# EGA National Seminar 2025 Registration Reference Guide

This reference guide may be used to assist you with registering for the EGA National Seminar 2025 (hereafter "seminar"). Please note, the exact verbiage you see on your registration screens may be different from what is shown in this guide. However, the steps you will take will be the same.

- 1. Helpful hints:
  - a. If the field has a **red** \* next to it, then it is a required field.
  - b. Be sure to scroll past the banner on each page to access content.
  - c. You are not registered until you press Submit on the final page!
  - d. Virtual class, mini-class, and Sampler U fees include the registration fee, kit fee, and any applicable postage.
- 2. Before you begin your registration, gather the following information:
  - a. A list of which class(es) you wish to take. You may find it helpful to use this handy guide that shows the days each class is offered. <u>https://egausa.org/app/uploads/2024/09/2025-Class-Calendar-at-a-Glance.pdf</u>
  - b. The email address you check regularly for all Seminar correspondence.
  - c. Your EGA member number. If you do not know your member number, it can be found on the cover of your *Needle Arts* magazine, on the EGA website after logging into the members only section select the "Profile" button on the upper right portion of the screen, or you may contact EGA headquarters for assistance (egahq@egausa.org).
- 3. To get started, press the **Register Now** link on the EGA Seminar Central 2025 website (<u>https://egausa.org/event/ega-national-seminar-2025/</u>) or the link in your email. (*Note: The link will be on the website at noon ET on Tuesday, 9/10/24 and every EGA member with a valid email address will receive an email from headquarters with the link to register shortly after noon ET.*)
- 4. The link will bring you to the registration home page shown below.
- 5. Click the blue Register Now button at the top or the bottom of the page. If you have previously registered for Seminar 2025, and wish to make changes, press the Already Registered? link at the top or bottom of the page and enter your name and Seminar 2025 confirmation number.



#### Please read this important information:

Add the assistant registrar's email address registrar2025@egausa.org to your contacts so that emails will come directly to your inbox. If you are on a waitlist, you only have a limited amount of time to respond before the next person on the waitlist gets notified of class openings. If emails from the registrar go to your junk/ spam folder, you may not see it in time to change your registration. Other important information is also sent from this email address. Check your email settings to be sure that you are able to receive emails that are sent to everyone.

#### EGA has a new Student Code of Conduct

EGA fosters values of honor, mutual respect, cultural sensitivity, integrity, and responsible conduct. Students are expected to behave consistently with these principles, during in-person or virtual classes, displaying common courtesy towards their teacher and fellow classmates. Students will use their best efforts to listen during instruction and will not be disruptive. Students will not unduly monopolize the teacher's time and attention to the deriment of their fellow classmates. Students will limit contact with the teachers to the classroom or online methods deemed acceptable by the teacher. At the discretion of EGA, students who violate the code of conduct may be asked to leave class and/or the event.

You may begin your registration from this page to register to attend classes or as a non-participant. (A nonparticipant is a registrant who will not be taking classes, but includes both banquets and the hospitality package.)

#### Visit the EGA website to review class descriptions.

Click on the links at the top of this page to review seminar fees, learn about hotel accommodations and read EGA Cancellation, Facilities Use Fee, and Privacy policies.

#### Information needed during the registration process includes:

· a list of which class(es) you wish to take

#### • the email address which you check regularly that you will use for all Seminar correspondence

 and your EGA member number. If you do not know your member number, it can be found on the cover of your NeedleArts magazine, on the EGA website after logging into the members only section select the "Profile" button on the upper right portion of the screen, or you may contact EGA headquarters for assistance.

#### Please note regarding fees:

If registering before March 1, 2025, only the \$125 Non-refundable fee will be collected. The outstanding registration balance MUST be paid in full by <u>Saturday, March 1, 2025</u>.

• FULL payment, including the \$125 USD non-refundable deposit and any applicable kit fees, is required for any registration made on or after March 1, 2025

 Nonmembers will be charged an additional \$76 to register for classes (This fee does not apply to memberships completed or in process by August 1, 2025 {two weeks before registration closing date}).

· We welcome nonmembers to join EGA and become part of our community. I am interested in joining EGA.

#### • Registration will close August 15, 2025 at Noon Eastern Time.

IMPORTANT: After you have registered, if you find that you would like to make changes to your classes or optional items, please wait at least 24 hours for credit card charges to be processed before making class or other changes. For additional assistance, please contact the Seminar Assistant Registrar.

After you have completed your registration, you will receive a confirmation email with your confirmation number which is required should you need to return to your registration to add optional items or to make changes.

If you are already registered and you wish to add optional items (additional banquet ticket, or tour tickets, etc.) to your registration, please click on the <u>Already Registered?</u> button below. You will be asked to enter your email address and your confirmation number. You will be directed to your confirmation page which will show you the items for which you have already ordered and paid. Click on the <u>Modify Registration</u> button at the bottom of that page to add optional items.

If you have any questions about your registration or need assistance, click Contact US below to send an email to Jo Ann Jackson, Needlework Faire Assistant Registrar, or you may call: (469) 766-8389 between 9am and 9pm Central Time.

Class descriptions and photos, as well as teacher biographies, are available on the EGA website here: <u>View</u> <u>Class Photos and Descriptions</u>.





6. Enter your personal information as shown below. (Name, address, etc.)

EGA	Summary Fees Hotel Transportation Tours Staff EGA Policies
November 11, 2	2025 – November 16, 2025
Fill out the informa We pre-populated you * First Name Susie * Last Name Stitcher	An
* Email Address susie.stitcher@domain.net Choose Member if you are currently a memb you are not	er of EGA and enter your EGA number. Choose Non Member if currently a member of EGA.
<ul> <li>* Registration Type</li> <li>Member</li> <li>Non Member</li> <li>Membership Number</li> <li>NOTE: Your membership number can l the EGA website after logging in to the r Headquarters for assistance.</li> </ul>	pe found on the cover of your NeedleArts magazine, on members only section, or you may contact EGA
12345	

- 7. Some things to be aware of when filling out your address, phone, and emergency contact information.
  - a. You must enter your Country/Region first. Then click in the State/Province field to select your State or Province that is associated with your country. Note: you must SELECT the state from the dropdown list.
  - b. Dashes DO NOT populate in the participant phone number fields; however, they DO populate in the emergency contact fields. (This is a quirk of the system and EGA has no control over it.)
  - c. If you or your emergency contact do not have more than one phone number, use the same number for all requested phone numbers.

100 Main Street		
Address 2		
* Country/Region		* City
USA	× ~	Dallas
* State/Province		* ZIP/Postal Code
Texas	× ~	12345
Your Mobile Phone number and y	our Home Phone numbe	er may be the same. Work Phone Number is Optional.
* Mobile		
555-555-5555		
* Home Phone		Work Phone
555-555		
	Emergency	Contact
Note: Emergency contact inforr	nation is required. You may	enter the same phone number in each required space.
our Emergency Contact does not have a US-styl	le phone number, enter a pla	aceholder such as 999-999-9999. Then complete one or more internation
our Emergency Contact does not have a US-sty	le phone number, enter a pla phone number fields	aceholder such as 999-999-9999. Then complete one or more internation as appropriate.
our Emergency Contact does not have a US-sty	le phone number, enter a pla phone number fields	ceholder such as 999-999-9999. Then complete one or more internation as appropriate.
our Emergency Contact does not have a US-sty * Emergency Contact Name Sammy Stitcher	le phone number, enter a pla phone number fields	ceholder such as 999-999-999. Then complete one or more internation as appropriate.
your Emergency Contact does not have a US-sty * Emergency Contact Name Sammy Stitcher * Relationship	le phone number, enter a pla phone number fields	sceholder such as 999-999-999. Then complete one or more internation as appropriate. * Emergency Contact - (Cell)
your Emergency Contact does not have a US-sty * Emergency Contact Name Sammy Stitcher * Relationship Husband	le phone number, enter a pla phone number fields	<pre>ceholder such as 999-999-9999. Then complete one or more internation</pre>
vour Emergency Contact does not have a US-sty * Emergency Contact Name Sammy Stitcher * Relationship Husband	le phone number, enter a pla phone number fields	<pre>cceholder such as 999-999-999. Then complete one or more internation a a appropriate.  * Emergency Contact - (Cell)  555-555-5555</pre>
our Emergency Contact does not have a US-sty * Emergency Contact Name Sammy Stitcher * Relationship Husband * Emergency Contact - Phone	(Day)	Accholder such as 999-999-9999. Then complete one or more internation as appropriate. * Emergency Contact - (Cell) 555-555-5555 Emergency Contact - Phone (Night)
<ul> <li>* Emergency Contact does not have a US-sty</li> <li>* Emergency Contact Name</li> <li>Sammy Stitcher</li> <li>* Relationship</li> <li>Husband</li> <li>* Emergency Contact - Phone</li> <li>555-555-5555</li> </ul>	e phone number, enter a pla phone number fields	<pre>cocholder such as 999-999-9999. Then complete one or more internation</pre>
<ul> <li>bur Emergency Contact does not have a US-sty</li> <li>* Emergency Contact Name</li> <li>Sammy Stitcher</li> <li>* Relationship</li> <li>Husband</li> <li>* Emergency Contact - Phone</li> <li>555-555-5555</li> <li>nternational Emergency</li> </ul>	le phone number, enter a pla phone number fields (Day)	Accholder such as 999-999-9999. Then complete one or more internation * Emergency Contact - (Cell) 555-555-5555 Emergency Contact - Phone (Night) 555-555-5555 hergency International Emergency

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- Select your region from the dropdown list. If you are not sure what region you are in, or if you are a Member at Large (MAL), a list of regions and their geographic coverage may be found at <u>https://egausa.org/region-and-chapter-directory/</u>. (This information is used when planning seating for the opening banquet.)
- 9. Select your chapter, Member At Large, or Other if you do not see your chapter listed.
- 10. Acknowledge you have read and agree to the various EGA policies.
- 11. Press Next to move to the next page.



12. Indicate which positions and/or accomplishments you have achieved, your nametag name, etc. as shown below.

	Summary Fees Hotel Transportation Tours Staff EGA Policies November 11, 2025 – November 16, 2025	
3	The following questions will assist the Seminar Committee in planning and preparing for a great seminar. We want to recognize any positions you have held and any accomplishments you have achieved since you've become a member. We appreciate any help you are willing to provide in your spare time.	
	Please check all that apply. Note that your answers determine which, if any, ribbons you receive with your registration packet. Are you ? A first time seminar attendee A first time seminar attendee A Chapter President as of 2025 seminar An EGA Master Craftsman An EGA Master Craftsman An EGA Certified Teacher An EGA Certified Graduate Teacher An EGA Certified Judge An EGA Certified Judge An EGA Certified Master Judge An EGA Certified Appraiser An EGA Ciffied Appraiser An EGA Life Member A MYEGA Member A MYEGA Member A Gold Thread Award Recipient (past or present) A Member of Fiber Forum	
	* Type your name as you want it to appear on your nametag (include first and last name).	
	Susie Stitcher	
	<ul> <li>Class Angel</li> <li>If you are willing to serve as a class angel (assist teacher by taking attendance, distributing kits, delivering newsletters, etc.), please check here.</li> <li>Yes</li> <li>No</li> </ul>	

* Volunteer
Are you willing to serve as a volunteer? If so, please check here.
Yes, anywhere
Yes, in Education Exhibit
Yes, at Registration Desk
Yes, at Bag Check
Yes, as Stitchin' Time Monitor
Yes, but needs to be seated
No, thank you
* Mobility Issues
If you have mobility limitations you believe we should be aware of, please check here.
O Yes
No
* Will you be making a reservation at the Hilton Anatole Hotel or staying with a roommate?
Yes x v
* Roommate
Would like a roommate list? Please check here.
• Yes
O No
* Please list your roommate's name. If unknown at this time, enter "TBD". If no roommate, enter "None".
TBD
Your privacy is important to us. Please tell us how much information you would llike to have shared in the Seminar Handbook. Check all that apply.
* What information do you want printed in the Seminar Handbook?
All information
Name Only
Address
Email Address
Day Phone Number
Mobile Phone Number
There will be a place to enter banquet information and dietary requirements after class
selections have been made.
Previous Cancel Next

- 13. You will select your Registration Category on this page. Registration Categories are: One to five days of in-person class, or Additional Items Only. (Sampler U, Virtual Classes, SCR Mini Classes, Stitchin' Time, Night Owls, Pop Up Shops, Non-Participant Registrations, etc. are all classified as Additional Items.)
  - a. If you wish to take **one or more days of IN-PERSON class(es) AND** participate in one or more of the additional items as shown above, select the total number of **in-person** class days you wish to take, **choose the in-person class(es)**, then press **Next** to choose Additional Items.
  - b. If you do not wish to take an in-person class, but want to enroll in one or more of the additional items as shown above, select "Additional Items Only" and press Next to choose Additional Items.



- 15. For this example, 5 Days of Class (W,T,F,S,S) was selected as the registration type, and the 5 day class, 508 Deborah Fell Hand Stitching, was chosen. Press **Next** at the bottom of the page to select any Additional Items.
  - a. Five days of class may be comprised of any combination of five class days; one 5 day class, one 4 day and one 1 day, one 3 day and one 2 day, or two 2 day and one 1 day class.
  - b. Four days of class may be comprised of any combination of four class days; one 4 day, one 3 day and one 1 day, or two 2 day classes.
  - c. Three days of class may be comprised of any combination of three class days; one 3 day, or one 2 day and one 1 day classes.

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	November 11, 2025 – November 16,	2025
Select only one Regist Additional Items.	Registration Category ration Category. To choose your classes, scroll to the Classes section	n of this page. Press next to choose
<b>5 Days of C</b> All combinations of a This selection includ The \$125.00 Nonrefi	<b>Class (W,T,F,S,S)</b> Lasses that add up to 5 days. es both Banquets. These classes are on November 12-16, 2025. Indable Deposit is included in the fee.	\$845.00 Selected
<b>4 Days of C</b> All possibilities for 4 will be on Wednesda 2025. The \$125.00 Nonrefi	Class (W,T,S,S) days of Classes. This selection includes both banquets. These classes y, Thursday, Saturday, and Sunday, November 12, 13, 15, and 16, undable Deposit is included in the fee.	\$766.00 Select
Additional This includes the foll Time, Night Owls, Po Fees vary by item an	<b>Items Only</b> owing items: Sampler U, Virtual Classes, SCR Mini Classes, Stitchin' p Up Shops, Non-Participant Registrations. d are shown on the Additional Item Page.	\$0.00 Select
	Classes	
Choose the class(es choose another cla specified in	) you wish to attend. If your class has reached capacity, you may choose ss in its place. If a opening occurs, you will be notified by email. You will your email, to place yourself in the waitlisted class or you may remain in	to add yourself to the waitlist and have a limited amount of time, as the class you have selected.
3 Days of Cl	د از و در قرر می از این و و مین این و این این این این این این و این و این و این و این و این و این این این این ا	ر های محاصل این محاصل میکند. این محاصل این محال میکند این م
5 Days of Cl	ass	
8:30 AM	11/12/25	Selected
	508 - Deborah Fell - Perfectly Imperfect Mark Making	21 remaining
	508 - Deborah Fell - Hand Stitching	
	Student brings a listed supply list	

- 16. Select the desired Additional Items. For this example, an SCR Mini Class, two Virtual Classes, a Night Owls session, an extra Opening Banquet Ticket for a local friend, and an optional donation of \$100 was selected. (Note: Do not enter the \$ in front of your donation!)
- 17. Press **Next** at the bottom of the page.

November 11, 2025 – November 16, 2025		
Additi Select the quantity o	onal Items fitems you'd like to purchase.	
M4 - Shawn Miller - Sequined Stocking M4 - Shawn Miller - Sequined Stocking This class will be held from 6 to 9 PM on Tuesday, Novembe	<b>9</b> 21 11, 2025	<b>\$85.00</b> each 1 ~ 21 remaining
701 - Hazel Blomkamp - Claude the Pl 701 - Hazel Blomkamp - Claude the Phoenix Class will be held via Zoom from 11AM to 3PM Eastern Time 25.	roenix e on the following Saturdays - October 4, 11, 18,	<b>\$250.00</b> each 1 ~ 44 remaining
704 - Helen McCook - Tudor Rose 704 - Helen McCook - Tudor Rose This class will be held via Zoom from 9:00 AM to 3 PM on th	e Saturday and Sunday, October 25 and 26, 202	\$155.00 each 1 ~ 47 remaining
Night Owls - Thursday 11/12 Evening Thursday 11/13/2025 Evening Session of Night Owls from 4	:30pm to 10:00pm	<b>\$20.00</b> eact
Opening Banquet Ticket Additional Tickets for the Opening Banquet Wednesday, 11. Opening Banquet. If 2 or 3 days of class was selected and it Banquet is included. Banquet Time: 6 - 9 pm	/12/2025. All 4 and 5 day selections include the includes a Class on Wednesday, the Opening	<b>\$150.00</b> each 1 ~ 499 remaining
Option Would you like to donate to EGA in	al Donation support of our Educational Oppo	tunities?

- 18. Enter information about additional banquet tickets and dietary requirements for yourself and any guests. Finally, add any additional comments for the registrar.
- 19. Press Next at the bottom of the page.

Summar Frees	Hotel Transportation Tours Staff EGA Policies
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November 11, 2025 – Nove	mber 16, 2025
Please enter information about banquets ar	nd dietary requirements here.
If you selected four or five days of class, both registration.	banquets are included in your
If you selected either the THREE Day Class or the T Thursday, you will receive a ticket to the Opening I Day class on Saturday and Sunday, you will receive you wish to attend the other banquet, you	WO Day Class on Wednesday and Banquet. If you selected the TWO a ticket to the Closing Banquet. If u must purchase a ticket.
If you selected one day of class, no banquet is includ to attend a banquet, you must purchase a separate you wish to attenc	led in your registration. If you wish banquet ticket for each banquet I.
Opening Banquet is Wednesday, No	ovember 12, 2025.
Closing Banquet is Saturday, Nov	ember 15, 2025.
Special meal/dietary requir	rements?
Please note: Special diet requests are for severe food a health-related needs. Requests should not be made f	illergies, religious restrictions, and other or food preferences or personal taste.
<ul> <li>Please let us know if you have any special meal or dietar</li> <li>Yes</li> <li>No</li> </ul>	y requirements.
Please add any comments about your special meal or diet	ary requirements
If you purchased an additional opening banquet ticket for Wedne is for yourself or a gue	sday, November 12, 2025, please indicate if it est.
Additional Opening Banquet Ticket	Guest Name
O Myself	Nancy Needleworker
Guest     Does your guest have any     special meal / dietary     requirements?     No     Gluten Free     Vegatarian     Vegan     Lactose Free     Food Allergy	
O other	
Please add any comments about your guest's special me	ai or oletary requirements.
If you purchased an additional closing banquet ticket for Saturd yourself or a gue	ay, November 15, 2025, please indicate if it is for st.
Additional Closing Banquet Ticket is	Guest Name
for: O Myself	
<ul> <li>Guest</li> <li>Please add any comments about your guest's special me</li> </ul>	al or dietary requirements.
Note for Registrar. If you wish to provide a special note o registrar to clarify any aspect of your registration, enter it 	r any additional information to the in the box below.
Previous	Next

- 20. Review your summary. Ensure that you did not select overlapping classes; especially if you selected Sampler U as the system **WILL** allow you to select a Saturday/Sunday class!
- 21. Press **Next** at the bottom of the page.



Please check all that apply. Note that your answers determine which, if any, ribbons you receive with your registration packet. Are you . . . ? None of the above Type your name as you want it to appear on your nametag (include first and last name). Susie Stitcher Class Angel If you are willing to serve as a class angel (assist teacher by taking attendance, distributing kits, delivering newsletters, etc.), please check here. Yes Volunteer Are you willing to serve as a volunteer? If so, please check here. Yes, at Bag Check Mobility Issues If you have mobility limitations you believe we should be aware of, please check here. No Roommate Would like a roommate list? Please check here. Yes Please list your roommate's name. If unknown at this time, enter "TBD". If no roommate, enter "None". TBD What information do you want printed in the Seminar Handbook? All information Please let us know if you have any special meal or dietary requirements. No Additional Opening Banquet Ticket is for: Guest Does your guest have any special meal / dietary requirements? No Guest Name Nancy Needleworker Agenda Item Date Price Admission Item 5 Days of Class (W,T,F,S,S) \$845.00 Sessions 508 - Deborah Fell - Perfectly 11/12/25, 8:30 AM - 11/16/25, 4:30 Free Imperfect Mark Making PM **Additional Items** Item Qty Amount

Optional Items M4 - Shawn Miller - Sequined

Opening Banquet Ticket

Donations

701 - Hazel Blomkamp - Claude the

Night Owls - Thursday 11/12 Evening

704 - Helen McCook - Tudor Rose

Stocking

Phoenix

Donation

1

1

Previous

Cancel

\$85.00

\$250.00

\$155.00

\$150.00

\$100.00

\$20.00

- 22. Review your Order Summary one more time.
- 23. Select Credit Card or Check.
  - a. If you chose Credit Card, enter your Credit Card information and the amount you wish to pay. Prior to March 1, 2025, the minimum amount you must pay is \$125. On and after March 1, 2025, you must pay all fees in full.
  - b. If paying by Check, it must be postmarked within two days of your registration submission date and the minimum about you must pay is \$125.
- 24. Press Submit to finalize your registration.
- 25. You should receive an email confirmation at the email address you specified on your registration within an hour after submitting your registration.





## If you have previously made a payment and are trying to pay the balance owed, be sure to use the FULL PAYMENT button. This will pay the balance due, not the entire registration amount.

## **Order Summary**

Review your order information and submit your payment. If paying by check, mail the check to

Jo Ann Jackson, Seminar Assistant Registrar, 6608 Garfield Drive, Plano, TX 75023

### Susie Stitcher Stitcher

btotal		÷	\$1,605.00
508 - Deborah Fell - Perfectly Imperfect Mark Making	\$0.00		\$0.00
Session			
701 - Hazel Blomkamp - Claude the Phoenix	\$250.00	1	\$250.00
704 - Helen McCook - Tudor Rose	\$155.00	1	\$155.00
Opening Banquet Ticket	\$150.00	1	\$150.00
M4 - Shawn Miller - Sequined Stocking	\$85.00	1	\$85.00
Night Owls - Thursday 11/12 Evening	\$20.00	1	\$20.00
Optional Items			
Donation	\$100.00		\$100.00
Optional Items			
5 Days of Class (W,T,F,S,S)	\$845.00		\$845.00
Admission Item			
ltem	Price	Quantity	Total

Oredit Card		
Uredit Card		
° Check		
Total Due \$1,605.00		
○ Full payment		
Partial payment The minimum amount due is \$125.00		
* Payment amount		
125 0		
* Credit Card Number	* Expiration Date	* Card Security Code ①
5555 5555 5555 4444	09/25	123
* Name on Card		
Susie Stitcher		
" Country/Region		
USA		
* Address 1		
100 Main Street		
Address 2		
Address 3		
* City	* State/Province	
Dallas		
* ZIP/Postal Code		
12345		