

## **JBABHE How To Guide**

### **Make a calendar event**

- Click on JBABHE Calendar > Add Calendar Event on left hand menu
- Fill out the necessary details and click submit
- Please allow 48 hours for your class to be added to the calendar
- Post to the forum (and FB) regarding event

### **Sign up for calendar event**

- Click on JBABHE Calendar on left hand menu
- Go to specific day the event is for and click on what you're interested in
- Click "Sign Up Now"
- Sign up any person(s) and click "Sign Up!"

### **Add a Class**

- Click on JBABHE Classes > Add a Class on left hand menu
- Fill out the necessary details and click submit
- Allow 48 hours for your class to be added to the matrix and calendar
- Post to the forum (and FB) regarding class

### **Sign up for a class**

- Click on JBABHE Classes on left hand menu
- Scroll and look for the class(es) you're interested in
- Read all aspects of said class before choosing to register your child
- Pay attention to fees and age restrictions
- Check the appropriate boxes for which family members you'd like to register
- Please pay any fees or follow any instructions needed as soon as possible

### **Helpful notes**

- One time events with or without sign ups should be made as calendar events
- Repeating classes with registration should be made into a class