

Get to Know Club Ed

All your questions answered . . .

. . . we think

By Jennifer Lawler

Get to Know Club Ed

This document is intended to answer all your questions about how Club Ed works. If it doesn't answer a question you have, please email ResortDirector@ClubEdFreelancers.com and we'll respond just as quickly as one of us loses the arm-wrestling match and leaves the cabana.

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About Club Ed

Club Ed® LLC is a California company, based in Los Angeles – but we have students from all over the world. All classes are offered online, and while for instructor-led classes, homework assignments are typically due on a particular day, joining in forum discussions, reading the lessons, and asking questions can be done at any time.

Club Ed is owned by veteran developmental editor and book author Jennifer Lawler

Club Ed® is a registered trademark.

How the Classes Work

This section is all about what you can expect from taking a class at Club Ed.

How the Content Is Delivered

Club Ed offers two types of classes, self-paced and instructor-led. All classes can be found [here](#). When you sign up for a class, you'll get log-in information by email. You can (and should) use that same information for future classes.

All are offered entirely online with no in-person component. Classes do not require Zoom or phone participation. For all classes, the lessons and manuscripts used for the assignments are written as Word documents. Some supplemental materials are PDFs.

Because developmental editors need to be able to work from written sources, all materials are provided that way. If this doesn't match your learning style, Club Ed classes will not be right for you.

Instructor-led courses have a feedback component. You turn in an assignment each week and the instructor reads and responds to your efforts, highlighting what you're doing well and offering suggestions for improvement. Assignments are sent to the instructor and returned with comments via email.

Forums are associated with each instructor-led class, where students can discuss assignments and ask questions or share thoughts about the lessons.

How Materials Are Accessed

All classroom materials live in the student dashboard. Once you've registered for a class, you'll be able to access the lessons and other information by clicking on the student dashboard button (upper right on most devices), selecting the class you want to work on, then clicking through to the folder for the particular lesson you're working on.

You can also access class forums through the dashboard. Information about gift cards and about your account can also be found in the dashboard.

Late Assignments and Instructor-Led Classes

Club Ed understands that adults have busy lives! Students occasionally miss a deadline. As long as the class has not ended, assignments can be turned in after the official deadline, but the instructor may not be able to give feedback right away if you do miss a deadline.

Late work cannot be accepted after the official end of class. However, because the certificate program requires that you turn in all of the work in instructor-led classes to be considered as having completed that class, and the option of repeating the class is expensive (and unnecessary, in many cases), we've developed a way for you to make up late work.

This is done by using the Missed Homework product. You can use this to complete a class for the certificate or just because you want feedback on an assignment you missed.

Because giving feedback takes time, Club Ed charges a small fee (\$15) to help defray the cost of doing this.

To submit a late homework assignment for feedback, purchase the Missed Homework Makeup product and send along your assignment to ResortDirector@ClubEdFreelancers.com. Your feedback will be returned within two weeks.

You will need one Missed Homework Makeup product per assignment missed.

This will allow you to count an instructor-led class as complete for certificate purposes.

Take an Instructor-led Class Privately

It can be difficult to make your schedule mesh with the schedule of Club Ed instructor-led classes. But we can often accommodate requests to take a

class privately - that is, to schedule it at your convenience with you as the only student. Some on-demand classes are listed [here](#) but if you're interested in taking a class not on the list, just drop us a line at ResortDirector@ClubEdFreelancers.com and we'll do our best to accommodate you. There is a small extra fee for on-demand classes.

We do give priority to students in the [certificate program](#) but we will do our best to accommodate anyone.

“Suspicious Content” Warnings

If your malware detector has given you a “suspicious content” warning, it doesn't mean there's a problem with Club Ed. It means your malware program automatically generates a warning when it encounters a Word document.

It is possible for a bad, bad person to install a malicious macro on a Word document, which is why these programs flag Word documents. But there is no danger to your computer (or phone, tablet, etc.) if you download materials from this website.

Accessibility

All classes are held entirely online. Internet access is required to download the materials and to access the forums. All materials in the Club Ed classes are written documents, typically using Word although a few may be PDFs. Such materials are typically more accessible to individuals with disabilities than video and audio recordings.

For instructor-led classes, all forums are text-based for the same reason.

If you have an accessibility need not addressed by the use of written documents, please get in touch with the Resort Director at ResortDirector@ClubEdFreelancers.com, providing specific details of the accommodations you need in order to participate fully in the classes. We will do all that we can to ensure access.

Using Homework Assignments as Examples of Editing Skill

Students occasionally ask if they can use their homework assignments as examples of their editing skills.

Please don't do this. The materials used in Club Ed classes are almost all from previously published work and using your homework as a sample

could mislead a potential client into thinking you worked on the published book.

For samples, ask current clients for permission to share their edited materials with potential clients (never post a client's material on your website, even if they've agreed to allow you to use it as a sample, as this constitutes a type of publication and may violate agreements they have made). Most clients will prefer not to share so you may need to offer an incentive, such as a reduced price for the edit.

Another option is to make up a sample using your own writing (being sure to disclose this), or to use a manuscript that is in the public domain (see Project Gutenberg at www.Gutenberg.org) and editing it as you would a contemporary manuscript.

And don't forget: Testimonials will go a long way towards convincing a potential client that you have the skills they're looking for.

Difficulty Downloading Files or Progressing to the Next Lesson

If you experience problems downloading files or progressing to the next section, it's usually a browser problem, not a Club Ed website problem. Try these steps before reporting an issue:

- Clear your browser cache by pressing Shift+Ctl/Cmd+R for most browsers.
- Log completely out of Club Ed and log back in.
- If neither of the first 2 steps work, you may need to clear your browser history. This is unique for each browser but it usually involves going into the browser settings area. This can cause you to be logged out of any saved accounts but it is something you should do regularly because glitches can accumulate with a large saved history.
- Try resetting your password.
- If none of these steps work, please send an email to ResortDirector@ClubEdFreelancers.com and provide a detailed explanation of the exact nature of the problem, the date/time you experienced the issue, the page URL where the problem occurred and any error messages you encountered. Thank you!

Using the Forums

Club Ed uses BBPress, the forum system that is part of the Wordpress

environment. This forum system is fairly intuitive and not too difficult to use but it is temperamental.

Forum Posts Not Showing Up

Students sometimes report that a forum post (either a new topic or a reply) isn't showing up though they've tried to post it a few times.

This is almost always because the post contains links (or occasionally because it includes more than one photo). The forum software is supposed to allow you to add links to a post, but sometimes it holds a post with links for moderation, especially if you have added more than one link.

The forum software is supposed to tell us here at Club Ed when this happens, but usually it doesn't. So the best thing to do is let us know that your post isn't showing up so we can approve it in the moderation panel.

ResortDirector@ClubEdFreelancers.com

Adding a Signature to Forum Posts

To add a signature, go to your profile page (which you can easily get to by clicking on your name in any post you've made), then click on "edit" in the menu on the left-hand side. Scroll down a little and you'll see a box called Your Forum Signature. Put your info in there and click "update profile."

If you want to make a clickable link, you'll have to use some HTML to accomplish it.

Here's the HTML:

```
<a ref="https://www.jenniferlawler.com">Jennifer Lawler</a>
```

Just put that in the box where you want the link to your website to show up. Between the quotation marks, put your own website URL. In the space where it says Jennifer Lawler, replace that with your name or the name of your website.

If you have any trouble with this, we're happy to help. Email us at ResortDirector@ClubEdFreelancers.com

Add Pronouns to Your Profile

Go to the Dashboard > Go to Account > (scroll a little) under Edit Profile Information, click on My Profile > Edit (last item on the navigation bar on

the left) > (scroll a little) find Pronouns, then add yours to the box > Click Update Profile

Add a Photo to Your Profile

The Wordpress registration system may grab your photo automatically if you have other Wordpress accounts. You can also attempt to add your own photo by going to your profile and clicking on the avatar image and adding your photo:

Go to the Dashboard > Go to Account > (scroll a little) under Edit Profile Information, click on My Profile > Edit (last item on the navigation bar on the left). Then click on the avatar image and select the photo you'd like to use.

If you have any difficulty with any of this, just let us know at ResortDirector@ClubEdFreelancers.com and we'll take care of it for you.

Deciding What Classes to Take

Club Ed offers a mix of self-paced (start anytime and take as long as you need) and instructor-led classes (start and end at specific times and get instructor feedback on your work).

Pick Your Itinerary

Whether you're just exploring editing as a career option or are already on your journey and seeking guidance, you can find the right class for you in [Chart Your Path](#).

Since most Club Ed students are interested in editing fiction, the various paths focus on that. If you're interested in editing nonfiction, the main path we recommend is the same path you would take to earn a certificate. Information about that can be found [here](#).

We have paths for beginners who are learning the craft of fiction editing, newer editors who have some knowledge and are starting out with their businesses, and more experienced editors who are looking for help in creating sustainable editing businesses.

You're always welcome to reach out to the Resort Director at ResortDirector@ClubEdFreelancers.com if you have questions about what class to take.

If You've Taken Classes Elsewhere

If you've taken developmental editing of fiction classes anywhere else, you can embark on the intermediate journey on Club Ed.

If you'd like to learn how a beginner class taught by a different instructor can be applied towards the Club Ed Certificate in the Developmental Editing of Fiction program, send an email to:

ResortDirector@ClubEdFreelancers.com

The Club Ed Certificate Program

For students interested in offering developmental editing of fiction as a service for pay, the certificate program allows you to build the confidence that you know what you're doing.

Club Ed offers two different programs, one in the developmental editing of fiction and one in the developmental editing of nonfiction.

Details about the Certificate Programs

Most people who pursue their certificate take about two years to complete it. The cost is about \$2000, depending on the classes you take, but you only pay for one class at a time.

If you've taken beginning developmental editing classes from another instructor or organization, please get in touch with us at Club Ed to see if they can be applied to your certificate.

If you've taken other Club Ed classes, they can typically be applied retroactively if you decide to pursue a certificate later. Contact us at ResortDirector@ClubEdFreelancers.com

Purchasing Club Ed Classes

This section describes how policies around the purchase of Club Ed classes.

Payment Methods

Club Ed accepts Visa and Mastercard credit cards and debit cards using Stripe as our payment processor. You can also use PayPal, Google Pay, Link, and other online payment sources.

Club Ed also offers a [gift card option](#).

Refunds and Related Changes

All sales are final and refunds are not offered unless a class is canceled by the instructor/Club Ed. Please be sure that your schedule allows full participation in any instructor-led class before you register for it.

Self-paced classes will live indefinitely in your student dashboard but we guarantee that you will have access for at least eighteen months after purchase. (Course materials can be downloaded to your own computer if you'd like to save them.)

If you have registered for a class by mistake, please reach out to the Resort Director as soon as possible. Registrations can sometimes be changed to another class, but not if a class you've mistakenly purchased has already started or you have already done work in a class.

If you're not happy with the content of a class, please get in touch with the Resort Director to see what can be done:

ResortDirector@ClubEdFreelancers.com

Website Won't Take Your Money

Occasionally the Club Ed site goes for a walk along the beach instead of doing what it's supposed to do. This is annoying to everyone, and we apologize.

If you can't get the site to take your credit card, debit card, Google, or PayPal payment, we can also accept Venmo (@Jennifer-Lawler-6) or Zelle (jennifer@jenniferlawler.com). In the note to seller, include the name of the class the fee is for and we'll get you set up.

We appreciate hearing about glitches like this when they happen so that we can have the website developer diagnose and fix the problem. You can reach us at ResortDirector@ClubEdFreelancers.com

Gift Registrations

Please be aware that class registrations are not transferable. When you register for a class, you create a profile that lists you as the student and it is understood that you will be attending the class. Your user profile cannot be assigned to someone else.

If you would like to give someone the gift of a class, we have a solution

for that! Use a [Club Ed gift card](#). You can purchase these in a variety of amounts and anyone who has the gift card code can use the code to register for a class.

Course Completion Letters for Employer Reimbursement

Students sometimes have employers who will reimburse the cost of the class if Club Ed provides a course completion letter. Or, they may need it for recognition of their professional development for some other reason.

Club Ed will provide course completion letters on request. [Here's](#) where you'll find the necessary form.

For instructor-led classes, you will need to have completed all of the assignments to receive the letter. For self-paced classes, you will need to provide your written assignments so that we can confirm you did them.

If there is any specific information the letter needs to contain, such as the cost of the class, please be sure to note it on the form.

Please allow three or four business days for this process.

Club Ed Rewards Program

For every self-paced class you complete, you'll earn \$10 towards another Club Ed class. These are automatically generated when you mark a self-paced class as complete. The reward can be used on self-paced and instructor-led classes. You can accumulate rewards to use at one time.

Club Ed Membership Program

The Club Ed membership program gives editors who are starting or growing their freelance editing careers more of the information and resources they need.

Both the monthly (\$15) and the yearly (\$149) option include the accountability group, monthly Club Ed Conversations with experts, and a monthly tip newsletter that includes business tips, job leads, and information about the craft of editing.

The yearly option also includes one free self-paced class, 10% off all Club Ed classes, a quarterly marketing challenge, and special promotions and resources.

You don't have to be a member to take classes, get this newsletter, and read the blog.

Yearly sign-up [here](#).

Monthly sign-up [here](#).

Update Your Membership from Monthly to Yearly

All you have to do is go to the yearly membership link, which you can find [here](#), and purchase it. Your yearly membership will begin as soon as your current month ends. So, if your current month ends June 15, and today is June 3, if you purchase the yearly, it will begin June 16.

However, you will be immediately eligible for your free self-paced class and other yearly member benefits. Your monthly subscription will automatically be canceled, so you don't have to worry about doing that.

Cancel Your Membership

To cancel the recurring subscription associated with your membership, go to the Dashboard, scroll to Manage Your Membership, click "subscriptions" and turn off the recurring subscription.

Clicking this will cancel any future billings for the subscription. Important note: cancelling does not mean your membership is immediately inactive. You will remain a member until your original membership term expires. For example, if you purchased the monthly membership on June 10th and canceled the recurring monthly payment on June 20th, you'll still be a member through July 9th, the end of your original month.

The original membership fee cannot be refunded. Only future subscription payments can be cancelled.

Club Ed for Writers

[Club Ed for Writers](#) is a sister membership organization intended to help writers become better writers. Members of both membership organizations can interact and learn from each other.