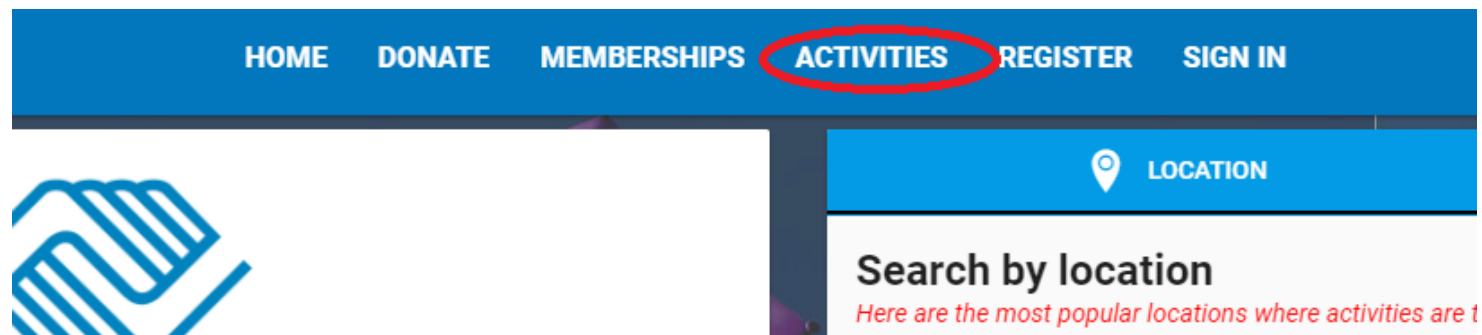


Registering for Spring Break Programs 2018

1. If you have an existing account through our online portal, use your credentials to sign in and skip to step 4. If you are creating a new account, select “Register” on the top menu.
2. Fill out the Head of Household registration form with YOUR information and select register.
3. You will receive a link to your email through which you will set a password. Please check your spam box as many of these authorization links end up in junk mailboxes. Fill out the household application that pops up after you set a password.
4. Select “Activities” on the top menu.



5. Select “Enroll” next to the activity in which you want to enroll. If you are enrolling in more than one, you will have the opportunity to add more later.

The image shows a screenshot of a website page for an activity. On the left is a photograph of four children jumping joyfully. To the right of the photo is the activity title 'Spring Break Olympic Theme Week' and a description: 'M (3/19) – F (3/23), 7:30 am-1pm. Join us for a fun-filled week of team-based games and activities celebrating Club Olympics! The Rings of Time, Human Curling, Flonkerton, and Three Legged Race are just a few of the extreme activities planned for the week!! Lunch will be provided. Need based scholarships are available.' To the right of the description is a table with columns for days of the week: S, M, T, W, T, F, S. Below the table are the following details: Start/End Date: Mar 19, 2018 - Mar 23, 2018; Fee: \$35.00; Born Between: Mar 19, 2006 - Mar 19, 2012; Membership: Boys & Girls Club 2018 Spring Membership. In the bottom right corner of the page, there is a blue button with the word 'ENROLL' in white, which is circled in red.

S	M	T	W	T	F	S

Start/End Date: Mar 19, 2018 - Mar 23, 2018
Fee: \$35.00
Born Between: Mar 19, 2006 - Mar 19, 2012
Membership: Boys & Girls Club 2018 Spring Membership

ENROLL

6. Under the name of EVERY participant you are enrolling in the program, ensure the radio button and checkmark next to Enroll are filled in.

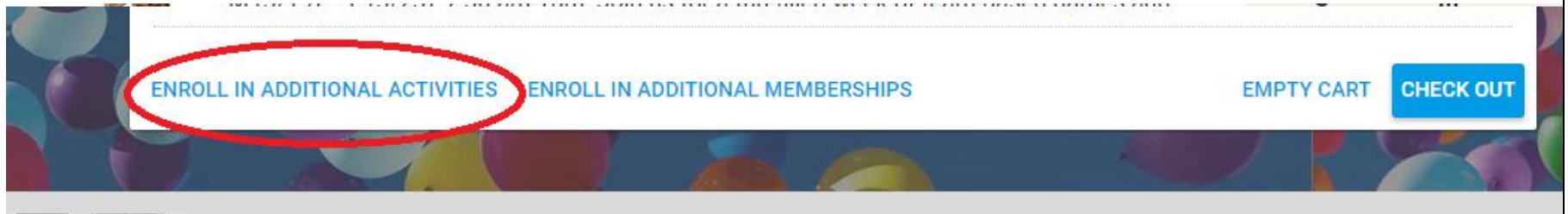
Select Membership (Required)

Boys & Girls Club 2018 Spring Membership
03/19/2018 - 03/23/2018
Free

Enroll

[CANCEL](#) [CONTINUE](#)


7. If you wish to enroll in additional activities, select “Enroll in Additional Activities.”



8. Fill out the Participant Enrollment forms and select "Pay Now"

9. Enter your credit or debit card information and select "Pay Now."

Payment Information

First Name *	Last Name *	
Full Address (select best address from list as you type) *		Apt/Suite
Email *	 Phone *	
Credit Card Number *	Exp. Date *	CVC *

Payment:	\$35.00
Club Donation:	\$0.00
Today's Payment:	\$35.00

[PAY NOW](#)

10. If you receive the following message, you are enrolled.

Address

McKin

Thank you

You have successfully registered and your receipt is being emailed to you.

Course

OK

11. Under the “My Account” tab, you can update your household account so that we have correct emergency contact information and see the activities your household members are enrolled in!!