

Registration Roadmap

NW Bonsai Rendezvous 2018

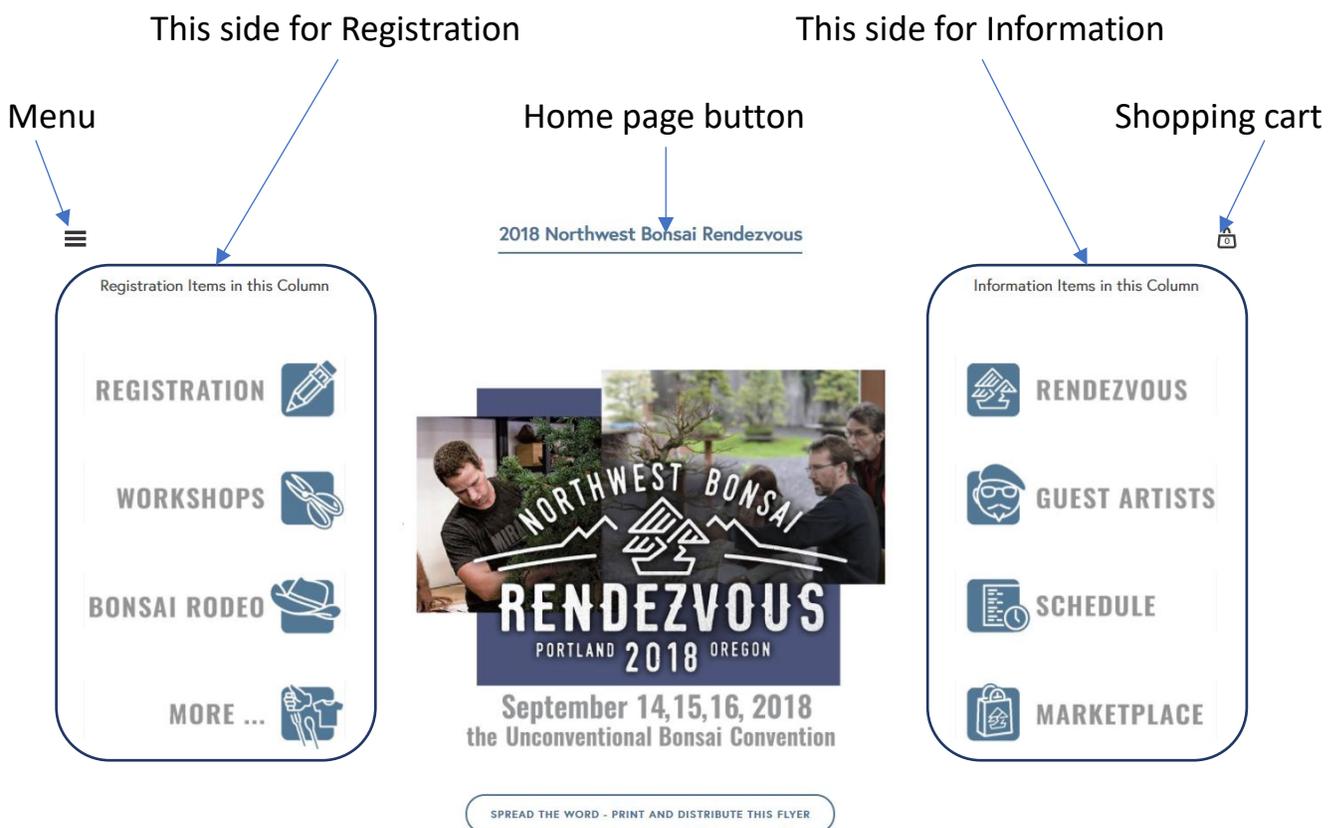
New to online registration? Not sure which button to push first? This guide is designed to be printed out and used as a website step-by-step guide and provide help if you get stuck.

The NW Bonsai Rendezvous registration process is organized like a cafeteria. You choose items that you want as you move down the line. When you get to the end of the line, you have all the pieces of your custom registration on your tray (it's called shopping cart here). In the following, screenshots will alert you to what you should see at specific places.

Step No. 1 - Open your web browser (any browser will do) and go to:

<https://www.bonsairendezvous.org>

An annotated view of the Home page is shown below:

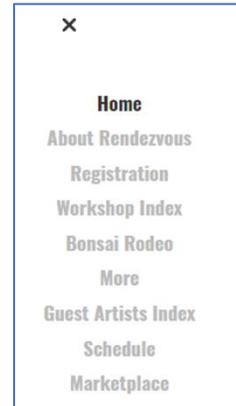


1. The item labeled "Home page button" floats at the top of every page and is the fastest way back to the Home page.
2. Most of the informational items are quickly accessible by choosing the  **RENDEZVOUS** buttons on the right side of the Rendezvous logo, labeled in the Home page screenshot above as "This side for Information". It starts with "Rendezvous", which provides a detailed overview of the entire weekend's activities. There are some additional informational

items under the More... button. We'll summarize all the informational items at the end of this roadmap.

3. All the items needed and/or optional for Rendezvous registration are located on the left side of the logo, labeled "This side for registration" in the Home page screenshot above.

4. The item labeled "**Menu**" (the three short horizontal bars) opens the main navigation menu (shown on the right here) where you can jump around as you desire from any page (not recommended until you've comfortable with the steps in this roadmap). All the items available as buttons on the Home page are available on the Menu as shown here; upon clicking the three bars you will see the menu expand from the left of the screen. Click on any item to go to that page, or close the Menu by clicking the "**X**" at the top of the menu or any blank area outside the Menu.



5. To access the shopping cart, select the cart icon (upper right corner). Steps on how to remove products and services from your cart are listed below in the **Shopping Cart** section. And if you find that you mistakenly completed the purchase of incorrect items, information is also provided to assist getting that straight out.



Step No. 2 – Look through the website and peruse the Rendezvous activities, such as workshops, Rodeo events, critiques, demos, raffles and auction, meals. Use the Schedule to plan your weekend. Determine which events you wish to attend, making note of the times. Once you have your schedule planned, you are ready to register.



Step No. 3 - When you are ready to begin the registration process, select the Registration button, upper left side on the Home Page:



1. You'll be transferred to the basic registration page where all the registration options plus a few other events are listed. Just read the explanation at the top of the page, then scroll down to find descriptions of the various registration options.



2. We'd love to have you to sign up for the Full Pass, which includes all 2-1/2 days, but to provide some flexibility we have are offered single day and half day registrations to suit your schedule.
3. Scroll down the page and click on the icon for your chosen registration. Review the product description to verify this is what you want, and click "**Add to Cart**". **Note: Quantity should always be "1"**. You will be required to fill in a short form with most fields mandatory. Once that is filled in click "**Add to Cart**" at the bottom of the form and click on "**Back to Registration**" to select a additional time period, or on "**2018 Northwest Bonsai Rendezvous**" at the top of the page to return to the Home Page.
4. **PLEASE BE CERTAIN YOUR REGISTRATION SELECTION INCLUDES THE TIME PERIOD OF ANY EVENTS IN WHICH YOU PLAN TO PARTICIPATE.**

5. Keep an eye on your Shopping Cart to verify your purchases. Make sure the registration time(s) you have selected cover the events you plan to purchase and that the quantities remain at 1. Click on "[2018 Northwest Bonsai Rendezvous](#)" at the top of the page to continue shopping.

Step No. 4 – Select which meals you wish to purchase through the Rendezvous.



1. Meals options include lunch on Saturday, the banquet on Saturday evening, lunch on Sunday, or all three.
2. Click on your chosen option, and click "[Add to Cart](#)". Select "[Back to Meals](#)" to add another meal to your shopping cart, or select Option 4 for all meals.
3. Return to the Home Page by clicking on "[2018 Northwest Bonsai Rendezvous](#)" at the top of the page



Step No. 5 – Select the workshop(s) in which you would like to participate.



1. There are 12 workshops lasting 3 ½ hours each. Workshops will be filled on a first come, first served basis. Except for W-10, Japanese Maple, and W-12, Shimpaku Juniper, tree selection will be by draw at the start of the workshop. For W-10 and W-12, registrants purchase a specific tree at the time the workshop is purchased.
2. Click on the photo of the trees to get details about the individual workshops.
3. To purchase, click again on the lower photo and select "[Add to Cart](#)". You will be asked to verify that you understand that a Rendezvous Registration must be purchased that covers the time period of the workshop.
4. With W-10 and W-12 there is significant disparity between the trees, either in their shape as with the Japanese Maple (all are priced at \$250) or their value as with the Junipers (prices vary). For these workshops, you will be given a second array showing the individual trees. Make your selection and click "[Add to Cart](#)"
5. If the workshop or tree is shown as "**Sold Out**", feel free to put your name on the Wait List. If there is a cancellation, names on the Wait List will be contacted in the order they are submitted.
6. Again, keep an eye on your Shopping Cart. Make sure the registration time(s) you have selected cover the workshops you wish to purchase and that event times do not conflict. Click on "[2018 Northwest Bonsai Rendezvous](#)" at the top of the page to continue shopping.

Step No. 6 – Select the Rodeo events in which you wish to participate.



1. There are 16 individual Rodeo 1 ½ hour long mini-workshops plus two lectures. To view details about each event, click the blue bar.



2. To purchase the event, click on the product icon (the hat), and click on “**Add to Cart**”.



3. If the workshop event is shown as “**Sold Out**”, feel free to put your name of the Wait List. If there is a cancellation, names on the Wait List will be contacted in the order they are submitted.
4. Continue to monitor your Shopping Cart. Make sure the registration time(s) you have selected cover the workshops you wish to purchase and that event times do not conflict. Click on “**2018 Northwest Bonsai Rendezvous**” at the top of the page to continue shopping.

Step No. 7 – Sign up for one of the hour-long Critiques by our headliners. Select More..., bottom left on the Home Page, then Critiques.



1. There are three individual Critiques. Saturday morning Ryan Neil, Saturday afternoon Matt Reel and Bobby Curtright, and Sunday morning Michael Hagedorn.
2. Click on the artist’s photo and “**Add to Cart**” to purchase the critique(s).
3. To purchase a second critique, select the “**Back to Critiques**” button.

Step No. 8 – Purchase souvenir apparel. Select More... from the Home Page, then Apparel.



1. You may select a ball cap or from two styles of tee shirt, men’s or women’s.
2. Click on the photo of the item you wish to purchase, and if a tee shirt, select the size and then “**Add to Cart**”.



3. To purchase a second item, select the “**Back to Apparel**” button.

Step No. 9 – Review your purchases in the shopping cart by selecting the shopping cart icon in the upper right corner of the screen.



1. Does your Registration cover the times of your selected events? If not, remove the listed Registration by clicking on the “x” to the left of the item, select “**Bonsai Rendezvous**” at the top of the page to return to the Home Page, select Registration, and select the appropriate registration option.

- Does the time of any event conflict with another? If so, remove the item that is in conflict. To select another event, click on **"2018 Northwest Bonsai Rendezvous"** at the top of the page to return to the Home Page and proceed to the appropriate page to re-order.
- Are your quantities set to "1"? (possible exception – Apparel) If not, click on the item quantity and type "1".

Subtotal \$320.00

- Once you are satisfied, click **"Proceed to Checkout"** and complete the payment process. An itemized confirmation will be sent to the email address provided, with all the details of your purchase.

CHECKOUT

Congratulations! You have completed your registration for the 2018 NW Bonsai Rendezvous! We look forward to seeing you there.

Managing your shopping cart

As common as on-line shopping is, there are still people that find the digital shopping cart confusing. In the steps above there are warnings about what to look for (like possible time conflicts of a workshop that is outside of the registration time you have chosen). This section focuses on providing a single place for shopping cart fix-its and if you inadvertently purchased something, who to contact to work that out.



By now you should be familiar with the shopping cart icon used by this site. Inside there is a number indicating the number of items in your cart but it's always best to click the icon and see the list: Above is a partial of my shopping cart which contains some items from a previous visit when I was

ITEM	Bonsai Rendezvous	QTY.	PRICE
 Friday, 8:00am - 11:30am, W-3 Oregon Pinot Noir Grapevine, Dennis Vojtilla Edit Details	1	\$320.00	
 Saturday 7:00-8:15 pm, Dinner BBQ Buffet	1	\$40.00	
 Friday 1:00pm - Sunday 5:00pm, Registration Full Pass Edit Details	1	\$175.00	
 Friday 1:00pm - Sunday 5:00pm, Registration Full Pass Edit Details	1	\$175.00	
 Friday 8:00am - 12:00pm, W-2 Crataegus Bonsai Tour, Michael Hagedorn Edit Details	1	\$45.00	
 Saturday 1:30pm - 5:00pm, W-9 Mountain Hemlock, Michael Hagedorn Edit Details	1	\$490.00	

checking things out but not ready to purchase. I want to remove the first three items since I don't want the first two and the third item is a duplicate of the fourth. All I do is click the (nearly invisible) small grey "x" to the left of the product I want to remove (red circle) and it is removed and your balanced is readjusted. If I find I've mistakenly entered an incorrect quantity amount I can adjust that by simply

clicking there (green circle) and entering the correct amount (in most cases “1” as stated in the ordering instructions above).

Here is that portion of my corrected shopping cart, with some of the additional items that were below the screen now visible:

ITEM	Bonsai Rendezvous	QTY.	PRICE
 Friday 1:00pm - Sunday 5:00pm, Registration Full Pass Edit Details	1	\$175.00	
 Friday 8:00am - 12:00pm, W-2 Crataegus Bonsai Tour, Michael Hagedorn Edit Details	1	\$45.00	
 Saturday 1:30pm - 5:00pm, W-9 Mountain Hemlock, Michael Hagedorn Edit Details	1	\$490.00	
 Sunday 1:30pm - 3:00pm, R-3A Kusamono (Accent Plantings) Edit Details	1	\$45.00	
 Sunday 3:30pm - 5:00pm, R-8B Shohin Shimpaku, Itiogawa Edit Details	1	\$40.00	
 Full Meal Package, Lunch Deli, Dinner BBQ Buffet, Lunch Fajita Bar	1	\$80.00	

Once you have your choices and you are ready to purchase, checking out is simple. Click the “**Checkout**” button directly below the shopping cart subtotal. Be careful here: **pressing the back-button on your browser after pressing “Checkout” may return your cart to its original state.** It is best to go back to the home page and re-access your cart if you need to review and readjust your cart and to see what it has in it and work from the top again.

On the sequential Checkout pages simply follow the directions. Some this information was entered previously on the Registration form but this information is needed by the credit card processor to validate and charge your purchases.

If at some point in the time leading up to the convention you discover you have made a mistake or feel you have a credible reason for changing your purchase, send an email to bsopwebmaster@gmail.com and your situation/request will be routed to the proper contact.

Informational Items

On the right side of the 2018 NW Bonsai Rendezvous logo are the About Rendezvous (labeled **Rendezvous**), **Guest Artists** where you will find bios and their Rendezvous activities listed, the Rendezvous **Schedule** in two different formats and downloadable and **Marketplace** where you will find a list of the vendors attending the Rendezvous. Also available from the **More** button are **Policies** which include such items as our cancellation policy, our tree assignment policy, and other topics as well and a partial list of local hotels and restaurants. These lists are the result of internet searches (like Yelp), and the facilities have not been vetted by the Rendezvous nor BSOP.