

What to Expect at Orientation

New Member Orientation is your first step into the community. It is **required for all new members** before you use the shop or take part in community activities. It is led by a member volunteer.

Signing up

Orientation sessions are listed as events on waukeshamakers.com. To register you need the **registration code** from the confirmation email you received after applying for membership. If you cannot find it, reach out to a board member or contact us through the website.

If none of the listed dates work for you, check back; new sessions are added.

How long it takes

Plan on **60 to 90 minutes**.

What to bring

- A government-issued photo ID.
- Your completed liability waiver, or plan to fill it out on site. The form is the **WMI Participant Release Form**.
- Comfortable, closed-toe shoes. You may walk through active shop areas.
- Any questions you have.

What is covered

1. **Welcome and introductions.** Who we are, our mission, and a little history.

2. **Facility tour and safety essentials.** The conference room, the labs and shops, restroom and storage; where the emergency exits, fire extinguishers and first aid kit are; what to do in an emergency; how tool training works; and how to report accidents or near misses.
3. **Space operations and conduct.** Building security, prohibited activities, cleanup, storage and labeling, guests, commercial use and donations. These are written up in **Expectations and Responsibilities** and the Shop Rules book.
4. **Membership and access.** How your access works, how to pay dues and manage your profile, and how to connect with other members.
5. **Questions and wrap-up.**

Before you leave

- Make sure your **liability waiver** is signed.
- Get your **access set up**: your app access activated, or your key fob tested, depending on your membership.
- Get connected on **Discord**, the **Members Directory** and this Knowledge Base.

If you are using app access, watch for your activation email after orientation. You have a limited window (currently 5 days) to activate your account, so do not miss it.

After orientation

Orientation does not check you off on any tools. Before you use a tool, you need to be trained on it. If there is time at the end, ask whether a member familiar with an area can sign you off. See **How Certification Works** for the full process.

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