

Pre-Requisites for the ROUGH-TO-READY class

For Members seeking to earn their Green Nametag (currently you have a White Nametag)

Before you will be able to complete the sign-up process for the **ROUGH-to-READY** class, you must complete the Kansas City Woodworkers Guild's On-line Safety Test. Additionally, you must be a paid up member of the KCWG in good standing at the Sawdust Makers level or above. To gain access to shop equipment and machine tools you must earn a **Green Nametag**. The **Green Nametag** signifies that you have completed and passed the On-line Safety Test and passed the **ROUGH-to-READY** course.

To begin the **ROUGH-to-READY** class sign-up process:

1. Study the Equipment Safety Sheets (located on the KCWG website under the [ABOUT US/SAFETY REQUIREMENTS](#) heading) and use them in 'open book' fashion while taking the On-line Safety Test.
2. The On-line Safety Test can be found in the [Members Only Area](#) on the Guild's website. The test will ask you to enter your email address and a password of your choice. This is so that you can pause the test and then restart later.
3. Then the test will ask for a password to start the test.
 - **New member:** The password can be located in the **Welcome Letter** you received by email.
 - **Long term member or if you can't locate the Welcome Letter:** Send an email to kcwgtesting@gmail.com to learn the password.
4. Upon completion of the On-line Safety Test, you will receive an email with your test results. **Print the test results, which you must bring with you to your ROUGH-to-READY class.**
5. Print the [Liability Waiver](#), sign it, **and bring it with you to your ROUGH-to-READY class.** (Liability Waivers are also available in the Shop Office.)

On completion of these steps click on the link in your **test results** to sign up for one of the available **ROUGH-to-READY** classes.

Once earned, your **Green Nametag** will be mandatory for participation in future Kansas City Woodworkers Guild classes, projects or activities where use of shop tools is involved. **Green Nametags** are normally available within 10 days of completing the Rough-to-Ready class.