

# About Online Workshops

This is the fine print. Read the whole thing.

## ★ Important Information about receiving your workshop materials.

If you use one address for PayPal and would like to use a different address for your workshop, please [email my assistant, Susan](#) and let her know. I want to be sure you receive your class materials.

## I offer 4 types of workshops:

- Live, in person, workshops at various venues
- Downloadable "work at your own pace" Workshops
- Zoom workshops
- Online *Interactive* Workshops, on a WordPress Blog platform

Below are descriptions of each type of workshop and following that are general rules for all workshops. Please read this so you fully understand how they work and what you are getting **before** you purchase a workshop. **There are no refunds on workshops.** If you're unsure or have questions ask my [assistant, Susan](#).

## ★ Live-in Person Workshops

These workshops are held in-person at various venues. You can find a list of my In-person workshops here on my website: <https://janedaviesstudios.com/workshop.html>

These workshops will have a link to the venue and that link will have the location, housing information, registration, and fees for each workshop. Any questions you have should be asked of the venue.

## ★ Downloadable "Work at Your Own Pace" Workshops

When you buy a downloadable workshop, you will receive an e-mail confirmation with a link to download the lessons. If you don't get it directly after you buy the workshop, check your spam/junk mailbox, it may have gone there.

You click the email link and it takes you to a download page, which has a green download button on it. When you click that green button, the files are **automatically downloaded** to your computer. They usually go to your download folder, so please check there for your workshop.

You will get PDF lessons and/or links to videos, a supply list, a welcome, and other workshops information in your download. Then you do the lessons at your own pace. Enjoy!

## ★ Zoom Workshops

I offer a few Zoom workshops each year. These workshops are done live on Zoom and **I record them** so even if you can't make the day and time of the workshop, you can still watch the Zoom and receive all the follow-up information for the workshop. These workshops are usually 1.5 - 2 hours long. They are listed here on my website: <https://janedaviesstudios.com/workshop.html#scrollposition-online>. Please download Zoom and get familiar with it prior to the start of the workshop.

## ★ Online Interactive Wordpress Workshops with Jane Davies

When you buy an Online Interactive workshop, you will receive an e-mail confirmation with a link to a download. If you don't get it directly after you buy the workshop, check your spam/junk mailbox, it may have gone there.

Click that email link to go to the download page, which has a green download button on it. When you click that green button, the files are **automatically downloaded** to your computer. They usually go to your download folder, so please check there for your workshop.

You'll get a thank you and a supply list. You will not hear from me again until one week before the workshop begins, at which time I send an e-mail inviting you to join the group Wordpress blog. Then for the duration of the workshop you will receive a lesson once a week on Wednesday morning. If you do not get an invite to the WordPress blog 1 week before the start date of the workshop, please email my [assistant, Susan](#) and ask her for it

Please read the [Wordpress tutorial](#). Then read the [Blog Rules](#).

After you receive the invite to the WordPress blog you can introduce yourself on the blog, and get comfortable with the process of posting, adding images, and commenting. PLEASE get comfortable with using the WordPress blog in that week prior to the actual starting date of the workshop. Do not wait to the first day of class to try and figure out how it works. All workshops are one class per week, unless otherwise specified.

## How the Lessons for Interactive WordPress Workshops are Delivered

On each class day (once a week) you will receive an e-mail from me with a link to the lesson, please save the lesson to your computer so you'll have it in the future should you want to review. The pdf lesson IS the lesson. Videos included with the PDF are supplementary. Read the pdf first, then watch the video.

## The Class Blog

I will create and administer a private WordPress blog for your class, where you can post your work and write something about it. You can ask questions of me or other students, and give feedback. **I do give individual feedback to each student on each post.** The blog is private and only those in the workshop will have access to this blog.

I will post an introduction to each new lesson on the blog. I keep the blog open for at least two weeks after the end of class. Before closing the blog I send an e-mail with links to all the videos so you have them for future reference. Please keep this email.

### How to Work on the Lessons

The lessons are delivered once a week for the duration of the workshop, unless otherwise specified. You are free to work on each project at your own pace, on your own schedule. **You don't have to be at your computer at a specific time.** You can post your lesson any time during the week of the lesson. If you are unable to post your work for a lesson in the given week, post it as soon afterwards as possible. It's fine to take a little leeway with the time frame (unless otherwise specified), but please don't post all your lessons in the last week.

All of the lessons are yours to keep and you can print them to work from, though they are under my copyright.

### Skills Required for Participation

A high-speed connection to the internet is recommended.

It is **your responsibility** to have basic computer skills, including getting images of your work onto your computer (photos or scans), downloading and saving lessons, and keeping track of class materials. If you are using a tablet or iPhone for blogging, it is your responsibility to find out how to do it. My tutorials are for a computer. Please don't e-mail me asking how to use the blog or download the pdf's from another device.

### ★ Important information for all online workshops

**Please read the class descriptions carefully, and e-mail me with any questions you have.**

**Once you buy it, it's yours - there are no refunds.** If something dire comes up such that you won't be able to participate, you will still have all the pdf files and access to the videos to work from when you are able.

I do not take cancellations for online classes, and therefore, I do not have wait lists. If a class is full, it's full.

I occasionally use examples of student work in my marketing materials. I present these anonymously. If you have any objections, please let me know ahead of time.

Thank you, I hope to see you soon.

A handwritten signature in black ink that reads "Jane Davies". The signature is written in a cursive, flowing style with a large initial "J" and "D".