

### **What you need to participate in a creative lenna workshop:**

To take a class with me via email, you need an email account plus basic knowledge of the computer: how to use email, and how to download a PDF file. You'll also need Adobe Reader installed on your computer. This is a free program and with it installed, you will have the ability to read the supply list and the lessons I'll send to you as PDF files. If you do not already have this program, go here. If you are not sure if you have Adobe Reader installed, click on "Start" on the bottom left of your computer screen and then choose "programs". Adobe Reader will be on the list if it is installed. Make sure you have the latest version; you will find update information on the Adobe website.

### **How to Register for a workshop:**

The cost of each Workshop is payable to lenna@creativelenna.com via Paypal. You will find an easy-to-use "Buy Now" Button on each specific workshop page. You do not have to have a PayPal account in order to use this secure service. PayPal accepts all major credit/debit cards (Visa, MasterCard, American Express, and Discover), eChecks, bank transfers, and PayPal balances and does not share your information. When you are ready, you can register for your workshop by sending payment via paypal: just find the 'Buy Now' Button on each workshop page. I will be sent notification from PayPal and will get you started by sending your supply list. You will be returned to a Thank you page on this site, reminding you to let me know the email address you prefer your lessons to be sent to. This is an important step in making sure you receive your lessons, so please do not forget to email me!

**How the workshops are taught:** As soon as you have paid for the workshop, I will send you a supply list via email as a PDF file. Read the supply list, email me any questions, and start gathering your supplies. I will wait for your email requesting a starting date for your lessons to begin and your proposed schedule. When you are ready, email me to start! We will agree upon the date for the first lesson to be sent to you as a PDF file. The remainder of the lessons in your workshop will generally follow once a week on the same day, but can be adjusted to your needs. Some students prefer to receive ALL the lessons at once, and this is an option!

**It works like this:** The lesson is sent to you and you work on the techniques or projects over the week and share your results with me, asking questions as needed via email. I will respond to your questions within 24 hours or less. In addition to the lessons you receive, I will offer assistance and comment on your work via email. Each lesson is comprised of 15-40 pages of instruction and many step-by-step colour photos for illustration. Students find the delivery of information with photos and text a fun way to learn at their own pace. You will receive so much information and have the ability to ask questions of the author and artist, me!

*"Lesson one was quite a lot to absorb, but very helpful, especially with all the pictures. Instructions were incredibly clear (of course I knew that would be the case!) I think I am ready for lesson two." Sharon Walworth, RI*

### **Additional info:**

You are not required to send me photos of your artwork via email or on-line in order to complete the workshops, but of course, you are welcome to. I love seeing your art! If sending photos is not possible for you, you can describe what you have been doing with the lessons via email. You can also upload your photos to a PictureTrail, Flickr account, or something similar.

For a free PictureTrail account go here: <http://www.picturetrail.com/register/>

For a free Flickr account go here: <http://www.flickr.com/>

You are certainly not required to do this to take part in my workshops; it is mentioned as an option! My own PictureTrail site is here:

<http://www.picturetrail.com/lennastamp> and my Flickr photo sharing account is here: <http://www.flickr.com/photos/creativelenna/sets> if you would like to check these options out.

**Workshop Policies:**

This should be assumed without my saying it, but I must include here that: *my workshops and individual lessons are protected by copyright law and are for YOUR USE ONLY.*

- You MAY NOT copy them for a friend, distribute them, or sell them.
- You may print them out on your own computer for your own personal use and learning, but they are not to "share". They are only for you.
- You may use the techniques to create items for sale or personal use, but please credit me and link back to this website whenever possible.
- Cancellation or refunds are only possible BEFORE the first lesson is sent.

I deserve payment for my hard work, so please do not steal my work and abuse these workshop policies. I am trusting in you to do what is right here.

Thank you. Copyright 2008 Lenna Andrews

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