form will be cut into **7 separate sections** during the process of making the **Master Class Lists** (FAQ-9&10).

- Contact Information – Please Print - Don't miss out because we couldn't decipher what you wrote. Be sure to let us know if Mondays are possible for you (FAQ-24).
- Individual Workshop Sections – These sections let us know what Workshops you want to take and how important they are to you. Be sure to rank order the Workshop and print your name on the dotted line of each Workshop you want to take.
  - If you want to take a Workshop with QC friends be sure to list each friend on that specific Workshop section. This is critical to assigning you all to the same day of the workshop.
  - Check the Non-QC Box if a friend or family member who does not belong to QC wants to take the Workshop with you. If there is space available we will notify you (FAQ-19).

#### **8) Why are there so many things to fill out?**

The Registration Form is designed to find out many things:

- What Workshops you want to be in and how important they are to you
- Which day you would prefer (or can) take the Workshop
- If you are able to take Workshops on Mondays should a 3rd session be added (FAQ-24)
- If you want to take the Workshop with specific QC friends and, if so, who they are
- If you have Non-QC friends and family who would like to take a Workshop (FAQ-19)

#### **9) What is an 'Over-subscribed' Workshop?**

An Over-subscribed Workshop is one that more members want to take than we have available spaces. In that case, if possible, we will add a Monday session (FAQ-24). When a workshop is Over-subscribed the spaces in it are assigned by a combination of 1) the Ranking the member gave the Workshop on the Registration Form and 2) the member's position on the Signup Sheet. For example – preference will be given to a member who ranks a Workshop as their 1st choice but is 65th on that Signup Sheet over someone who ranks it as their 2nd choice but is 16th on that Signup Sheet. Using this method a Master Class List for each workshop is established.

#### **10) What are the Master Class List, Initial Class Lists and Temporary Waiting Lists?**

The **Master Class List** is a list of everyone who has indicated an interest in the workshop. Once the Master Class List has been created it is divided into 2 sections.

- Initial Class List – Those members who ranked the Workshop as their 1st or 2nd choice. Unless the workshop is Over-subscribed their spaces are secure because they have been paid for. The Initial Class List will be posted on the QC Website as soon as it is created.
- Temporary Waiting List – All the other members who signed up to take the Workshop. Placement on the Master Class List determines who will be contacted and in what order for available spaces. When your name comes to the top of the Temporary Waiting List we will email you that 1) a space is available and 2) you have two weeks to pay for the Workshop to secure the space. Once all spaces are secured by payment we do not keep the Temporary Waiting List.

Last year all members got into both their 1st and 2nd choices and the vast majority got a number of their other ranked choices. In addition we are pleased to say that most were also able to be in the

same session of the Workshop as their friends. If there are still available spaces after all QC members have had a chance to secure their space then members who indicated that they had Non-QC friends and family who want to take the Workshop will be contacted until all available spaces have been secured by payment (FAQ-19).

### **11) How and when will I know if I have gotten into a Workshop?**

To Summarize:

**Initial Class Lists** – are posted on the QC Website as soon as they are created. The List for the November Workshop will be posted no later than 10/26 and all the other Initial Class Lists should be posted by the mid November (hopefully earlier).

**Email Notification** – Only members who want more than 2 Workshops and whose name comes to the top of a Temporary Waiting List (FAQ-10) are notified directly. In this case you will receive an email telling you that 1) a space is available and 2) that you have two weeks to pay for the Workshop to secure your space.

**Final Class Lists** – are NOT posted on the QC Website until the week before the actual Workshop.

Unless your name has gotten to the top of the Temporary Waiting list for one of your 3rd, 4th or 5th choices you will NOT be contacted. If you are contacted you have two weeks to send in your check to secure your space.

### **12) Why can I only pay for 2 Workshops when I want to take more?**

Since there are a limited number of spaces in each Workshop there is a chance that you may not get into every Workshop that you want. Because refunding money has the potential for mistakes and is time consuming we decided it was more prudent to bill you for additional Workshops if you got into them rather than refund excess money if you did not.

### **13) When must payment be made for 3rd, 4th, and 5th ranked Workshops?**

- Payment for additional Workshop must be made within 2 weeks of your being notified that space is available for you in that Workshop. – after that the space will be offered to the next member at the top of the Temporary Waiting List.
- Payment are made for all 1st and 2nd ranked choices when you initially register.

### **14) Is my space in a Workshop secure?**

With very rare exceptions once they have been paid for all spaces are secure

- Unless the Workshop is vastly Over-subscribed all 1st or 2nd choice spaces are secure because they have been paid for. In the rare case that a member is only able to get into one of their 1st or 2nd choices their 3rd ranked choice is paid for. It is secure and they will be notified by email.
- All other Workshop spaces are secure once payment is received. Once you are notified that a space is available you have 2 weeks to secure it by paying before it will be offered to someone else.

### **15) Can my space be forfeited?**

If payment is not received within two weeks of your being notified that a space is available then you forfeit that space and it will be offered to the next member on the Temporary Waiting List

### **16) I paid for my space so why isn't my name on the Class List on the QC Website?**

**If you paid within 2 weeks of receiving an email telling you that there was an available space then you are in the Workshop.** Class Lists are not updated because they are fluid while we contact members who ranked them 3rd, 4th, and 5th. Once Initial Class Lists are posted almost everything else related to spaces is done via email.

Basically Class Lists are only posted on the website at two times.

- The Initial Class Lists are posted as soon as they have been created.
- The Final Class Lists are posted approximately the week before the Workshop is to be held

### **17) The Class List on the QC Website isn't full – Why can't I take the Workshop?**

As noted above (FAQs-10, 11 &16) only the Initial Class List is posted on the Website. It is by definition incomplete, containing only the names of those members who had the Workshop as 1st or 2nd choice. Even though the posted list isn't full the Workshop may be filled – the remaining

spaces already taken by members who ranked it as their 3rd, 4th or 5th choice and have made their payments. They will be on the Final Class List when it is posted the week before the Workshop.

**18) Can I change the Workshop choice I made at Registration? Yes and No**

- Before the Initial Class Lists are posted you may be able to change your choice. Whether or not you can depends on the availability of spaces in the Workshop you want to change to.
- After the Initial Class Lists are posted you cannot change your space. However, you can add your name to Temporary Waiting List of the workshop you want to take. If there is a space in that Workshop you will be notified by email and can pay for it then.

**19) Can Non-QC members (family and friends) take workshops?**

We have had many QC members ask us if their family members or friends can come to a Workshop with them. The answer is YES – but only if there are still unfilled spaces after all the QC members on the Master Class List have been contacted and given a chance to secure their space. Once that happens any remaining spaces will be made available to Non-QC friends and family. You will be contacted by email if spaces become available. The price for Non-QC members is \$75 or \$150.

**20) How will I know if there are unfilled spaces that can be used by Non-QC members?**

We will notify you via email. On the Registration Form we have provided Non-QC check Boxes located in the lower right corner of all 5 Workshop sections. Check that Non-QC Box if you have a friend or family member who wants to take the Workshop. You will be contacted if, and only if, there are still spaces after all interested QC members have been given the chance to secure a space.

**21) Are there Waiting Lists for Workshops that are filled?**

QC does not maintain a Waiting List for the Workshops. Once all the spaces in a Workshop have been secured we do not keep the Master Class List.

**22) Are there ways to find out if a space becomes available in a filled Workshop?**

We recommend that you use the QC Yahoo group to ask if anyone has a space that they are unable to use. Also spaces in Workshops may become available for a variety of unanticipated reasons. When this happens QC members can post their availability on the QC Yahoo group.

**23) What if I have paid for a Workshop and can't take it or need to change the day?**

There are no refunds and we do not keep a Waiting List of people who are interested in attending the various Workshops. If you want to sell, trade or give away your place it is your responsibility to find someone who wants it. The QC Yahoo group can be used to let other members know that you have a place you are unable to use or that you would like to trade.

**24) Monday Workshops**

Normally the workshops are held on Saturday and Sunday. However there have been several Workshops with such high demand that a third Monday session was added after the registration process. As a result a 'Monday' box has been added to the Registration Form. This way we can identify those members who might be able to come on a Monday should a third session be added. 'Might' is the operative word – checking that box does not mean that you have to come on a Monday – only that if a third session is added we will check with you about Monday.

**25) What happens if it snows on a Workshop day?**

We do not refund Workshop fees unless QC cancels the Workshop.

**26) What is the general timetable and flow of a Workshop?**

- Unless otherwise noted Workshops are held at the LaCava conference Center at Bentley University on the 3<sup>rd</sup> floor. The actual workshop space will be posted on the day of each workshop.
- Workshops are from 9:00am–4:00pm (unless otherwise noted) with a short break for lunch. Participants can buy their lunch downstairs in the cafeteria.
- Participant should have all their class supplies including sewing machine (if requested) set up in their space by 8:30, but no later than 8:45, so that class can start promptly
- Since the teacher is frequently busy demonstrating and helping participants please offer them any assistance you can with setting up, demonstrating or taking down their materials.