

Read this page in its entirety before starting registration - it will answer most of your questions. I promise.

Class Registration:

- 1.) Sign in to your account on the website
- 2.) Look at your profile (the top bar right under the web address, right-hand side), and **make sure everything is correct.**
- 3.) Click on **"Class Registration"** on the left-hand side of the screen, under "Public Pages".
- 4.) Click on the yellow **REQUIRED *ADD STUDENTS - TUITION FEE \$100 Pre-School - 12th class.** Add **every attending** member of your family, infants, school age kids, and adults. This is how we keep track of our numbers.
- 5.) The grid is sorted by hour and age group. Click on the class you want for your child. Read the class description, making sure to pay attention to costs, homework and classroom requirements. Check the box next to the name of the child you're signing up for the class. Then click on the **Register** button.
- 6.) Once you have chosen all the classes for all your kids, **look at your class registration summary** at the top of the page. If everything looks good, sign out of your account.
***If children are on waiting lists, go back to the registration grid and choose a second class for each of those kids ***
- 7.) If you have any questions, email **Noelle Quick.** She's happy to help!
- 8.) Once you've read this entire sheet, email Noelle (regwbtl@gmail.com) with the answers to these questions (not all of which can be found in this document!):
 - a) What "class" do you sign up **every attending** person in?
 - b) How many colors are there in this document
 - c) Where can you find room 3200?

Other things to do during this time:

- 1.) Fill out your **Registration Packet.** This can be found under the picture on the website, under "Membership Forms".
- 2.) Sign up for Orientation. You can do this through the Calendar link on the left-hand side. Please sign up everyone who will be attending. Remember that children DO NOT need to attend!
- 3.) If you get an email about background checks, get a background check done for each adult who will be regularly attending co-op. It will cost you nothing, and will be online.
- 4.) **Helper positions** will be available after registration is finalized on August 6th, unless teachers have requested certain helpers. Some classes may require more than one helper, we will know more once class registration is finished. Click on each area you're interested in helping in, read the description, make sure you can commit to it.

Registration prioritization:

Classes – Board members and Officers register first. Teachers register second. Members register third. Board members, Officers & teachers will each get half a day to register. Due to limited class space and a large number of families, we prioritize preschool and kindergarten registrations to those children who have school-age siblings.

After registration is closed, we will see what we can do to get kids who are waitlisted into their first choice classes. **This will not be able to happen for everyone.** Registration is on a first-come, first-served basis. We can not have large classes this year. We are not a school, and are not looking to replicate the school experience.

TEACHERS – do not tell parents whose kids are waitlisted that they can take your class anyway. You don't see the full picture. If you want to accept more students, talk to Karen duBarry or your Grade Level Chair, to see if it's possible.

Once we open up the option to pay, please pay your bill. Invoices by family are finalized within one week of registration closing (August 6th.) Your discounts will have been applied. The discounts that we give are: if you have children under the age of 2; if you teach; if you are on the Board; if you have more than 3 kids being paid for. You can pay your bill by going to Class Registration again, and clicking on "View My Class Registration Summary" at the top of the page. This will take you to the complete list of classes for your family, and will have a PayPal link at the bottom. You do not have to have a PayPal account to use it. If you do not want to pay via PayPal, you can contact Daneale Williams treasurer@wbtlcoop.org about where to mail checks. Please pay as early as you can – this allows us to be sure how many class materials each teacher can buy. We do request that all families pay their bills in full before the first day of co-op.

PLEASE NOTE: A lot of emails will be sent out once registration opens. **We need responses as soon as possible.** If you do not respond, we may end up making decisions for you. Those decisions might be able to be changed later, but they might not. It is vital that you stay in touch with us through this time, so we get you signed up for as many things you want as possible. If you are going to be out of town or unable to check your email regularly, let Noelle Quick know **NOW** (regwbtl@gmail.com). She will get as much information from you as she can, to be better able to get you signed up for things.