

CLASS REGISTRATION

THURSDAY ACADEMIC CO-OPS OR FRIDAY ENRICHMENT DAYS

- ◇ Login to your Family Site
- ◇ Fill-in the necessary online Registration Form
- ◇ Go to the CLASS REGISTRATION Matrix
- ◇ Click on the class
- ◇ Check box by student's name and click REGISTER for each class
- ◇ NOTE: for FAMILY COST only register one student per period
- ◇ View your Class Registrations under VIEW CLASS REGISTRATION SUMMARY
- ◇ Make Payment

ACCOUNT BALANCE

MEMBERS ACCOUNT BALANCE—To Make Payment

- ◇ Login to your Family Site
- ◇ Click on BALANCE at the top right menu
- ◇ Click on Pay All or enter amount of payment
- ◇ Click on PAYPAL to be directed to PayPal to make a payment through your PayPal account or Pay with Debit or Credit Card
- ◇ Track Spending

CALENDAR EVENTS

MEMBERS ARE NOW ABLE TO ADD CALENDAR EVENTS

—(Events are added upon approval)

- ◇ Login to your Family Site
- ◇ Two locations to access the Calendar
 - Menu > Calendar > Submit New Event
 - Home Page > Calendar Widget > Submit New
- ◇ Fill-in Calendar Fields – (must have fields)
 1. Category
 - 2.Event Title
 - 3.Event Date

EVENT SIGN-UPS

MEMBERS ARE ABLE TO MANAGE EVENT SIGN-UPS

- ◇ Login to your Family Site
- ◇ Sign-up for events through the Calendar
 - ◇ Two locations:
 - Menu > Calendar
 - Home Page > Calendar Widget
- ◇ Click on the Calendar Event
- ◇ Sign-Up, Edit/Cancel sign-ups
- ◇ Online payments