

[INSTRUCTIONS FOR FULL 5 DAY RETREAT WORKSHOP AND INSTRUCTIONS FOR PACKAGES](#)

[PLEASE PRINT INSTRUCTIONS THIS WILL HELP YOU](#)

FULL 5 DAY RETREAT WORKSHOP (BEST VALUE) \$295.00 WITH DISCOUNT CODE !

1. (Inside College of Tao Website for 2021 Retreat) Scroll down near bottom of page and Click on **Black button** entitled (**Please Register Full Retreat Workshop**) it will take you to Classes page.
2. **Only** Click the Red **Sign up** button on the right for the First Item: It states “Wednesday Feb 10th 2021 Complete 5-day Virtual College of Tao Retreat. However, Don’t Worry **it is the Full 5 day Retreat.** Now it takes you to the Registration Page. FILL IN ALL FIELDS (YOUR EMAIL IS YOUR USER NAME) (CREATE ACCOUNT AND SAVE YOUR PASSWORD)

There will be a Pop-Up Window stating:

\$395.00 Don’t Worry (Later you will add your **Discount Code** at the Cart Checkout) Click on **NEXT**.

Disregard adding Friends to Workshop. You will notice all 5 workshop dates are listed on the left. Simply Click on **Checkout**.

3. This will take you to Your Shopping Cart Click **Continue**. This takes you to the **Liability Waiver Screen:** Click I agree to use Electronic signature box
Then sign your signature using your mouse, finger or touch pad.
Now Click **Submit** Button
4. You are Now at the College of Tao Payment Screen.
Enter your Credit Card & THEN Enter your PROMO (Discount) Code **MEMBER2021**. Click **ENTER (Please remember to enter your Promo Code to get your savings)**
Click the **BUY NOW** Return Policy and click on **BOOK**.
You will be Emailed your Zoom Links 24 hours before your first Class.

You Are Finished! You have increased your IQ by 20 points.



FOR SINGLE PACKAGES SEE PAGE 2 BELOW

SINGLE PACKAGES INSTRUCTIONS

1. In College of Tao Website for 2021 Retreat, Click on Button **PLEASE REGISTER SINGLE PACKAGES HERE.** That will take you to the Vagaro Site to the “ Packages Page.” Please click on the package of your choice. And Click **Add to Cart**
2. Once you have selected your Package(s), Then you must Register on Vagaro. Click **Sign up now.** FILL IN ALL FIELDS, (YOUR EMAIL IS YOUR USER NAME) CREATE ACCOUNT, AND SAVE YOUR PASSWORD.
3. Now you are in **Packages** Click on the **Shopping Cart ICON** in upper right corner. It will take you to College of Tao “ **Your Shopping Cart.**”
4. Click on **Proceed to Checkout.** This takes you to the College of Tao Payment Screen. Enter your Credit Card and **Click check box that says Buy Now ,Then Click Green Buy NOW Button**
5. This takes you to the “Liability Waiver Screen”: Click **I agree to use Electronic Signature Box.** Then sign your signature using your mouse, finger, or touch pad. Now **Click Submit** Button.
6. You are now at the College of Tao Booking Page. Now you must **Book Your Classes.** Click on **RED BOOKING BUTTON.** Click the Down arrow to Select **Classes.**
7. This is where you sign up for Each Class in your Package. **Be sure to Sign up for Each Class** & Click **Next** then **Add to Cart for Each Class.**

(Please Note: if you have classes on Sunday or Monday, **click the Arrow** next to Feb 7-13 to pull up the next week of Feb 14-20 , then click on **Feb 14-20 Red Calendar Button.** This will show classes for Sunday Feb 14th and Monday Feb 15 . Each class you **Must Click Sign Up and Add to the Cart** (You will not be charged again.)

8. **Click on CART, Click on Checkout,** then it will take you to the final screen and it should show Sub -Total Zero. Simply Click on **Green Book Button.**

You will be Emailed your Zoom Links 24 hours before your first Class.

CONGRATULATIONS YOU ARE FINISHED YOU DESERVE AN AWARD!

