HOW TO REGISTER ONLINE

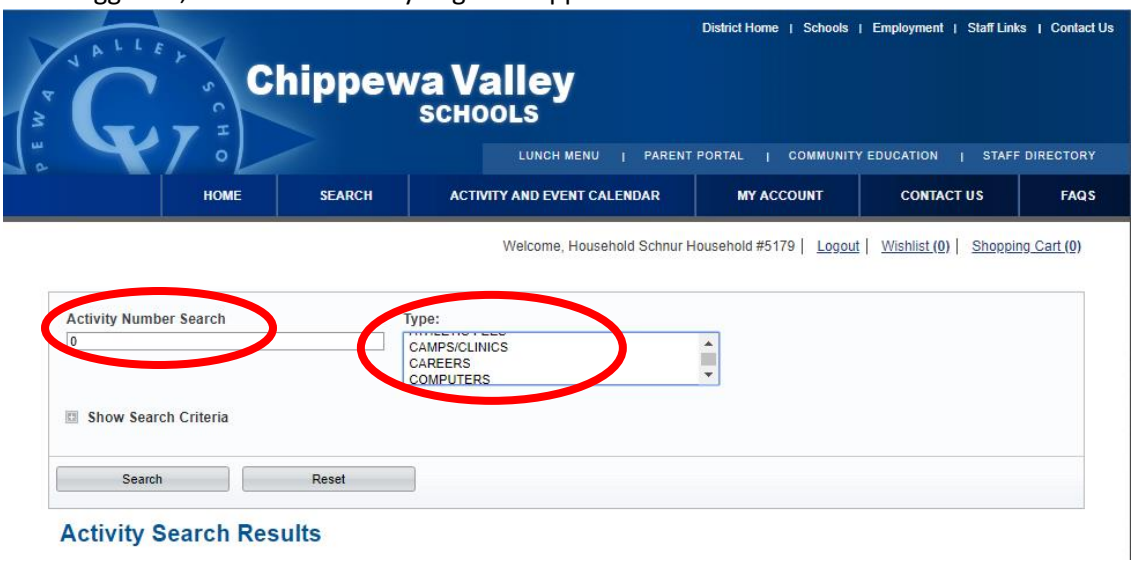
1. Choose this button

on the Community Education Home Page located on the right side of the page (not here).

2. The Registration Window will then pop up.

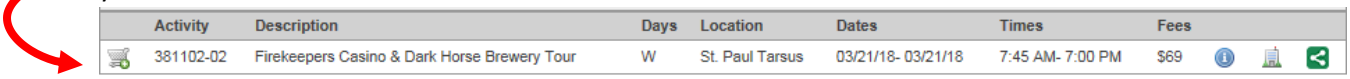
3. **IF YOU HAVE EVER PARTICIPATED IN A COMMUNITY EDUCATION CLASS, CAMP OR CLINIC IN THE PAST OR IF YOU CHILD ATTENDED LITTLE TURTLE PRESCHOOL, YOU ALREADY HAVE AN ACCOUNT.** Even if you, yourself, have never registered online, your household may have an account. DO NOT CREATE ANOTHER ACCOUNT! Please contact our office at (586)723-2050 and we will send you your information, or you can click the "Forgot Password" button and both your user name and password will be sent to the email on file. If you know your user name and password, enter it where indicated and click the "Log In" button.

4. Once logged in, the Search Activity Page will appear.

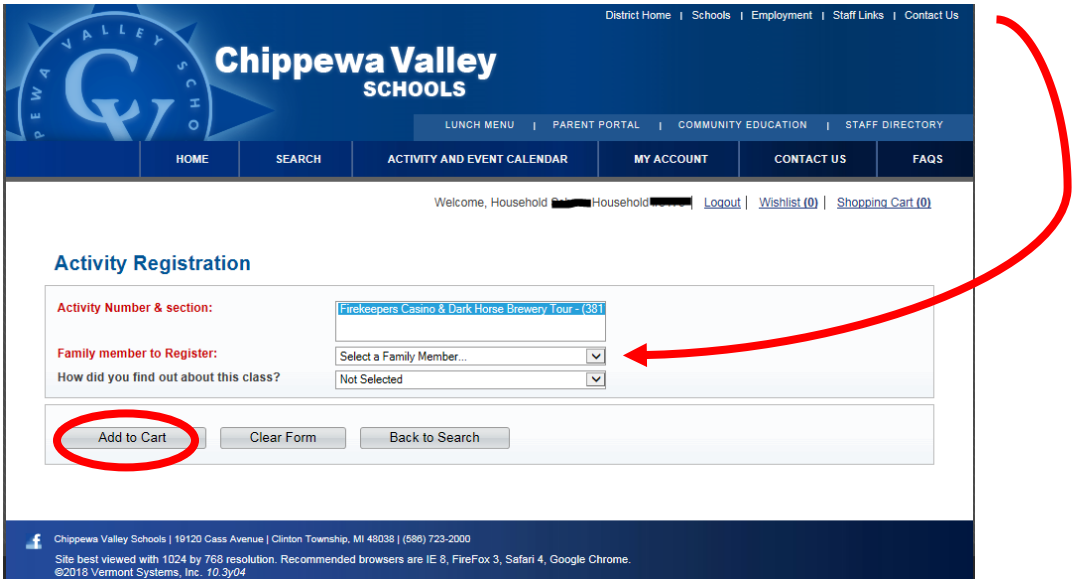


From this page you can search by Type of Activity or by Activity number.

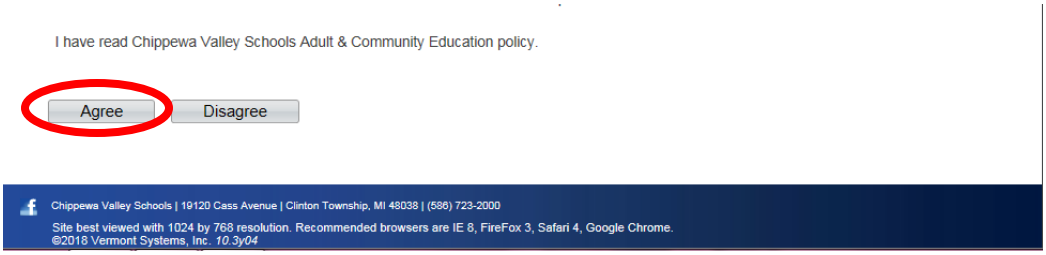
5. Once you locate the class you wish to register for, click on the shopping cart to add it to your cart for checkout.



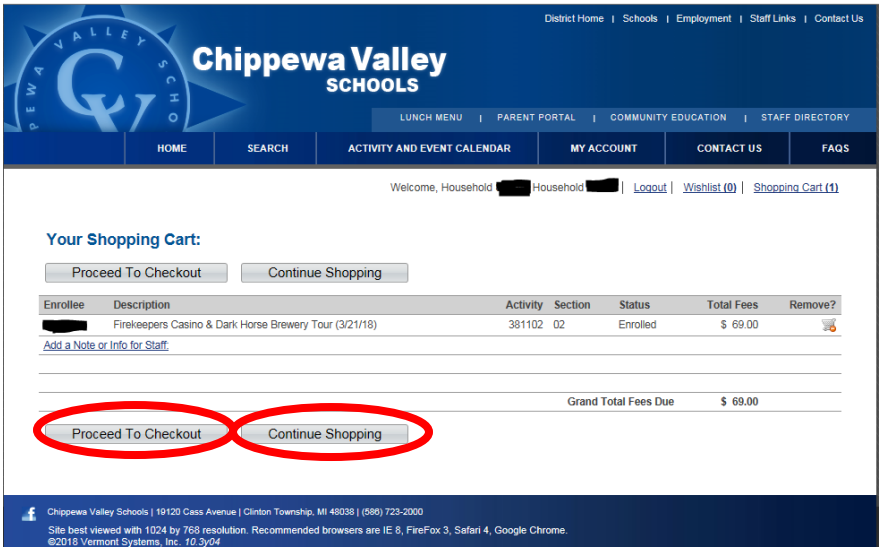
6. One last step before it is added to your cart. You will need to choose which family member will be registering for the class. Click on the Down Arrow next to the "Select a Family Member"to pull up a dropdown list of Family Members and choose the one that you want to enroll in the class. Then click "Add to Cart" to continue the registration process. If your family member is not on the list, you will need to add them to continue registering. (See "How to Add a Family Member" on page 5.)



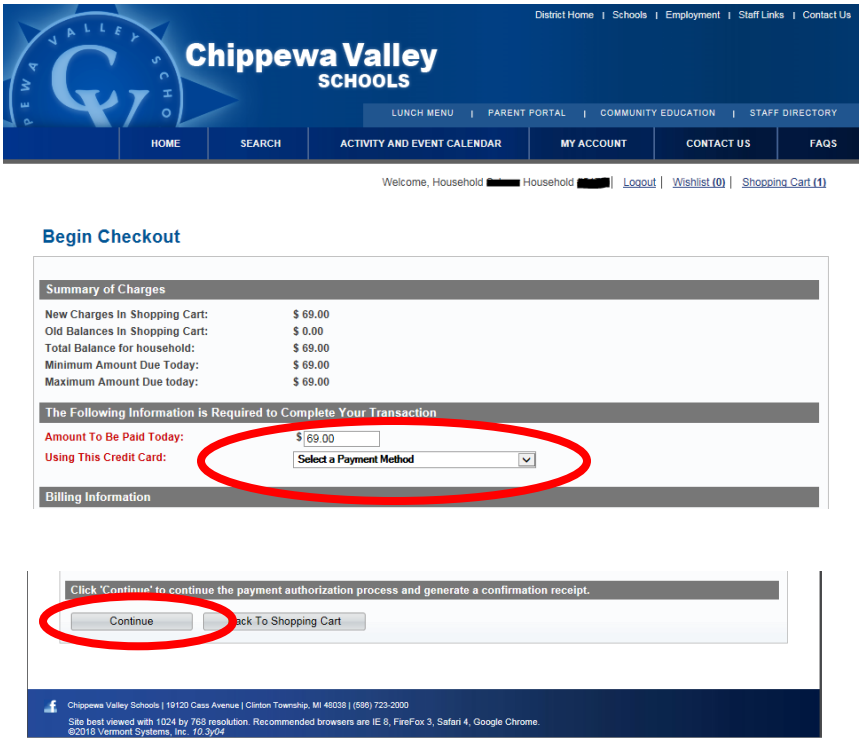
7. The next screen to appear is the Chippewa Valley Schools Adult & Community Education policy page. Please Read and click the “Agree” button to continue. If you do not agree, you will not be able to continue registering.



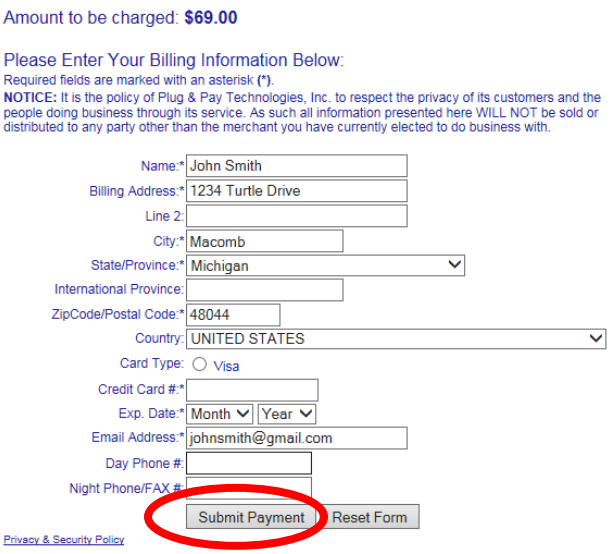
8. Once you have added the class to your cart, you may checkout or continue shopping. If you want to add additional classes or family members, click the “Continue Shopping” button and you will be taken to the screen at Step 4. Proceed through the process again. If you are done with this transaction, click the “Proceed to Checkout” and continue to the payment process.



9. You will need to select a Payment Method (Visa or MasterCard) and make sure that the billing information is correct. Press “Continue” to process.



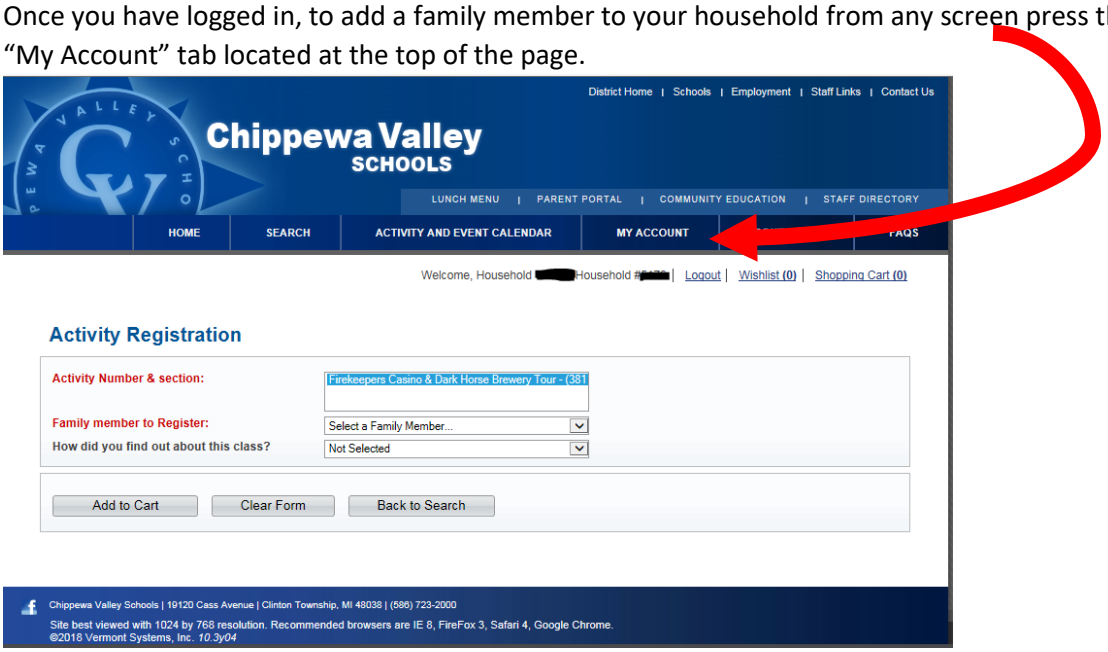
10. Enter payment and billing information and click “Submit Payment” when complete.



11. You have now completed your online registration and a confirmation receipt will be sent to the email address on file!

HOW TO ADD A FAMILY MEMBER TO YOUR HOUSEHOLD

1. Once you have logged in, to add a family member to your household from any screen press the "My Account" tab located at the top of the page.



2. Choose **"Change Member Data"** in the drop down list.

3. Click **"Add a Family Member"** located at the bottom of the page.

4. Fill in the appropriate information for the additional family member and click **"Finish"**.

5. You have successfully added an additional family member!