QC Online Workshop Application Procedure

Instructions

1. Workshop offerings MUST be quarter scale projects or teach a skill that is applicable to quarter scale projects.

2. Workshop information must be submitted in a format that is suitable for cutting and pasting information into a webpage. You can submit a .doc file or can include this information in an email, but you cannot hand-write the information on a form and submit that.

3. Workshop applications must include a high resolution photograph of the finished product.   You may include up to 4 photographs total to show different views of the project. Photos must be sent as .jpg files and named in an identifiable way (e.g. DesertMinisFront.jpg, DesertMinisBack.jpg)

4. There is no charge for offering a workshop on QC. However, if you choose to do so, you may make a donation to QC to help cover the costs of the website by sending your donation through paypal (please use friends and family) to paypal@quarterconnection.com. Or, if you prefer, you may donate a gift certificate for your website that we will give out as a future challenge prize. To donate a gift certificate, please contact Lesia Lennex at llennex2018@gmail.com

5.   Listings are to be sent to Liz West at liz@taffyandme.com and Janet Smith at desertminis@gmail.com.   PLEASE INCLUDE the month(s) that you would like to offer your workshop.   We will do our best to accommodate you but will need to work around any workshops already on the schedule.

6. QC has a ZOOM account. If you are interested in offering a Q&A session or even a full class on ZOOM for your students, please let Janet know and she will work with you to schedule a time.   This is a complimentary service.

The schedule for workshops is as follows:

25 days prior to workshop opening: Submit photos of the workshop if you want to have a preview page posted on the website to encourage participation.
10 days prior to workshop opening: Submit all final photos and information about the workshop.
3-5 days prior to workshop opening: You will receive a link to review the information posted about your workshop. It is your responsibility to review this information prior to the workshop going live.
Day 1-7 of the workshop offering: You will accept orders directly from students for your workshop. QC will do advertising on your behalf through the Groups.io group.

Please submit your workshop information using the following format. We will cut and paste this block of text and include it on the QC Website.

Make sure you leave the headings in place and enter your information as you want it to appear on the website. And remove the "helper text" such as "Enter Your Workshop Title Here" as you go so all that is left are the headers and your workshop information. *Please DO NOT double space the lines or add tabs or format this block in any way.*

Workshop Title: Enter Your Workshop Title Here
Workshop Instructor: Enter Your Name Here
Instructor's Email Address: Enter Your Email Address Here
Instructor's Website Address: Enter Your Website Address Here
Ordering Instructions: <e.g. "Email me with your order" or "Click here to order (and include the link).>
Workshop Description: Enter a Description of Your Workshop Here.
Finished Size of the Project: Enter the size of the project here.
Skill Level: Enter Beginner, Intermediate or Advanced
Tools and Supplies: Enter a List of Tools and Supplies Needed to Complete Your Workshop. (e.g. scissors, paints, tacky glue)
Total Kits Available: Enter the number of Kits Available
Kit Cost: Enter the Cost for the Kit
Shipping (US): Enter US Shipping Costs
Shipping (Canada): Enter Shipping Costs to Canada
Shipping (Rest of World): Enter Shipping Costs to other Destinations (NOTE: If you need to use a different set of shipping costs, you are welcome to...just use the format here.)
Shipping Exceptions: <Enter any places that you cannot ship to here, e.g., UK now due to the VAT regulations.>
Payment Types Accepted: Enter the Types of Payments that You Accept

Last Modified: 8/8/2022