

SignUp Etiquette

Once people sign up for the class, several things are initiated.

- The training director or his assistant reviews the list of names to make sure everyone is a Guild member.
 - If there are some who are not, they have to be removed from the list.
 - If those names have contributed to a filled class, notification has to be made to the remaining members that the slots are now open to them.
- The treasurer has to review and make sure all slots are paid for one way or another.
- The instructor has to make sure there are ample supplies for everyone attending the class.
- In some cases, additional instructors or aides may have to be recruited.

Etiquette

It is inappropriate for **non-members** to sign up for classes.

It is inappropriate to sign up for a class that requires a **Green Tag** if you don't have a **Green Tag**.

It is inappropriate to sign up **more than one person** per SignUp slot, since that denies the Director important information.

It is inappropriate to sign up for a class but not **pay**.

It is inappropriate to sign up for a class to **hold a slot** while you make up your mind whether or not you really want to attend.

If a class requires you to bring certain **tools**, it is inappropriate to attend without the tools.

If you fail to attend a class where an instructor and, possibly, materials are made available, it is inappropriate to expect a **refund**.