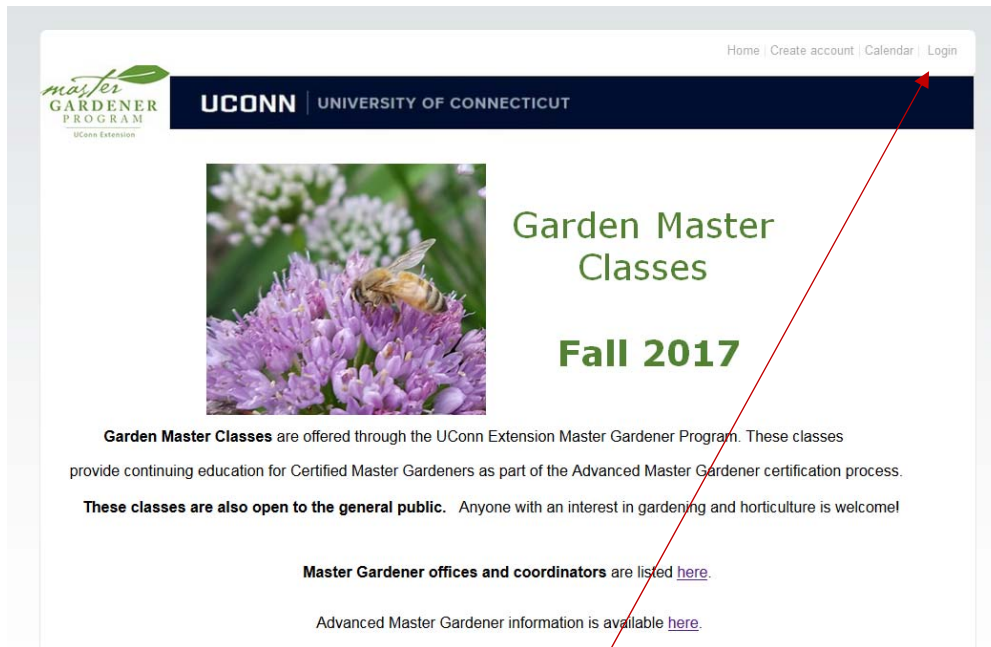


Here's how to get started:

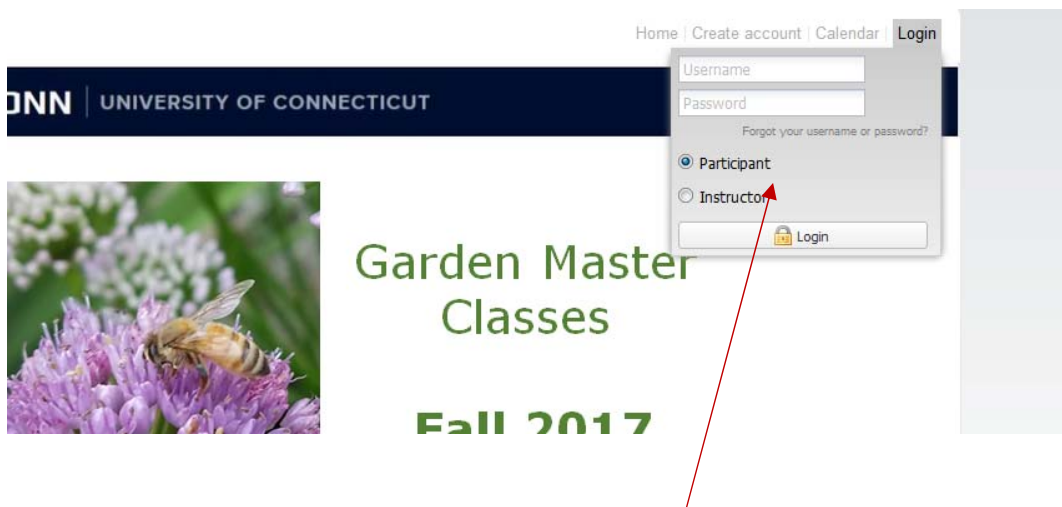
If you have problems with the catalog and registration, email [MGGoSignMeUp@uconn.edu](mailto:MGGoSignMeUp@uconn.edu) and we will get back to you within a business day.

## If you have taken Master Classes before:

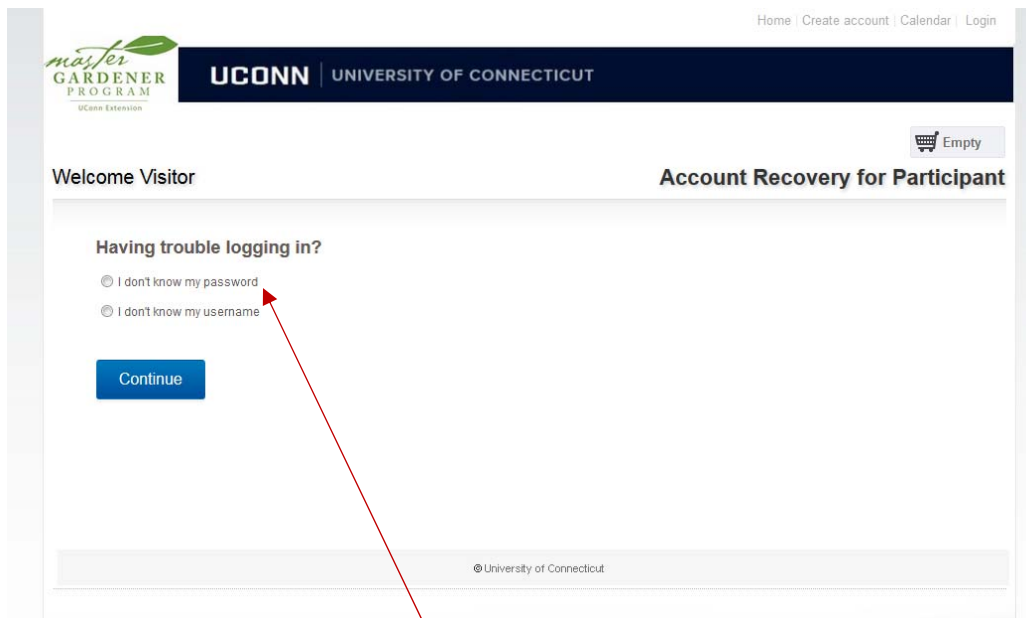
Go to <https://uconnmastergardeners.gosignmeup.com/>. You will land on a Home page that looks like this:



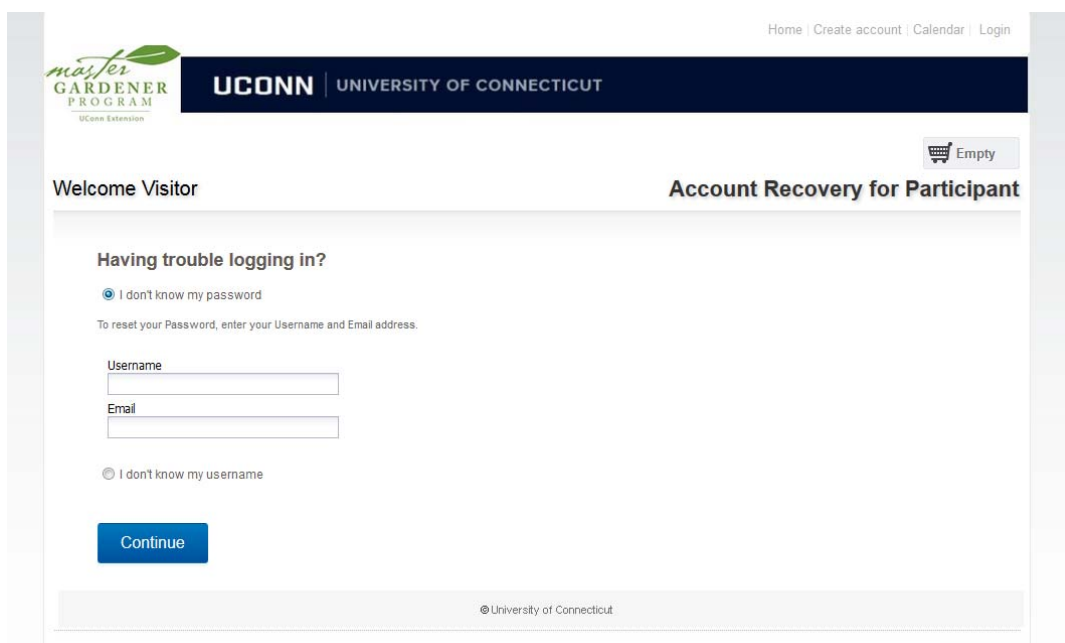
- Click on **Login** at the top right of the screen to get the Login dropdown box.



- Confirm that the Participant designation is selected.
- Click on **Forgot your username or password?**



- Click on **I don't know my password.**

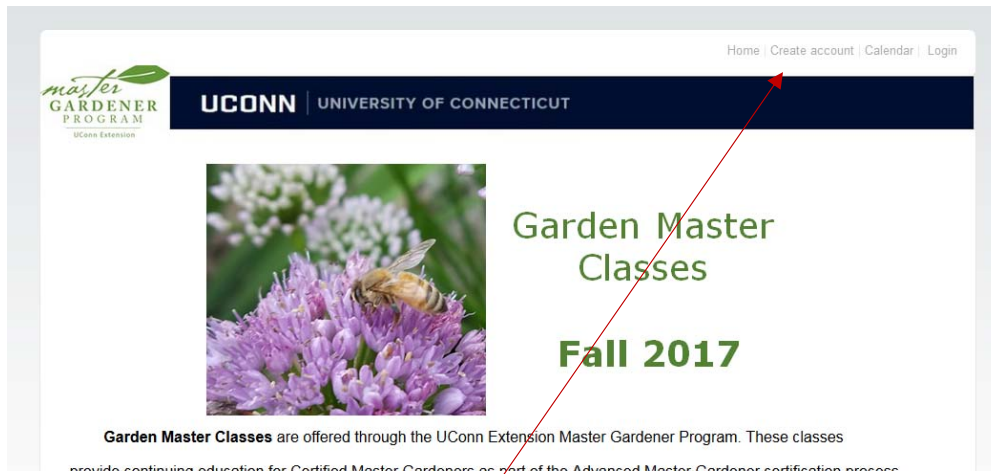


- Enter your username as your Firstname.Lastname. (Tucker.Smith)
- Enter the email address **you have previously provided to the Master Gardener Program.** (If the email address used is not the same as the one stored in the system you will receive an error message)
- The program will then send you a link to reset your password.

If your name is not recognized by the program, go to **Create Account** and follow the directions below.

## If you have never taken a Master Class (or your name is not in the system):

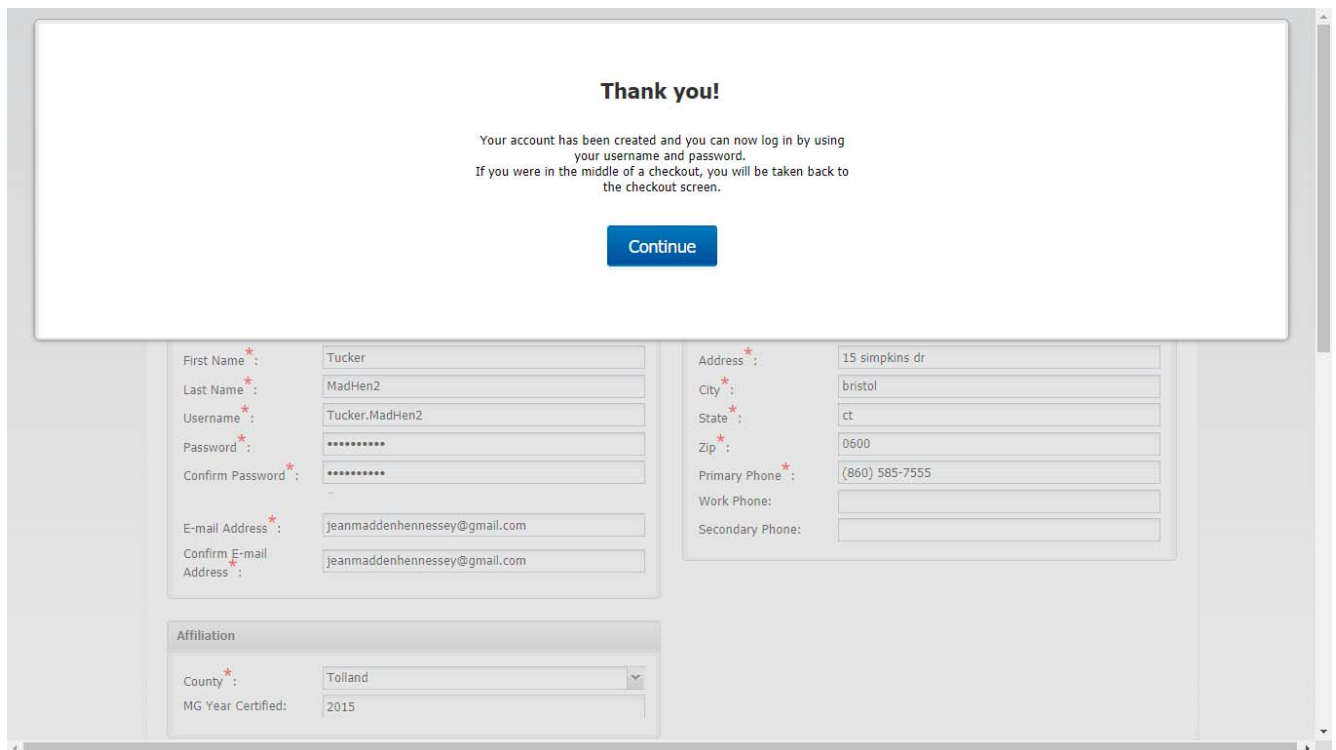
If you have problems with the catalog and registration, email [MGGoSignMeUp@uconn.edu](mailto:MGGoSignMeUp@uconn.edu) and we will get back to you within a business day.



- Click on **Create Account** at the top right of the screen.

A screenshot of the UConn Master Gardener Program User Registration page. The page has a dark blue header with the UConn logo and navigation links. Below the header is a 'Welcome Visitor' message and a 'User Registration' section with a shopping cart icon. The registration form is divided into three sections: 'Student Information', 'Demographic', and 'Affiliation'. The 'Student Information' section includes fields for First Name, Last Name, Username, Password, Confirm Password, E-mail Address, and Confirm E-mail Address. The 'Demographic' section includes fields for Address, City, State, Zip, Primary Phone, Work Phone, and Secondary Phone. The 'Affiliation' section includes a dropdown menu for County and a text field for MG Year Certified. At the bottom of the page, there is a green button labeled 'Agree and Create account' and a copyright notice for the University of Connecticut.

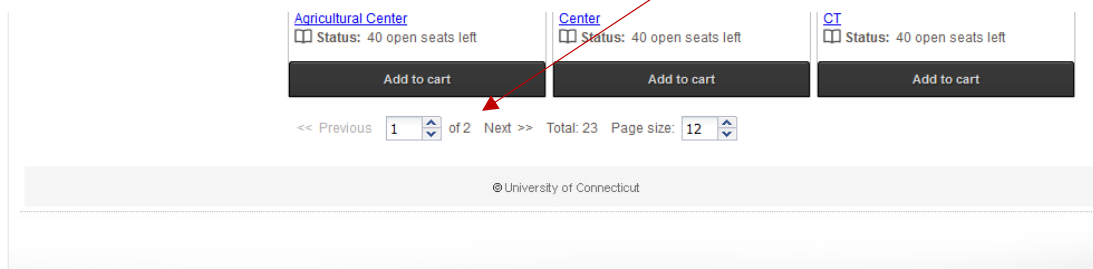
- Enter the required information, entering your username as FirstName.LastName making sure to put the dot between the two names (example: Tucker.Smith).
- Certified Master Gardeners and current interns enter their county/office affiliation and the year they received (or will receive) their certification as well.
- Scroll down to the bottom of the screen
- Read the Registration Policy, then click on **Agree and Create Account** at bottom of page



- Click continue and you will be logged into the system with your new account!

### **Browsing the catalog:**

You do not need to log in to browse the catalog. The current class listings start on the Home page and you can move to other pages at the bottom of the page by clicking on the up or down arrow. You can also change the number of listings per page by clicking on the **Page size** arrows.



Classes are sorted by calendar date. If you want to see classes for a particular county/office, click on the grey bar to the left of the course listings (below the Show All bar). You can then select a specific location.

To see the course details, click the course title.


If you want a calendar view of classes, click on **Calendar** at the very top right of the page. Click on a listing and it will open to the information page for that class.

The thumbnail listing gives you the basic details of date, time, credit hours, price, location and available number of seats. (Master Gardeners will see the reduced price automatically.) If a course is filled, you cannot register for it. If you want to be on a wait list, contact the coordinator for that location.

Clicking on the course title will open the full course information page, including the full description, instructor info, and the contact person for the class. Click on **Add to Cart** if you want to take the class. You can then explore and add more classes.

When you are ready to pay, go to your cart and click on **Proceed to Payment** in the lower right corner. If you want to remove a class, you can do so by clicking the “x” to the right of the class listing.

Review your current order:

Course Name	Date(s)	Time(s)	Status	Price	
F17/11 Seed Collecting - 10983 <i>Master Gardener</i>	9/16/2017	10:00 AM - 1:00 PM	Open: 40 Wait List: 0	\$60.00	

Remove course from cart

Select your payment method. If paying by credit card, you will check out by providing credit card information.

If paying by check you will print out a receipt, and mail the receipt and payment to UConn address listed on the receipt.

Once you are registered for a class, you will receive a confirmation email. You will also receive a reminder email one week before class and the day prior to the class.