

# How to Register

1. At the top of the page, click the “Register” tab. Then click the yellow “Register Now” button on the left-hand side of the screen.
2. You will be re-directed to our online registration system.
3. If you are a returning Community Services participant (anyone who has participated in our offerings), please click “Sign In” on the left-hand menu and enter your username & password. **(If you do not remember your username and/or password, please call our office at 384-6224. We will be happy to assist you.)** Skip steps 4-9.
4. If you are a new participant (anyone who has never taken an offering through Community Services), you will need to create a household profile.
5. Click “Sign In” on the left-hand menu.
6. Click “Create New Student Profile”.
7. You will have two options – “Create a Student Profile” or “Create a Household Profile”. If you are the only person in your household who will ever utilize the registration system, select “Create a Student Profile”. If there are multiple people in your household, please select “Create a Household Profile”. **Please note – for all College for Kids registrations, the parent will need to create a Household Profile in their own name and then add the child(ren) to their profile.**
8. For “Student Profiles”, please complete all required fields.
9. For “Household Profiles”, please complete all required fields for the primary user. Once you have created the profile, you can add additional household members (adults or children) to your profile by selecting “add adult member to household” or “add youth member to household”. Again, you will need to complete all required fields.

10. Once the profile is complete, you may begin browsing our offerings. To view by category, select “Courses” on the left-hand menu. You can also search for an offering by name in the search bar located at the top of the page.
11. Select the offering(s) you would like to register for by clicking on the subcategory name, for example: Arts, Hobbies & Crafts.
12. When you have found the offering you are looking for, select “Add to Cart”. If there are multiple people in your household profile, you will have the option of selecting who you would like to register.
13. When you are finished shopping, click “Checkout” on the right-hand side of the screen, located in the “Shopping Cart” box.
14. Before proceeding with checkout, please make sure to read the Refund Policy & mark the “Agree to Refund Policy” box.
15. If you have a promo code, please enter it in the box just above “Apply Promo Code”, and then click “Apply Promo Code”.
16. Once the promo code has been applied, click “Checkout”.
17. Enter your payment information (Visa or MasterCard only).
18. Click “Process Payment”.
19. Within approximately 5 – 10 minutes, you will receive an email confirmation of your registration to the email address you provided in your profile. You should also have received an email indicating you created a profile in our system.
20. Any time you register for offerings in the future, you will receive your transaction receipt via email. You will also occasionally receive emails from Community Services with deals and promo codes for upcoming trips/offerings. If you no longer wish to remain on the Community Services mailing list, simply reply to the email with the word “Remove” in the subject line. **Please note, reminders and**

transaction receipts are automatically generated by the registration system and cannot be stopped.