

How to Register for Class

Important tips for registration

- **Log in early:** If you need to log in or reset your Sawyer password, please do so in advance. Pottery staff cannot access or change student passwords.
- **Use Chrome:** Sawyer recommends using Google Chrome for the best registration experience.
- **Expect a queue:** Due to high web traffic, you may be placed in a digital queue.
- **One window only:** Avoid using multiple browser windows or devices, as this can slow down the process for everyone.
- **Contacting us:** We receive a high volume of calls and emails on registration day. If you can't reach us right away, please leave a message or send an email—we'll get back to you as soon as possible.
- **Multiple registrations:** Students who register multiple times and need to cancel a registration will incur a \$50 refund fee per cancelation.
- **Paper forms:** Paper registration forms will be processed starting at 10:00 a.m., in the order they were received.

How Classes will Initially Appear

Particularly on the first day of registration, classes may not immediately appear on the screen. You will see Sawyer's default graphic "New schedules are being added."

Keep refreshing the window and classes will appear when registration opens. If registration begins at 10:00 a.m., it is not unusual for classes to appear 20 or 30 seconds later when you refresh the page.

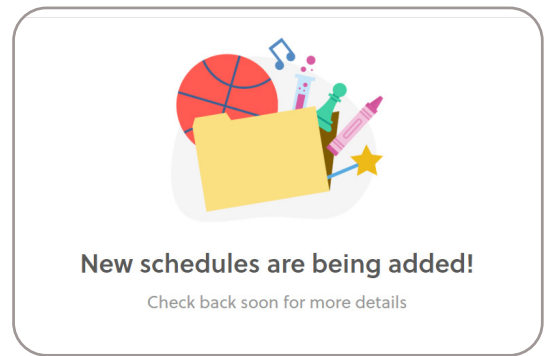
Joining the Queue

On the first day of registration, it is likely that you will join a virtual queue when classes are posted. This helps keep the web traffic manageable so the server does not crash.

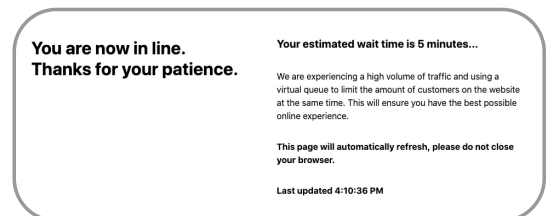
Be patient—your spot is secure, and the sign-up page will load when it's your turn. Wait times may fluctuate based on demand.

You may see your wait time increase, and it is not uncommon to see times exceed 20 minutes or more. The line will move much faster and students are usually able to proceed with their registration in less than 10 minutes. Do not open another window—it adds traffic to the website and slows the process for you and for others.

Keep reading for step-by-step instructions!



Sawyer's default graphic before classes are showing.



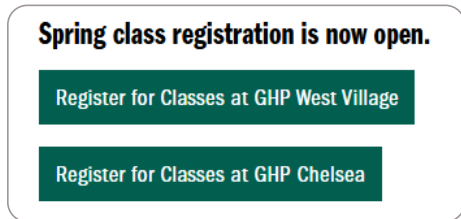
When classes are available, you may see this digital queue notice while you wait your turn in line.

Let's look at some classes

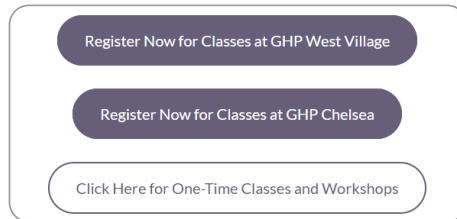
GHP offers great classes at our West Village and Chelsea studios, and we have a few ways to browse the offerings.

- On our website, you will first choose which location you want to look at.
- If you receive our emails announcing that registration is open, you can choose a location or see other classes.
- Occasionally, we send emails that break the classes down by topic or time, or allow you to see West Village and Chelsea classes in the same list.

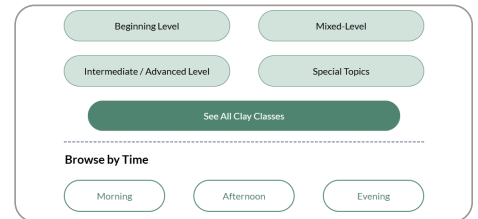
No matter how you get to the registration page, the registration process will be the same.



Class buttons on our website.



Buttons in our registration emails.

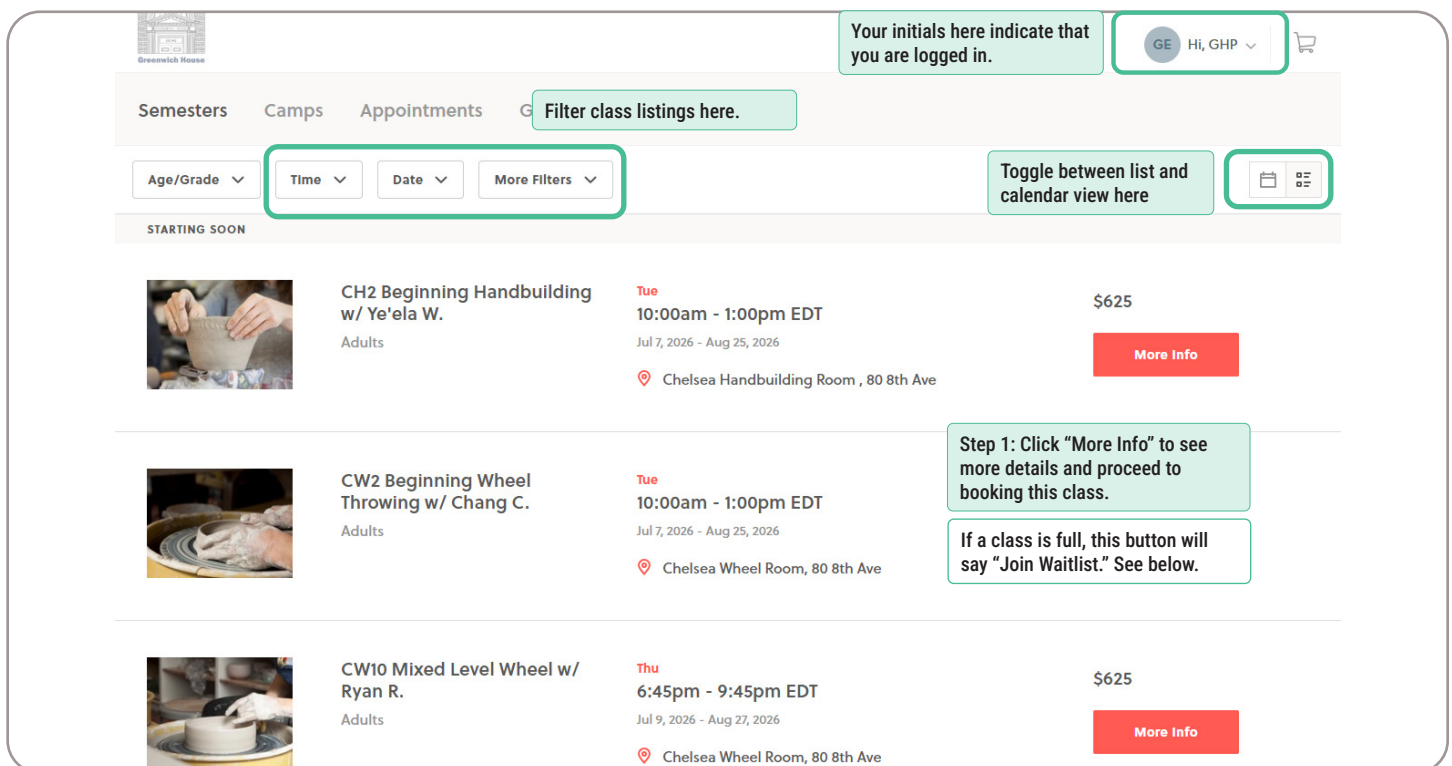


Email buttons that filter classes by topic and time.

Browsing Class Listings

When browsing classes, you'll see a webpage similar to the one below. Classes are organized by the soonest start date and by day of the week. Our Sawyer registration system lets you filter by location (the specific classroom within our buildings), day of the week, or instructor. Please note that these filter options will look a little different on a smart phone.

You can use your browser's "find" function to search for specific class numbers, keeping in mind that you may need to scroll down for the full class list to load.



Calendar view of classes that are available at GHP Chelsea.

The Registration Process

Step 1: Click the “More Info” button next to the class listing. You’ll see more details about the class date, time, and location, as well as a class description. If the class is full, this button will say “Join Waitlist.” See below.

Step 2: Click “Register.” If you aren’t signed in to Sawyer, you will be prompted to sign in or create an account now.

The screenshot shows a class listing for 'CW2 Beginning Wheel Throwing w/ Chang C.' by Greenwich House Pottery. The class is for adults, running from Tuesday, July 7, 2026, to August 25, 2026, with 8 classes. The location is 80 8th Ave, 6th Floor, suite 601, New York, NY 10011. The instructor is Chang C., and the capacity is 9 students. The time is 10:00am - 1:00pm EDT. A 'Booking Options' panel on the right shows a 'Class' option for \$625 with 'Payment plans available' and 'Fees calculated in cart'. A red 'Register' button is highlighted with a green callout box that says 'Step 2: Click Register'. At the top right, a green box notes 'Your initials here indicate that you are logged in.' with a dropdown menu showing 'GE Hi, GHP'.

A class details page.

This screenshot shows the same class details page but with the 'Booking Details' panel expanded. The 'Class' is selected with a 'Change' link. The price is \$625. The 'Who is attending?' dropdown is set to 'GHP Example'. The 'How would you like to pay?' dropdown is set to 'Pay in Full'. There are two payment options: 'Cover the credit card fee so 100% of my tuition goes to the organization (NON-REFUNDABLE) (\$18.75/participant)' and 'Pay It Forward – \$100 Scholarship Donation (\$100/participant)'. A 'SUMMARY' section shows 'Semester (GHP Example) \$625.00' and 'Price: \$625/semester'. The 'Subtotal' is \$625.00. A red 'Add to Cart' button is at the bottom. A green callout box at the top right says 'Use the “Change” link to go back to browsing for classes.'

Step 3: Once you are signed in, select “Who is Attending.”

Please note: Adults should always register themselves for class. If you register for someone besides the primary account holder (e.g. a friend or spouse) that person will NEVER be on the class email list. Sawyer does not collect contact information for any secondary contact.

Step 4: Select a payment option: Pay in Full, or Payment Plan. Classes will have 2 or 3 installments depending on the total price and length of the class.

Step 5: Select optional add-ons to help support GHP’s programming.

Step 6: Click “Add to Cart.”


Enter registration details for your chosen class.

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My Cart (1 item) Keep Shopping Checkout

Don't miss out! Check out to complete your purchase.

GREENWICH HOUSE POTTERY



CW2 Beginning Wheel Throwing w/ Chang C.
09:42
Tue, 10:00am – 1:00pm EDT
Jul 7, 2026 - Aug 25, 2026
Chelsea Wheel Room
[View Activity Dates >](#)
[Remove](#)

Semester (GHP Example) Price: \$625/semester	\$625.00
+ Pay It Forward – \$50 Scholarship Donation Price: \$50	\$50.00
Subtotal	\$675.00

Promo Code
Gift cards can be entered on the next step.

Apply

Provider Total **\$675.00**

ORDER SUMMARY

Greenwich House Pottery	\$675.00
Est. Sawyer Booking Fee ⓘ	\$3.99
Total	\$678.99

Checkout

Step 7: Please verify your class information before proceeding.

Your cart shows the class you're going to register for, as well as any add-ons, and the amount due when you purchase.

If you have received financial aid or have another coupon code, enter it in the "Promo Code" box now.

The Timer

Sawyer starts a timer for 10 minutes when a class goes into your cart, but this does NOT mean it is saving a seat for you.

Your cart will be emptied after 10 minutes, but your seat is not secure until you complete the payment.

Sawyer's booking fee goes directly to the software company. GHP has no control over this fee and it cannot be refunded.

A shopping cart to register for one class.

Step 8: Choose "Keep Shopping" to add more classes or studio sessions to your cart, or "Checkout" to proceed to the payment process.

Step 9: Complete a page of registration information

Step 10: Verify your credit card information. The final button to confirm you're signed up says "Place Order." Please check your email for a confirmation from Sawyer. This may be filtered to your junk/spam folder.

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Registration Forms
1 of 2 forms completed

✓ Basic Information

2 Greenwich House Pottery Form

Purchaser Information

Greenwich House Pottery will take photos for use in promotional advertising.

Yes, I consent to have my photo taken and used on social media or print advertising.

Were you referred by a friend? What is their name?

How did you hear about Greenwich House Pottery?*

Google Search

Google Adwords

Step 9: Complete the registration forms.

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<p>CONTACT INFO</p> <p>Your name Email GHP Example</p> <p>Phone number</p>	<p>ORDER SUMMARY Change</p> <table><tr><td>Greenwich House Pottery</td><td>\$675.00</td></tr><tr><td>Sawyer Booking Fee ⓘ</td><td>\$3.99</td></tr><tr><td>Total</td><td>\$678.99</td></tr></table> <p>PLACE ORDER</p> <p>By clicking "Place Order" you agree to Sawyer Policies & Terms</p>	Greenwich House Pottery	\$675.00	Sawyer Booking Fee ⓘ	\$3.99	Total	\$678.99
Greenwich House Pottery	\$675.00						
Sawyer Booking Fee ⓘ	\$3.99						
Total	\$678.99						
<p>PAYMENT</p> <p>New Credit Card</p> <p>Card number MM / YY</p>	<p>Step 10: Click "Place Order" to finish your registration.</p>						

You are not booked until you click "Place Order" and receive an email confirmation.

Joining a Waitlist

If the class listing button says “Join Waitlist,” the class is currently full. We recommend that you join the waitlist-- there is often some movement before the first day of class. Then register for your second choice class to guarantee you have access to our studios and a talented faculty member. If your name comes to the top of the waitlist, you will have the opportunity to transfer into your first-choice class for free.

Step 1: Click “Join Waitlist” to enter your contact information.

Step 2: On the class detail page, Click “Join Waitlist” again.

The screenshot shows a navigation bar with 'Semesters', 'Camps', 'Appointments', and 'Gift Cards'. Below are filter buttons for 'Age/Grade', 'Time', 'Date', and 'More Filters'. A section titled 'IN PROGRESS' lists three classes:

- H4B BEG Handbuilding w/ Gina T.** Adults, Fri, 10:00am - 1:00pm EDT, May 22, 2026 - Jun 26, 2026, 3rd Floor Handbuilding Studio, 16 J... *Prorated, \$234, [Join Waitlist](#)
- W4B BEG Wheel Throwing w/ Chang C.** Adults, Fri, 10:00am - 1:00pm EDT, May 22, 2026 - Jun 26, 2026, 2nd Floor Wheel Room, 16 Jones St. **Step 1: Click "Join Waitlist"**, \$234, [Join Waitlist](#)
- W9B BEG Wheel Throwing w/ Nick P.** Adults, Fri, 6:45pm - 9:45pm EDT, *Prorated, \$312, [Join Waitlist](#)

Calendar view of classes that are available at GHP Chelsea.

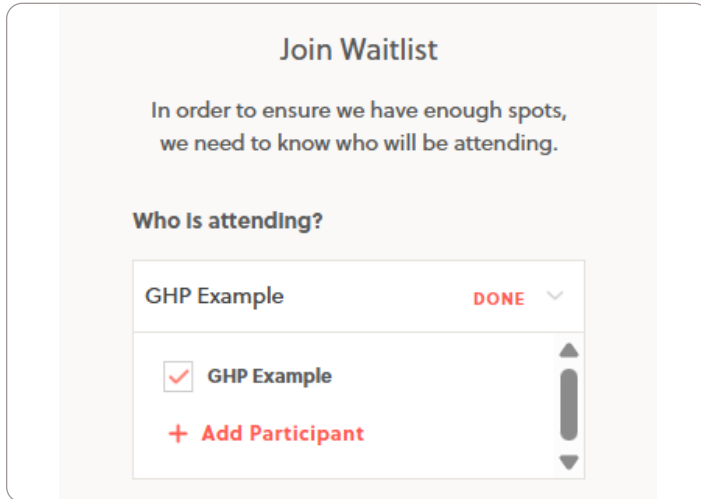
The screenshot shows the class detail page for 'H4B BEG Handbuilding w/ Gina T.' by Greenwich House Pottery. It features a large image of hands shaping a clay ball. Below the image, it lists 'Ages: Adults' and 'Location: 16 Jones St, New York, NY 10014'. On the right, the 'Booking Options' section shows a selected 'Class' for \$234 from May 22, 2026 to Jun 26, 2026. A note states 'Fees calculated in cart'. A **Step 2: Click "Join Waitlist" again** callout points to the [Join Waitlist](#) button. Additional text at the bottom mentions a scholarship donation option.

A class detail page when the waitlist is activated.

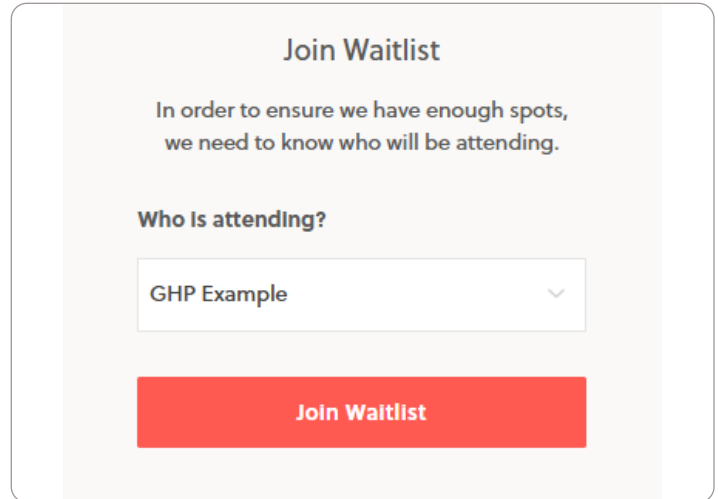
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Step 3: If you are not logged in, Sawyer will prompt you to sign in now. A smaller window will pop up for you to select Who is Attending (i.e. the name on the waitlist.) Enter or select your name, then click “Done.”

Step 4: Click “Join Waitlist.”



The screenshot shows a 'Join Waitlist' pop-up window. At the top, it says 'Join Waitlist' and 'In order to ensure we have enough spots, we need to know who will be attending.' Below this is a section titled 'Who is attending?' with a dropdown menu showing 'GHP Example' and a 'DONE' button. Below the dropdown is a list with a checked box next to 'GHP Example' and a '+ Add Participant' button.



The screenshot shows the same 'Join Waitlist' pop-up window, but the dropdown menu is now empty and a large red 'Join Waitlist' button is visible at the bottom.

The pop-up window to collect your waitlist information.

What next?

Sawyer tracks people on the waitlist in the order in which they sign up. If a seat becomes available, GHP staff will contact people from the waitlist. If you have already registered for another class, you will have the opportunity to transfer into your first-choice class for free.

Please do not call to check the status of a waitlist or your position on the waitlist. We will contact people in the order they signed up as soon as a seat is available.