

**Michaels Community Classroom  
Frequently Asked Questions  
Instructor/ Independent Contractor Set Up Process**

<b>Q: Who may submit a proposal to Michaels Community Classroom? Do I have to be a professional Instructor?</b>
A: All are welcome to submit a proposal to Michaels Community Classroom! Instructors do not have to be "professional" or "full time" instructor to participate.
<b>Q: How old do I have to be to submit a proposal?</b>
A: Instructors must be at least 18 years old to teach a class.
<b>Q: What kind of class do you want me to teach?</b>
A: As an Independent Contractor, you choose the type of class and craft project that they would like to teach. Instructors can choose to make a project around a specific holiday, theme or topic/area.
<b>Q: How many items should I make with students?</b>
A: This is totally up to you! You can choose the number, size, or scale of items that best demonstrates your technique in the timeframe that you choose on your proposal.
<b>Q: How old do students have to be to take a class?</b>
A: Attendees must be at least 13 years old to take a class. We are not offering Kids Classes (under 13) through the Michaels Community Classroom.
<b>Q: What skill level should I target?</b>
A: That is completely up to you! There is a wide range of levels of customers looking to take classes. Specify level in your proposal but teach to the level you are comfortable.
<b>Q: Can I teach a class with multiple sessions?</b>
A: Michaels' systems only allow for one session classes. Stay tuned as we will be adding this enhancement in the future.
<b>Q: How do I get paid?</b>
A: Instructors set the price per student per class and are paid 70% of the fees collected. Supplies that students need to purchase should not be included in the class price. For instance, if a class is \$10 per student, and 3 students attended: (\$10 x 3) = \$30 total fees collected \$30 x 70% = \$21 paid to Instructor Instructors are paid via Rippling by direct deposit or check
<b>Q: Do I have to pay to rent the classroom space?</b>
A: There is no separate classroom rental fee. Instructors receive 70% of the per student per class price.
<b>Q: How often do I get paid?</b>
A: Instructors are paid every other Tuesday for classes that occurred the previous two full weeks (ending the Sunday 9 days prior to payday). For instance, payment is made Tuesday, January 22 <sup>nd</sup> , 2019 for classes occurring December 31 <sup>st</sup> , 2018 through January 13 <sup>th</sup> , 2019.
<b>Q: How can I change my payment preferences?</b>
A: Log in to <a href="#">Rippling</a> to update your payment preferences at any time.
<b>Q: How do I receive my 1099?</b>
A: Rippling will send your 1099 if one is required based on earnings.
<b>Q: Do you want me to use supplies that Michaels sells?</b>
A: Yes, the main craft supplies must be purchasable at Michaels
<b>Q: What is provided in the classroom?</b>
A: There are no items provided in the classroom specifically for Michaels Community Classroom classes. Please bring or buy any supplies you plan to use in your class.

## Michaels Community Classroom Frequently Asked Questions

<b>Q: Do I provide the supplies, or do students bring them?</b>
A: Instructors list the supplies that students should bring to class to complete their project on their class proposal. These items are added into the class signup block and in confirmation email, so students have a list of what to bring to class.
<b>Q: Does Michaels require a Business License or Insurance?</b>
A: While Michaels doesn't require a Business License or Insurance, they do require that you adhere to your local business license and insurance laws and regulations.

### General Class Questions

<b>Q: How do I schedule my class?</b>
A: Classes are scheduled based on the location, dates and times listed on the proposal. As long as the space is available, you will receive all three dates submitted.
<b>Q: How do I cancel or reschedule my class?</b>
A: Email <a href="mailto:michaels@anyroad.com">michaels@anyroad.com</a>
<b>Q: Can I change the price of my class?</b>
A: Email <a href="mailto:michaels@anyroad.com">michaels@anyroad.com</a> . Please note that once a student has registered for a class, the price cannot be changed.
<b>Q: How can I update my profile, class title, class description, or bio?</b>
A: If your class is published, open the link to your Manifest. There is a small chat bubble in the bottom right-hand corner. Chat with the Customer Experience team who can assist you with updates. You can also email <a href="mailto:michaels@anyroad.com">michaels@anyroad.com</a> to make changes to your profile photo, bio, class title, or class description.
<b>Q: I'd like to teach more than one class. How do I coordinate that?</b>
A: Please submit a new proposal for each project. You will only complete Rippling paperwork once.
<b>Q: Do I need to complete a proposal every time I want to add more class dates?</b>
A: If you are adding dates to a project that has been approved through proposal process, simply email <a href="mailto:michaels@anyroad.com">michaels@anyroad.com</a> with 6 new dates, times and location. Please ensure you include the name of the class to ensure the correct one is scheduled for you. If you are changing the project, you will need to submit a new proposal.
<b>Q: How early do I need to arrive?</b>
A. Instructors choose the time that they arrive to the store for class.
<b>Q: What should I bring to class?</b>
A. Instructors choose what they bring to class-this might include a sample of a completed project or tools/supplies needed to demonstrate a technique
<b>Q: What if my project is not complete by the end of class time?</b>
A: Instructors may provide instructions to complete their projects at home
<b>Q: Can I bring food or a snack to class?</b>
A: Instructors are permitted to bring food and non-alcoholic beverages into the classroom. Please clean up the classroom after your class ends.
<b>Q: Where is the store located?</b>
You can find the store address and map on the direct class link when your class is published.
<b>Q: Does the store know that I'm teaching?</b>

## Michaels Community Classroom Frequently Asked Questions

A: Yes, the store is informed of classroom reservations for Michaels Community Classroom instructors. All store team members may not be aware of the exact classroom schedule-please be understanding if you encounter a team member who does not recognize you. If you have any questions, you may ask to speak with the Manager on Duty.

**Q: I forgot something in the classroom. How can I retrieve it?**

A: Contact the local store location directly.

**Q: Can I leave my business cards or fliers with students or the store?**

A. You may provide the students in your class with your information. Please do not leave information in the store about anything other than your scheduled classes in Michaels Community Classroom.

## Student Sign Up Questions

**Q: Who will be attending my class?**

A: Students must be 13 years old or older to take a class in the Michaels Community Classroom program. You will receive a link to your Instructor Manifest when your class is published. Your Manifest will list your classes and all registered students. Please monitor your Manifest on a regular basis.

**Q: How do students sign up for my class?**

A: Students can sign up online at [michaels.com/classroom](https://michaels.com/classroom) once a class is published. Michaels will email you a direct link to your class when your class is published. Instructors should share the link with students to sign up online.

**Q: What are students required to bring to class?**

A: Students should bring supplies included in the class proposal. If no student registered for the class, you can update your supply list by emailing [instructors@michaels.com](mailto:instructors@michaels.com) or [chatting](#) with the Support team on your Manifest page.

**Q: How do students learn about classes?**

A: Instructors are the primary way that students learn about classes. Please share your class link you will receive after your class is scheduled with your followers or email lists. This will allow your students to easily reach your class directly

**Q: How can I share my class with my friends, family, and student community?**

A: Instructors can email or post their class link(s) to social media. Michaels has developed promotional materials for the Michaels Community Classroom program, including in-store collateral, fliers, social media campaigns, and marketing materials that you can use to self-promote classes

**Q: How is Michaels marketing Michaels Community Classroom and/or my class specifically?**

A: Michaels is marketing the general program for students to sign up to take classes. They are not able to market individual classes, but each class will be represented when the customer searches for classes in their area.