

# Register early. Class sizes are limited!

## How to Register

Pre-registration required for all classes and programs except where noted. Registration deadlines are one week before classes except where noted. Register early; class sizes are limited. Classes may be cancelled due to low enrollment.

Walk-in registration may be available if space and supplies allow. Call (608)246-4550 for availability if the pre-registration deadline has passed.

If using your Olbrich volunteer benefit card, you must pre-register for applicable classes.

### Register by:

#### Mail

Mail completed registration form with check made payable to Olbrich Botanical Gardens or with credit card information to: Olbrich Botanical Gardens Education Registrar 3330 Atwood Avenue Madison, WI 53704

#### Fax

Fax completed registration form with credit card information to: Education Registrar (608)246-4719

## Telephone

Register by telephone 10 am – 4 pm by calling (608)246-4550. To expedite your call, have your MasterCard or Visa number ready along with your class selections.

## In Person

In-person registrations are accepted 10 am – 4 pm weekdays at the Greeter's Desk, located in the Visitor Center Lobby. Submit completed registration form with check made payable to Olbrich Botanical Gardens or with credit card information.

## Online

Online class registration is available 24 hours a day, 7 days a week. Use WebTrac to view class offerings, check space availability, and register using a credit card at: <https://webtrac.cityofmadison.com/wbWSC/olbrich.wsc/search.html>, or visit Olbrich's website [www.olbrich.org](http://www.olbrich.org) for a link.

## Payment

Full payment is due at time of registration using check, cash, MasterCard, or Visa.

## Cancellations & Refunds

Class registrants who cancel 7 or more days prior to the class are subject to a 20% processing fee (minimum of \$5). Cancellations less than 7 days notice are non-refundable; please consider your payment a donation to the Gardens. Refunds are not given for missed classes.

Classes cancelled by Olbrich due to low enrollment or hazardous weather conditions are fully refunded automatically. You will be notified by telephone as early as possible if a program is cancelled. Olbrich is not responsible for lack of notification if you do not have an answering service.

## Inclement Weather

In cases of inclement weather, call (608)246-4550 to check the status of the class.

## Food & Beverage

Olbrich does not have food available for purchase. Beverages are available in the Growing Gifts Shop. Unless otherwise stated, please bring your own snack or bag lunch to classes that occur through lunchtime.

## Registration Please make copies of this form, download from [www.olbrich.org](http://www.olbrich.org) or contact Olbrich for forms for each additional registrant.

Name \_\_\_\_\_ Olbrich Member  Yes  No

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening/Weekend Phone \_\_\_\_\_

E-mail \_\_\_\_\_ Would you like to receive class information and registration confirmation by e-mail?  Yes  No

Your e-mail address will not be shared with any other individuals or organizations.

**Thinking of joining membership? Form on page 2.**  
*All members pay the discounted member's fee listed with each eligible class.*

Class Code	Class Name	Child's Name/Age (for children's classes)	Cost \$
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Feel free to attach additional classes on another sheet of paper.

Personal check# \_\_\_\_\_ **Total \$** \_\_\_\_\_

Cash \_\_\_\_\_

Gift card# \_\_\_\_\_

MasterCard or  Visa Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_