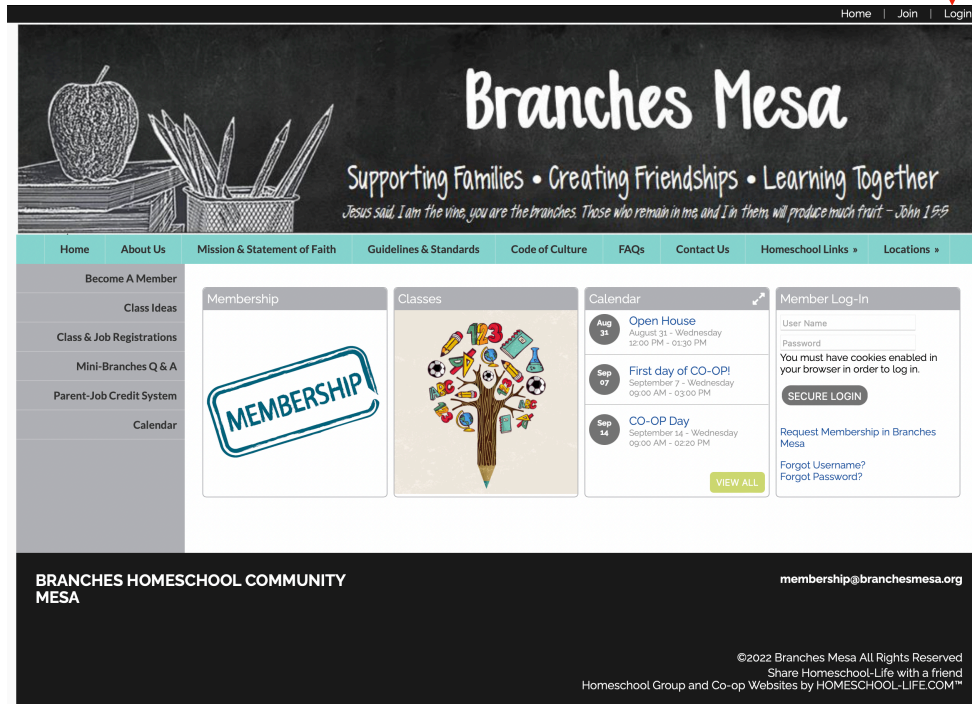


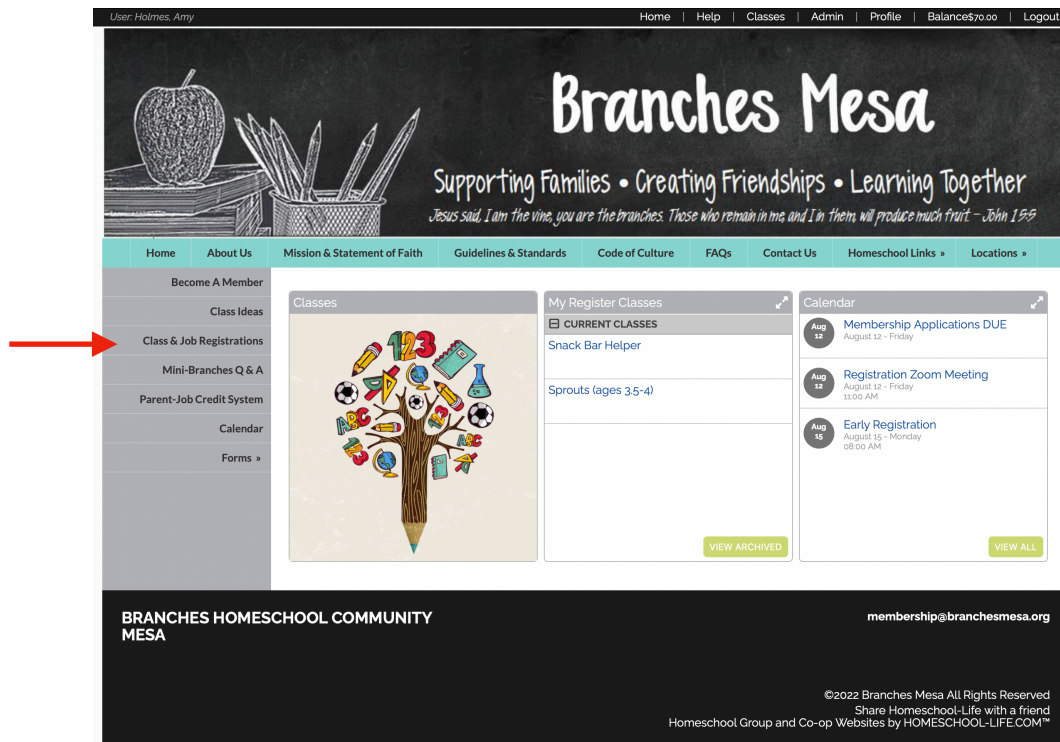
JOBS AND CREDITS ON THESE SLIDES ARE NOT ACCURATE!

Registration Directions

How do I log in?



How do I see available classes and jobs?



Registration Directions

Where do I sign up for Mini-Branches classes (ages 0-6)?

CLASS REGISTRATION

[Class Catalog](#)
[Manage Registrations](#)
[Filters](#)

Mini-Branches Fall '22

	MINI-BRANCHES SESSION (9:00-11:50) EQUIVALENT TO PERIODS 1-3
Room G3	Seedlings (ages 0-24 mo.) 0 y/o - 1 y/o Meghann Keister
Room G1	Saplings (ages 2-3.5) 2 y/o - 3 y/o
Room G2	Sprouts (ages 3.5-4) 3 y/o - 4 y/o Isabell Walker
Room G9	Buds (ages 5-6) 5 y/o - 6 y/o Jenna Abbey

Where do I sign up for Mini-Branches parent jobs?

Mini-Branches Parent Jobs '22

	PERIOD 1 (9:00-9:50)	PERIOD 2 (10:00-10:50)	PERIOD 3 (11:00-11:50)
Seedlings Helper (2 credits)	Seedlings (ages 0-24 mo.) Helper Adult Meghann Keister	Seedlings (ages 0-24 mo.) Helper Adult Meghann Keister	Seedlings (ages 0-24 mo.) Helper Adult Meghann Keister
Saplings Helper (2 credits)	Saplings (ages 2-3.5) Helper Adult	Saplings (ages 2-3.5) Helper Adult Courtney Schumann	Saplings (ages 2-3.5) Helper Adult Courtney Schumann
Sprouts Helper (2 credits)	Sprouts (ages 3.5-4) Helper Adult Isabell Walker	Sprouts (ages 3.5-4) Helper Adult Isabell Walker	Sprouts (ages 3.5-4) Helper Adult Isabell Walker
Buds Assistant (2 credits)	Buds (ages 5-6) Helper Adult Jenna Abbey	Buds (ages 5-6) Helper Adult Jenna Abbey FULL	Buds (ages 5-6) Helper Adult Jenna Abbey

Where do I sign up for classes (ages 7-18) and class helper jobs?

Class Schedule Fall '22

	PERIOD 1 (9:00-9:50)	PERIOD 2 (10:00-10:50)	PERIOD 3 (11:00-11:50)
Room G4-A	Game Time! 7 y/o - 11 y/o Joy Cantrell	Beginning Music 7 y/o - 11 y/o Karen Gleason	Bible Arts & Crafts 7 y/o - 11 y/o Paula Garcia
Room G4-B	Jewelry Making (Elementary) 7 y/o - 11 y/o Rebekah Bell	LEGO Building 7 y/o - 11 y/o Shelly Artiskas	Jewelry Making (Middle School & High School) 11 y/o - 18 y/o Rebekah Bell
Room G5	Book Club for Middle School & High School 12 y/o - 18 y/o Rachel von Lehe	Yearbook 12 y/o - 18 y/o Amanda Medford	Tea Party with "Nancy Drew & the Clue Crew" 7 y/o - 11 y/o Courtney Knudson
Room G6	Legislative Branch of U.S. Government 12 y/o - 18 y/o Anna Jenke	Drawing (Elementary) 7 y/o - 11 y/o Brian Gill	Drawing (Middle School & High School) 12 y/o - 18 y/o Brian Gill
Room G7	Intro to Piano 7 y/o - 9 y/o Mary Cota	Apologia Astronomy 12 y/o - 18 y/o Linda Harris	Dissection 11 y/o - 18 y/o Christine Knapp
Room G10-A	Aviation 10 y/o - 18 y/o Jeff Brown	Creative Engineering for Kids 7 y/o - 18 y/o Amy Marino	Forensic Science Basics 7 y/o - 11 y/o Jessica Lovelace
Room G10-B	LEGO Show & Tell 7 y/o - 13 y/o Anna Fischer	Learning Games Fun 14 y/o - 18 y/o Meg Dowd	Robotic Models Building 14 y/o - 18 y/o Meg Dowd
Gym	P.E. (Middle School & High School) 12 y/o - 18 y/o Tawnya Hood	Pickleball 7 y/o - 18 y/o Kathy Brown	P.E. (Elementary) 7 y/o - 11 y/o Laura Nelson
Kitchen	Cake Decorating 10 y/o - 18 y/o Linda Harris	Baking 101 (Elementary) 7 y/o - 11 y/o Erica Fink	Baking 101 (Middle School & High School) 12 y/o - 18 y/o Erica Fink

Registration Directions

Where do I sign up for parent jobs?

Parent Jobs Fall '22

	SET-UP (8:15-9:00)	PERIOD 1 (9:00-9:50)	PERIOD 2 (10:00-10:50)	PERIOD 3 (11:00-11:50)	LUNCH (11:50-1:00)	BREAK-DOWN (11:50-12:15)	TIMES & DATES VARY
Set-Up Helper (1 credit)	Set-Up Helpers Adult						
Lost & Found (1 credit)	Lost & Found Adult						
Security (1 credit)		Security (period 1) Adult	Security (period 2) Adult	Security (period 3) Adult			
Floater (1 credit)		Floater (period 1) Adult	Floater (period 2) Adult	Floater (period 3) Adult			
Cleaning Crew (2 credits)						Cleaning Crew Adult	
Break-Down Helper (1 credit)						Break-Down Helpers Adult	
Picture Day Photographer (2 credits)							Picture Day Photographer Adult
Event Helper (1 credit)							Event Helper: Mom's Night (11/18) Adult
Event Helper (1 credit)							Event Helper: Krazy Air (10/13) Adult
Event Helper (1 credit)							Event Helper: Thanksgiving Gathering (11/17) Adult
Event Helper (1 credit)							Event Helper: Christmas Jamboree (12/14) Adult
Snack Bar Helper (1 credit)	Snack Bar Helper (set-up) Adult Kendra Dubei	Snack Bar Helper (period 1) Adult Kendra Dubei	Snack Bar Helper (period 2) Adult Kendra Dubei	Snack Bar Helper (period 3) Adult Kendra Dubei	Snack Bar Helper (lunch) Adult Kendra Dubei		

Where do I sign up for student helper jobs?

Student Jobs Fall '22

	SET-UP (8:15-9:00)	PERIOD 1 (9:00-9:50)	PERIOD 2 (10:00-10:50)	PERIOD 3 (11:00-11:50)	LUNCH (11:50-1:00)
Mini-Branches Seedlings Helper		Mini-Branches Teen Helper (period 1) 12 y/o - 18 y/o	Mini-Branches Teen Helper (period 2) 12 y/o - 18 y/o	Mini-Branches Teen Helper (period 3) 12 y/o - 18 y/o	
Mini-Branches Saplings Helper		Mini-Branches Teen Helper (period 1) 12 y/o - 18 y/o	Mini-Branches Teen Helper (period 2) 12 y/o - 18 y/o	Mini-Branches Teen Helper (period 3) 12 y/o - 18 y/o	
Mini-Branches Sprouts Helper		Mini-Branches Teen Helper (period 1) 12 y/o - 18 y/o	Mini-Branches Teen Helper (period 2) 12 y/o - 18 y/o	Mini-Branches Teen Helper (period 3) 12 y/o - 18 y/o	
Mini-Branches Buds Helper		Mini-Branches Teen Helper (period 1) 12 y/o - 18 y/o	Mini-Branches Teen Helper (period 2) 12 y/o - 18 y/o	Mini-Branches Teen Helper (period 3) 12 y/o - 18 y/o	
Snack Bar Helper	Snack Bar Helper 13 y/o - 18 y/o				Snack Bar Helper 13 y/o - 18 y/o

Registration Directions

How do I sign up for a specific class?

	PERIOD 1 (9:00-9:50)	PERIOD 2 (10:00-10:50)	PERIOD 3 (11:00-11:50)
Room G4-A	Game Time! 7 y/o - 11 y/o Joy Cantrell	Beginning Music 7 y/o - 11 y/o Karen Gleason	Bible Arts & Crafts 7 y/o - 11 y/o Paula Garcia
Room G4-B	Jewelry Making (Elementary) 7 y/o - 11 y/o Rebekah Bell	LEGO Building 7 y/o - 11 y/o Shelly Artiskas	Jewelry Making (Middle School & High School) 11 y/o - 18 y/o Rebekah Bell

Jewelry Making (Middle School & High School) X

Grade/Age: 11 y/o-18 y/o
Period: Period 3 (11:00-11:50)
 : Rebekah Bell

Description:
 This semester we will be using many different materials and learning techniques to make jewelry. We will make pendants, necklaces, bracelets, even rings with materials like beads, wire, clay, and paper!
 This class will not have homework.

Class Fee: \$5.00
 Supplies: \$20.00
 Signup for this class will open on 8/13/2022 at 08:00 AM MST .

View Class Roster

Status: open **Min Students:** N/A **Max Students:** 15 **Students Available:** 15 **Max Parents:** 1 **Parents Available:** 1

Room G5	Book Club for Middle School & High School 12 y/o - 18 y/o Rachel von Lehe	Yearbook 12 y/o - 18 y/o Amanda Medford	Tea Party with "Nancy Drew & the Clue Crew" 7 y/o - 11 y/o Courtney Knudson
Room G6	Legislative Branch of U.S. Government 12 y/o - 18 y/o Anna Jenke	Drawing (Elementary) 7 y/o - 11 y/o Brian Gill	Drawing (Middle School & High School) 12 y/o - 18 y/o Brian Gill

How do I sign up for a specific job?

Credit/						
Security (1 credit)		Security (period 1) Adult	Security (period 2) Adult	Security (period 3) Adult		
Floater (1 credit)		Floater (period 1) Adult	Floater (period 2) Adult	Floater (period 3) Adult		
Cleaning Crew (2 credits)					Cleaning Crew Adult	

Cleaning Crew X

Grade/Age: Adult
Period: Break-Down (11:50-12:15)

Description:
 THIS IS A 2-CREDIT JOB.
 The cleaning crew will cleaning the facility. This job may include, but is not limited to, the following:

- wiping down bathroom counters and mirrors
- resupplying bathroom toilet paper and paper towels
- taking out the trash
- dry-mopping hard floors and vacuuming carpeted areas
- wiping down front entrance windows

 The cleaning crew should expect to stay on the campus until 3 p.m., however, maybe leave as soon as responsibilities are met.

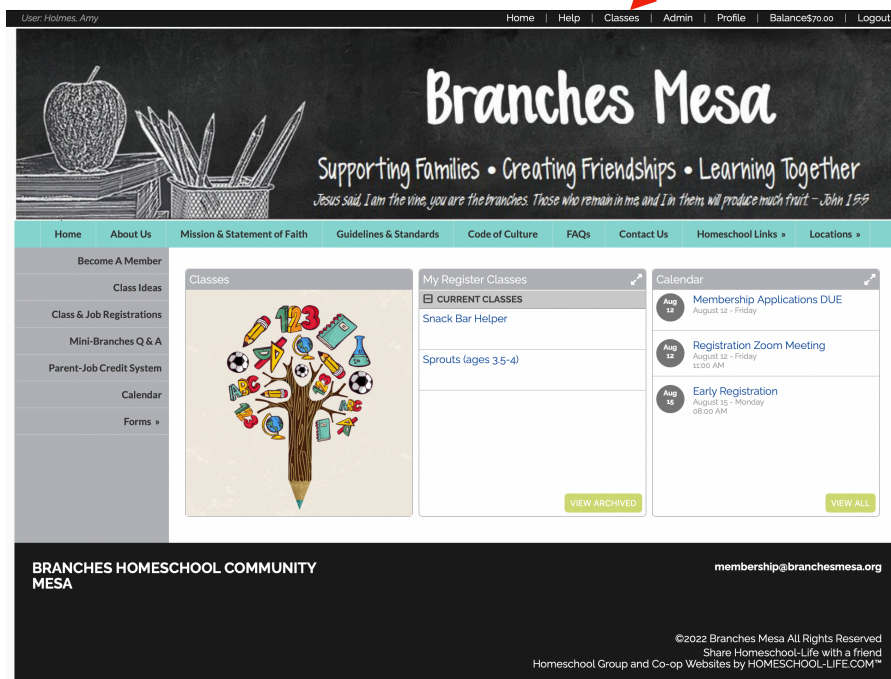
Signup for this class will open on 8/13/2022 at 08:00 AM MST .

Status: open **Min Students:** N/A **Max Students:** 0 **Students Available:** 0 **Max Parents:** 3 **Parents Available:** 3

Break-Down Helper (1 credit)					Break-Down Helpers Adult	
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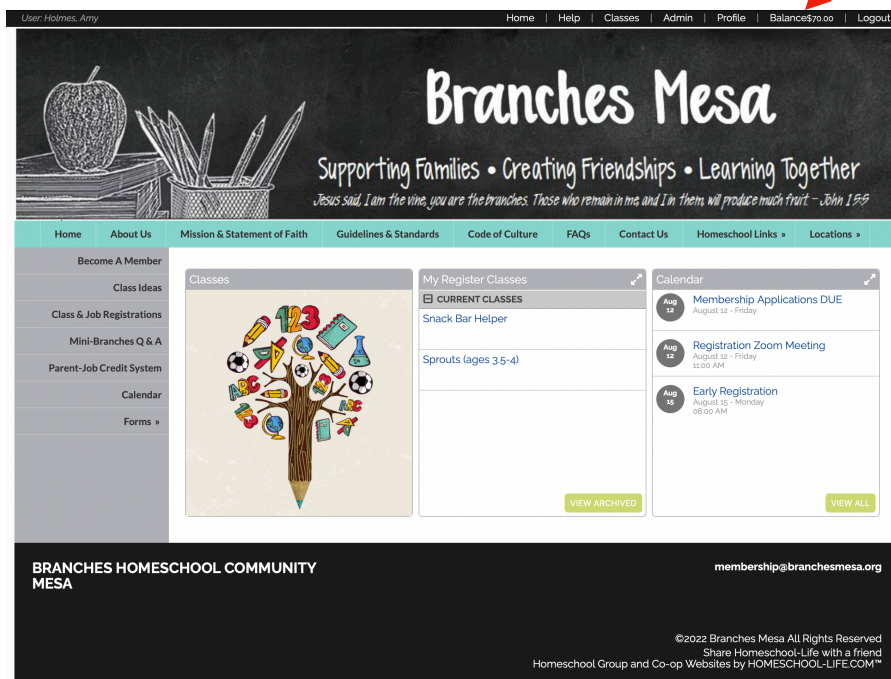
Registration Directions

After signing up, where can I see my classes?



The screenshot shows the Branches Mesa website interface. At the top, a navigation bar includes links for Home, Help, Classes, Admin, Profile, Balance (\$70.00), and Logout. The 'Classes' link is highlighted with a red arrow. Below the navigation bar is a header section with the Branches Mesa logo and tagline. The main content area is divided into three columns: a left sidebar with links like 'Become A Member', 'Class Ideas', and 'Calendar'; a central 'Classes' section with a tree graphic and a list of current classes (Snack Bar Helper, Sprouts); and a right 'Calendar' section with upcoming events like 'Membership Applications DUE' and 'Registration Zoom Meeting'.

Where do I see my account balance?

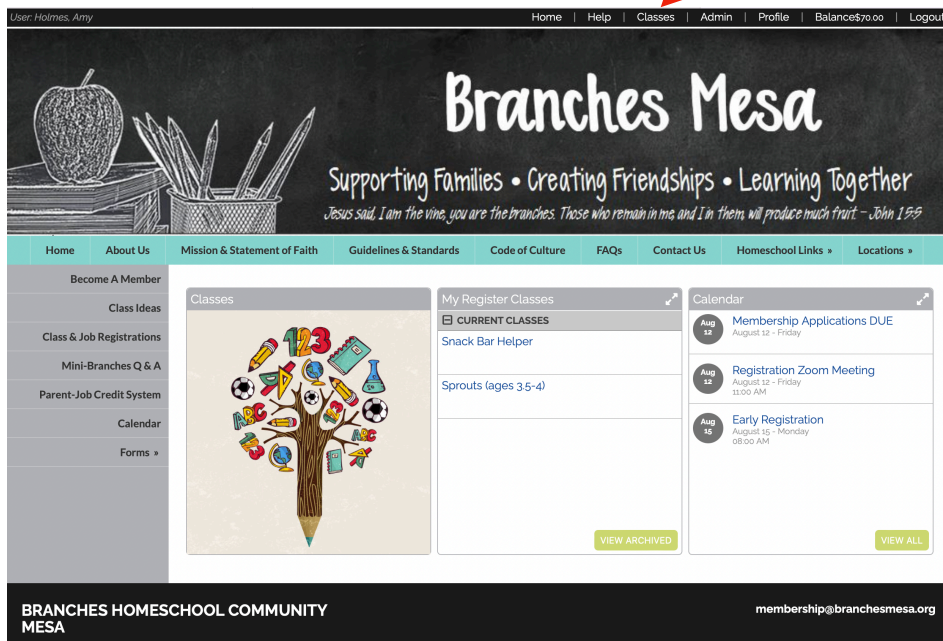


This screenshot is identical to the one above, showing the Branches Mesa website interface. In this instance, the 'Balance' link in the top navigation bar, which displays a balance of \$70.00, is highlighted with a red arrow.

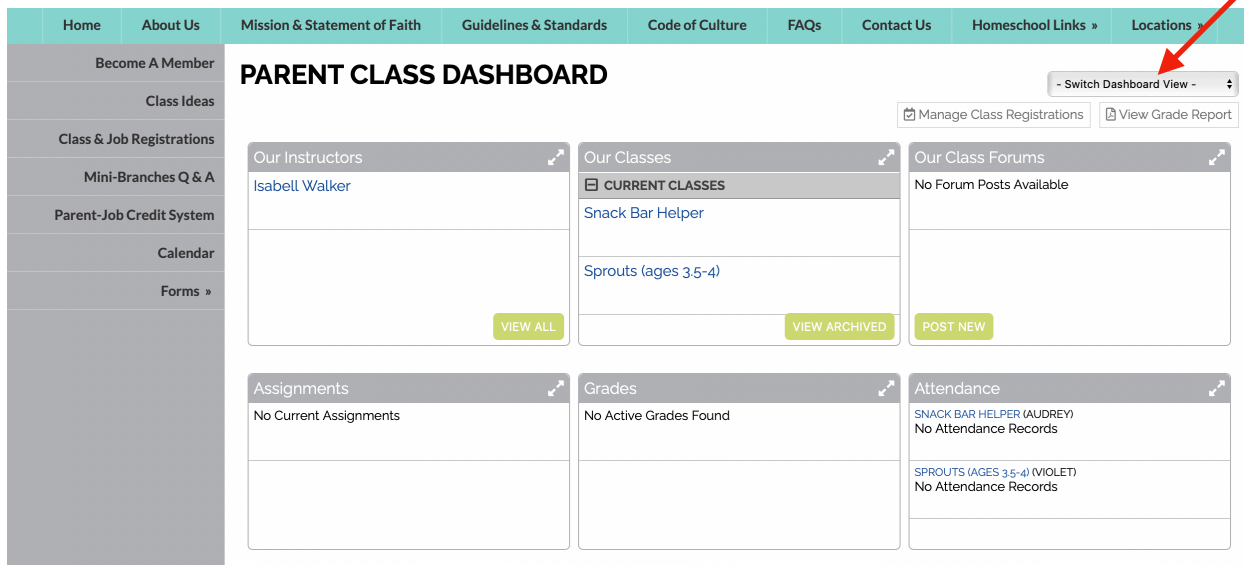
Registration Directions

How do I cancel a class?

1. Click on “Classes.”

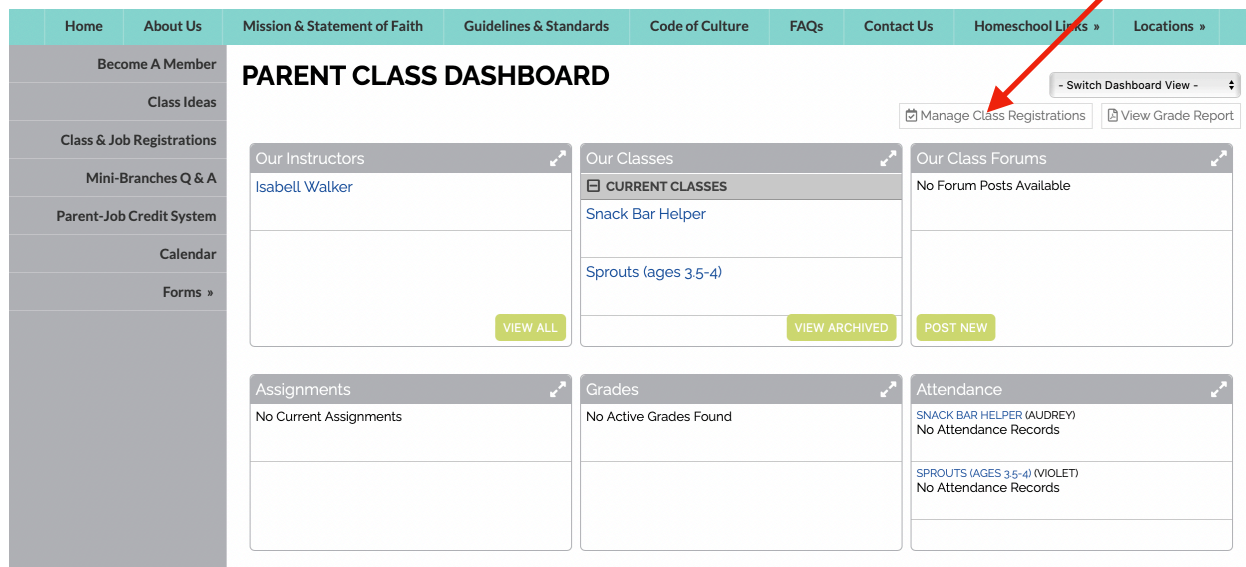


2. This will take you to the Parent Class Dashboard. In the drop down menu, choose “Parent View.”



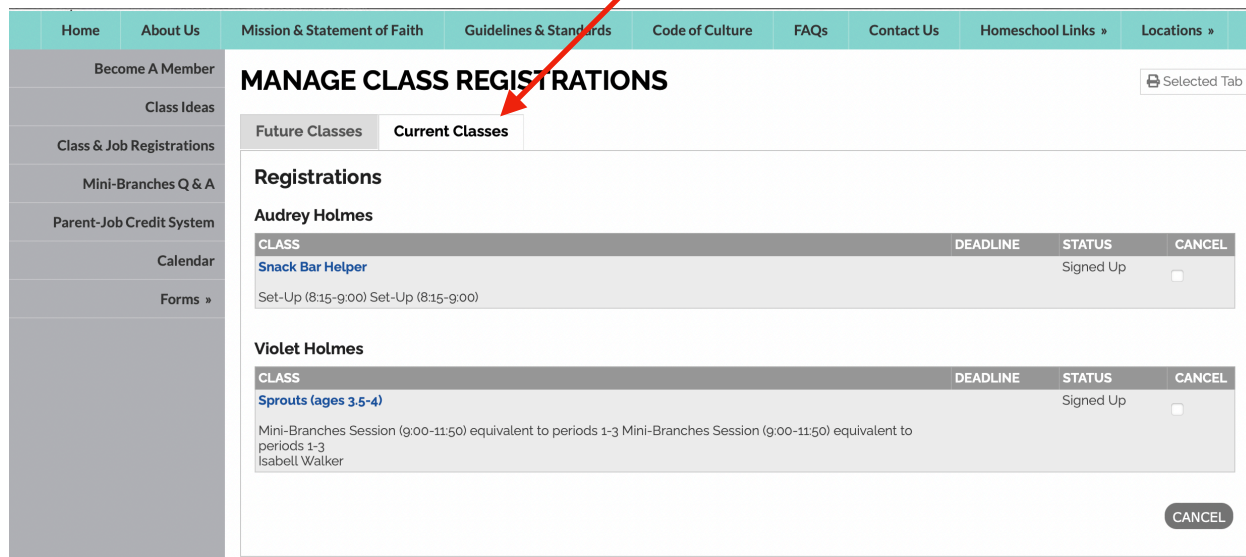
Registration Directions

3. Choose “Manage Class Registrations.”



The screenshot shows the 'PARENT CLASS DASHBOARD' with a sidebar on the left containing links like 'Become A Member', 'Class Ideas', 'Class & Job Registrations', 'Mini-Branches Q & A', 'Parent-Job Credit System', 'Calendar', and 'Forms »'. The main content area has a top navigation bar with links like 'Home', 'About Us', 'Mission & Statement of Faith', 'Guidelines & Standards', 'Code of Culture', 'FAQs', 'Contact Us', 'Homeschool Links »', and 'Locations »'. Below the navigation bar, there's a 'PARENT CLASS DASHBOARD' header. To the right of the header, there's a '- Switch Dashboard View -' dropdown and two buttons: 'Manage Class Registrations' (highlighted with a red arrow) and 'View Grade Report'. The dashboard is divided into six sections: 'Our Instructors' (listing 'Isabell Walker' with a 'VIEW ALL' button), 'Our Classes' (listing 'CURRENT CLASSES' with 'Snack Bar Helper' and 'Sprouts (ages 3-5-4)' and a 'VIEW ARCHIVED' button), 'Our Class Forums' (listing 'No Forum Posts Available' with a 'POST NEW' button), 'Assignments' (listing 'No Current Assignments'), 'Grades' (listing 'No Active Grades Found'), and 'Attendance' (listing 'SNACK BAR HELPER (AUDREY)' and 'SPROUTS (AGES 3-5-4) (VIOLET)' with 'No Attendance Records').

4. Choose “Current Classes.”



The screenshot shows the 'MANAGE CLASS REGISTRATIONS' page. The top navigation bar is the same as the previous screenshot. Below the navigation bar, there's a 'MANAGE CLASS REGISTRATIONS' header. To the right of the header, there's a 'Selected Tab' button. Below the header, there are two tabs: 'Future Classes' and 'Current Classes' (highlighted with a red arrow). The 'Current Classes' tab shows a table of registrations. The table has columns: 'CLASS', 'DEADLINE', 'STATUS', and 'CANCEL'. There are two rows of registrations: one for 'Audrey Holmes' and one for 'Violet Holmes'. The 'Audrey Holmes' row shows 'Snack Bar Helper' as the class, 'Set-Up (8:15-9:00)' as the deadline, 'Signed Up' as the status, and a 'CANCEL' button. The 'Violet Holmes' row shows 'Sprouts (ages 3-5-4)' as the class, 'Mini-Branches Session (9:00-11:50) equivalent to periods 1-3' as the deadline, 'Signed Up' as the status, and a 'CANCEL' button. At the bottom right of the page, there is a 'CANCEL' button.

Registration Directions

5. Choose the class you want to cancel, check the box, and click on “CANCEL.”

Home

About Us

Mission & Statement of Faith

Guidelines & Standards

Code of Culture

FAQs

Contact Us

Homeschool Links »

Locations »

Become A Member

Class Ideas

Class & Job Registrations

Mini-Branches Q & A

Parent-Job Credit System

Calendar

Forms »

MANAGE CLASS REGISTRATIONS

Selected Tab

Future Classes

Current Classes

Registrations

Audrey Holmes

CLASS	DEADLINE	STATUS	CANCEL
Snack Bar Helper		Signed Up	<input type="checkbox"/>
Set-Up (8:15-9:00) Set-Up (8:15-9:00)			

Violet Holmes

CLASS	DEADLINE	STATUS	CANCEL
Sprouts (ages 3.5-4)		Signed Up	<input type="checkbox"/>
Mini-Branches Session (9:00-11:50) equivalent to periods 1-3 Mini-Branches Session (9:00-11:50) equivalent to periods 1-3 Isabell Walker			

CANCEL

Registration Directions

FAQs

Q: When does registration open?

A: Early registration (for teachers and coordinators) will be on Monday, August 15th at 8:00 a.m. Open registration (for everyone else) will be on Monday, August 15th at 10:00 a.m.

Q: Can you sign me up for parent jobs ahead of time?

A: The only jobs that can be assigned ahead of time are class helper jobs, if the teacher requests you on their class proposal.

Q: Are classes and parent jobs first come, first served?

A: Yes.

Q: What if there's a class for which I'd like to sign up my child, but they don't meet the age requirement?

A: If, on the day after registration opens, there are still class openings in the class, you'll need to contact the teacher and ask if it would be possible to allow your student. If the teacher agrees, please email Amy to have your child manually added to the class.

Q: What if a class fills up before my child can get in?

A: If a class is full, there will be a red "FULL" across the class. If you're interested in joining a full class, you can sign up on that class's waitlist. If the class is marked "CLOSED," that means that the class is full and not accepting waitlisted students.

Q: Can I sign up for more than one class per period?

A: No, the system will not allow you to sign up for more than one class per period, however, you can join a waitlist and sign up for a class for the same period.

Q: What is Branches's absence policy?

A: Student may only miss 4 classes in a semester. If a student has four or more absences in a semester, they may not be allowed back the next semester.

Q: How big are the classes?

A: Most classes sizes aren't larger than 15 students, however, teachers determine the class size amounts, so each class size may vary. Be sure to check the class size when signing up for the class.

Q: What if there aren't any classes that are a good fit for my kid during a certain period?

A: If you are free during this same period, your child is free to sit with you in the community room. If your child is a teenager, they are free to sign up for a volunteer position in a Mini-Branches class.

Q: What if my child wants to choose a different class after co-op starts?

A: If your child wants to drop a current class and choose another, they may do so within 2 weeks of the first day of co-op. Keep in mind, if the teacher of the class you're dropping has already purchased supplies with your paid supplies fee, you will not be reimbursed for the dropped class's supplies fee; you will also be expected to pay the new class's supplies fee. Lastly, in order to add a new class, you will need to contact the teacher directly to see if they are willing to take a new student after the semester has started.

Q: Are there fees associated with parent jobs?

A: No, you shouldn't have to pay to have a parent job; if you see a fee associated with a parent job, please let Amy know. Also, if there are any other typos you see within the matrixes, please let Amy know ASAP.