

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 ClubEdResortDirector@gmail.com and we'll respond just as quickly as one of us loses the arm-wrestling match and leaves the cabana.

Contents

How the Classes Work	2
How the Content Is Delivered	2
How Materials Are Accessed	3
Late Assignments and Instructor-Led Classes	4
Take an Instructor-led Class Privately	4
"Suspicious Content" Warnings	5
Accessibility	5
Using Homework Assignments as Examples of Editing Skill	5
Difficulty Downloading Files or Progressing to the Next Lesson	6
Using the Forums	7
Forum Posts Not Showing Up	7
Deciding What Classes to Take	7
Pick Your Itinerary	7
If You've Taken Classes Elsewhere	8
The Club Ed Certificate Program	8
Details about the Certificate Programs	8
Purchasing Club Ed Classes	9
Payment Methods	9
Refunds and Related Changes	9



Get to Know Club Ed

All your questions answered . . .

. . . we think

By Jennifer Lawler

Website Won't Take Your Money	9
Course Completion Letters for Employer Reimbursement.....	10
Club Ed Membership Program.....	10

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 managed 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. The vast majority of 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.

Occasionally, a webinar will be offered that takes place in a videoconferencing set up at a particular time, but these are always recorded and can be played back later if you are unable to participate at the time. You are also always welcome to send questions ahead of time so they can be answered during the live session (ClubEdResortDirector@gmail.com).

Because developmental editors need to be able to work from written sources, all materials in the classes (not webinars) 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 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 in an instructor-led class. 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 (\$25) 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 ClubEdResortDirector@gmail.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. 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 ClubEdResortDirector@gmail.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. With the exception of webinar presentations, 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 ClubEdResortDirector@gmail.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 ClubEdResortDirector@gmail.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 photos). 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.

ClubEdResortDirector@gmail.com

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 ClubEdResortDirector@gmail.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: ClubEdResortDirector@gmail.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](#).

The certificate program opens for applications only a few times a year. To learn when the next application period is, sign up for the Club Ed [newsletter](#).

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 ClubEdResortDirector@gmail.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, the Klarna installment payment plan, and other online payment sources.

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 us 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 us to see what can be done: ClubEdResortDirector@gmail.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.

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 ClubEdResortDirector@gmail.com

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.

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 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.

Club Ed offers yearly membership for \$99 per year. Membership includes one free self-paced class (up to a \$150 value), 10% off all Club Ed classes, access to the accountability group, 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.

Sign up [here](#).

Memberships do not automatically renew. When your membership is about to expire, you'll receive an email inviting you to renew your membership.

Membership fees are not refundable.