

How to Sign Up for a Studio Session

Studio sessions are four-hour bookings for students to use the GHP studios outside of class meeting times.

REGISTRATION ELIGIBILITY: You must be currently registered in a multi-week course at the Pottery in order to book Studio Sessions. The Pottery will not honor registrations for individuals who are not enrolled in a class. Students may only book Studio Sessions at the GHP location at which they are enrolled in a multi-week class.

Step 1: On our website, go to the Current Students page or choose “Students” from the main navigation menu at the top of the homepage.

Step 2: Select “Register for Studio Sessions.” On a smart phone, this option appears at the bottom of your screen. On a desktop, it is on the right side.

Step 3: Choose the location you want to work at: West Village (including slipcasting) or Chelsea. You will be able to view the available appointments in LIST VIEW (example below) or CALENDAR VIEW (example on next page.)

Register for Studio Sessions

Please be sure to review all Studio Time policies [here](#).

Need help? You can find instructions [here](#).

You must be a **currently registered student** in a multi-week class in order to book studio time. Sampler students are not eligible for studio time. **You may only book studio sessions at the GHP location that you are currently enrolled at.**

Studio Sessions for West Village

Studio Sessions for Chelsea

CURRENT STUDENTS

POTTERY NOTES

MEASURE YOUR WORK

GLAZING

REGISTER FOR STUDIO TIME

STUDENT RESOURCES

GHP's website with side navigation and buttons to view studio sessions.

The screenshot displays the GHP website interface for studio sessions. At the top, there is a logo for Greenwich House and a user profile section showing 'GE Hi, GHP' with a dropdown arrow and a shopping cart icon. A callout box points to the initials 'GE' with the text: 'Your initials here indicate that you are logged in.' Below the navigation menu (Semesters, Camps, Appointments, Gift Cards), there is a search bar with the placeholder text 'Filter studio sessions here.' and a toggle switch for 'Toggle between list and calendar view here'. The filter section includes 'Age/Grade', 'Time', 'Date', and 'More Filters' dropdown menus. The main content area is titled 'IN PROGRESS' and lists two studio sessions:

Image	Session Name	Day	Time	Price	More Info
	Mon. Handbuilding Studio Session (CHELSEA) Adults	Mon	6:00pm - 10:00pm EDT Apr 6, 2026 - Jun 22, 2026	\$10/class	More Info
	Mon. Wheel Studio Session (CHELSEA) Adults	Mon	6:00pm - 10:00pm EDT Apr 6, 2026 - Jun 22, 2026		More Info

Callout boxes provide additional instructions: 'Click "More Info" to see more details and proceed to booking this session.' and 'Toggle between list and calendar view here'.

List view of studio session listings

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Step 4: Select the session you would like to book. Please take care to confirm that you are selecting the right classroom, technique, and time slot.

Step 5: When you select a studio session, you will see a details page. Click “Register” to select the date (or multiple dates) that you plan to attend.

The screenshot shows a web interface for booking studio sessions. At the top, there are navigation tabs for 'Semesters', 'Camps', and 'Appointments', with a search bar for 'Filter studio sessions here.' and a toggle for 'Toggle between list and calendar view here'. Below these are filter options for 'Age/Grade', 'Time', 'Date', and 'More Filters'. The main content is a calendar for May 2026, showing sessions for each day from Sunday to Saturday. A callout box points to a session on Thursday, stating: 'Click any calendar event to see more details and proceed to booking the session.'

Calendar view of studio session listings.

The screenshot shows the registration details page for a 'Fri. Handbuilding 2 Studio Session' by Greenwich House Pottery. On the left is a photo of hands shaping a piece of clay. On the right is a 'Booking Options' section with a radio button selected for 'Drop-in' at a price of '\$10/class' and '4 Dates Remaining'. Below this is a note 'Fees calculated in cart' and a red 'Register' button. A callout box points to the 'Register' button, stating: 'Click Register to select the date(s) you will attend.' Below the photo, session details are listed: 'Ages: Adults', 'Location: 16 Jones St New York, NY 10014', 'Dates: Fri, Apr 10, 2026 - Jun 26, 2026 (4 classes remaining)', 'Capacity: 12 students', and 'Time: 2:00pm - 6:00pm EDT'.


Registration details page for a studio session.


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Step 6: Select “Who is attending” to select the participant.

Step 7: Select the dates you would like to book. Then click “Done” in the top corner of the calendar,

 Available sessions are circled.

 Your selections will be highlighted in solid orange.

 Sessions with a blue W are full and you can join the waitlist.

Step 8: Click “Add to Cart.” If you are not already logged into Sawyer, you will be prompted to do so now.

Step 9: Review the dates in your cart. If you want to book additional days/times, click “Keep Shopping.”

Step 10: Click “Checkout” when you are ready to process your payment.

Step 11: Complete a page of registration information

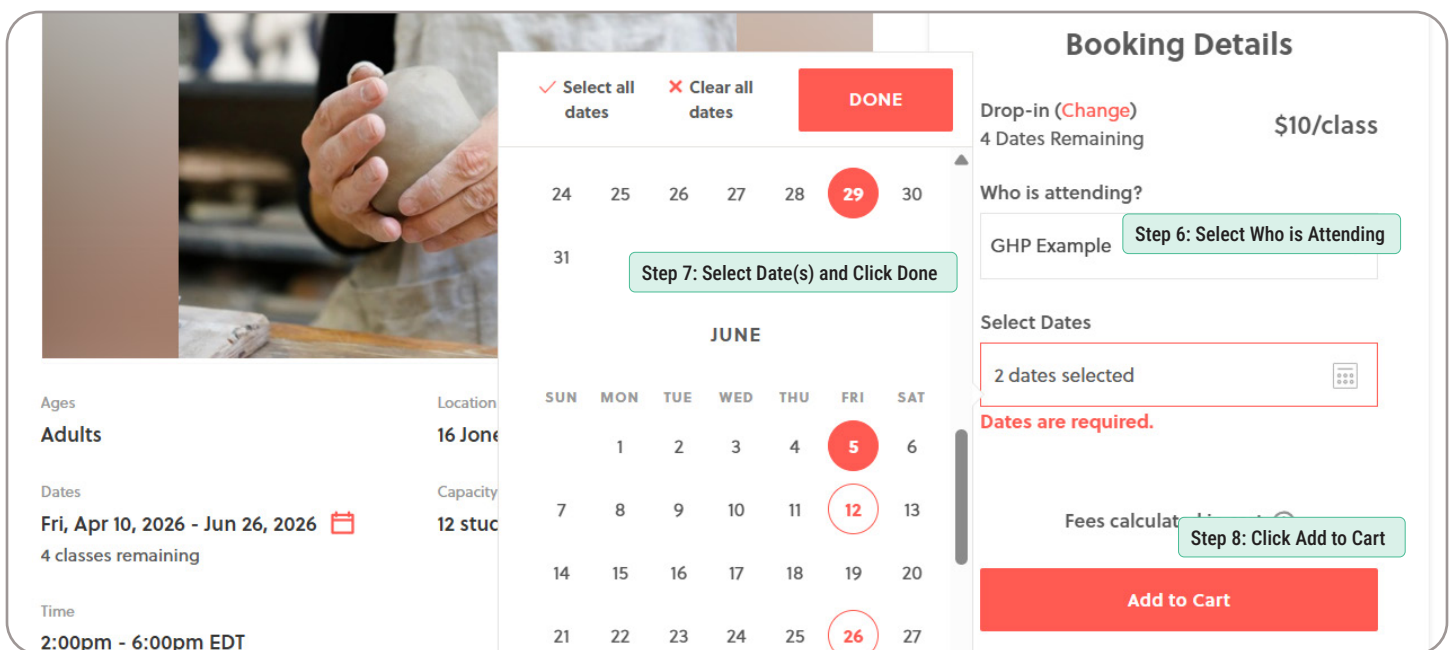
Step 12: Verify your credit card information. The final button to confirm you’re signed up says “Place Order.”
Please check your email for a confirmation from Sawyer. This may be filtered to your junk/spam folder.

Please note: studio sessions are not refundable. Transfer is permitted to another studio session provided the request is made at least 24 hours prior to the day of the session. Those who wish to transfer must provide the alternate studio session date in writing at the time of their request.

To change a studio session, please email:

GHP West Village (16 Jones Street or 27 Barrow Street): pottery@greenwichhouse.org

GHP Chelsea (80 Eighth Avenue): ghpchelsea@greenwichhouse.org



Booking Details

Drop-in (Change) \$10/class
4 Dates Remaining

Who is attending?
GHP Example **Step 6: Select Who is Attending**

Select Dates
2 dates selected
Dates are required.

Fees calculated
Step 8: Click Add to Cart

Add to Cart

Selecting dates to attend a studio session.

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My Cart (1 item)


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

[Keep Shopping](#) [Checkout](#)

Step 10: Click "Checkout" to proceed with your purchase.

GREENWICH HOUSE POTTERY

Verify the date(s), time, and classroom for your reservation.



Fri. Handbuilding 2 Studio Session

Dates
May 29, 2026, Jun 5, 2026

fri, 2:00pm – 6:00pm EDT
fri, 2:00pm – 6:00pm EDT
2nd Floor Handbuilding Studio

[Remove](#)

Drop-in (GHP Example)	\$20.00
Price: \$10/class 2 days	
Subtotal	\$20.00

Shopping cart ready to register for two studio sessions.

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 11: Complete the registration forms.

Step 11: Complete the registration forms.

CONTACT INFO

Your name

GHP Example

Email

Phone number

ORDER SUMMARY

[Change](#)

Greenwich House Pottery	\$20.00
Total	\$20.00

PAYMENT

New Credit Card

Card number MM / YY

[PLACE ORDER](#)

By clicking "Place Order" you agree to [Sawyer Policies & Terms](#)

Step 12: Click "Place Order" to finish your registration.

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