To register for a program:

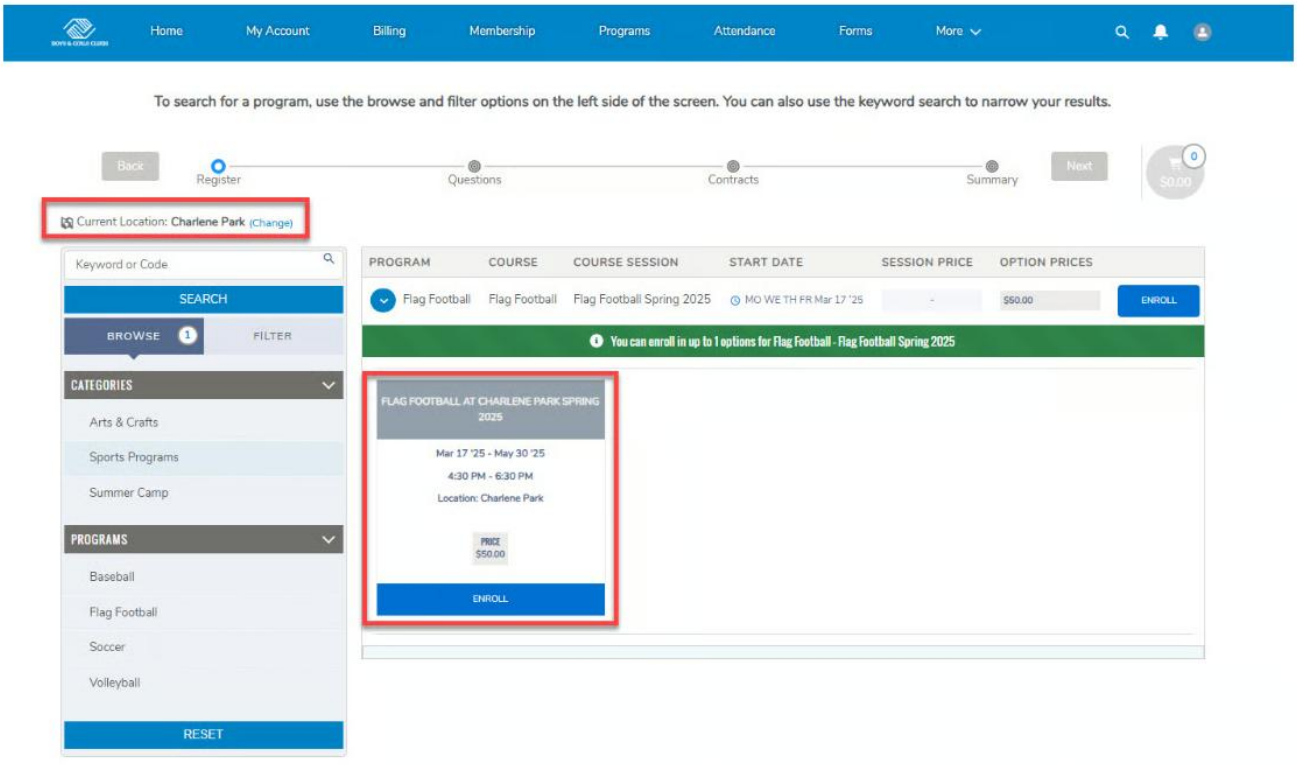
Step One

- From Parent Portal homepage site, click "**Programs**" at the top of the screen.



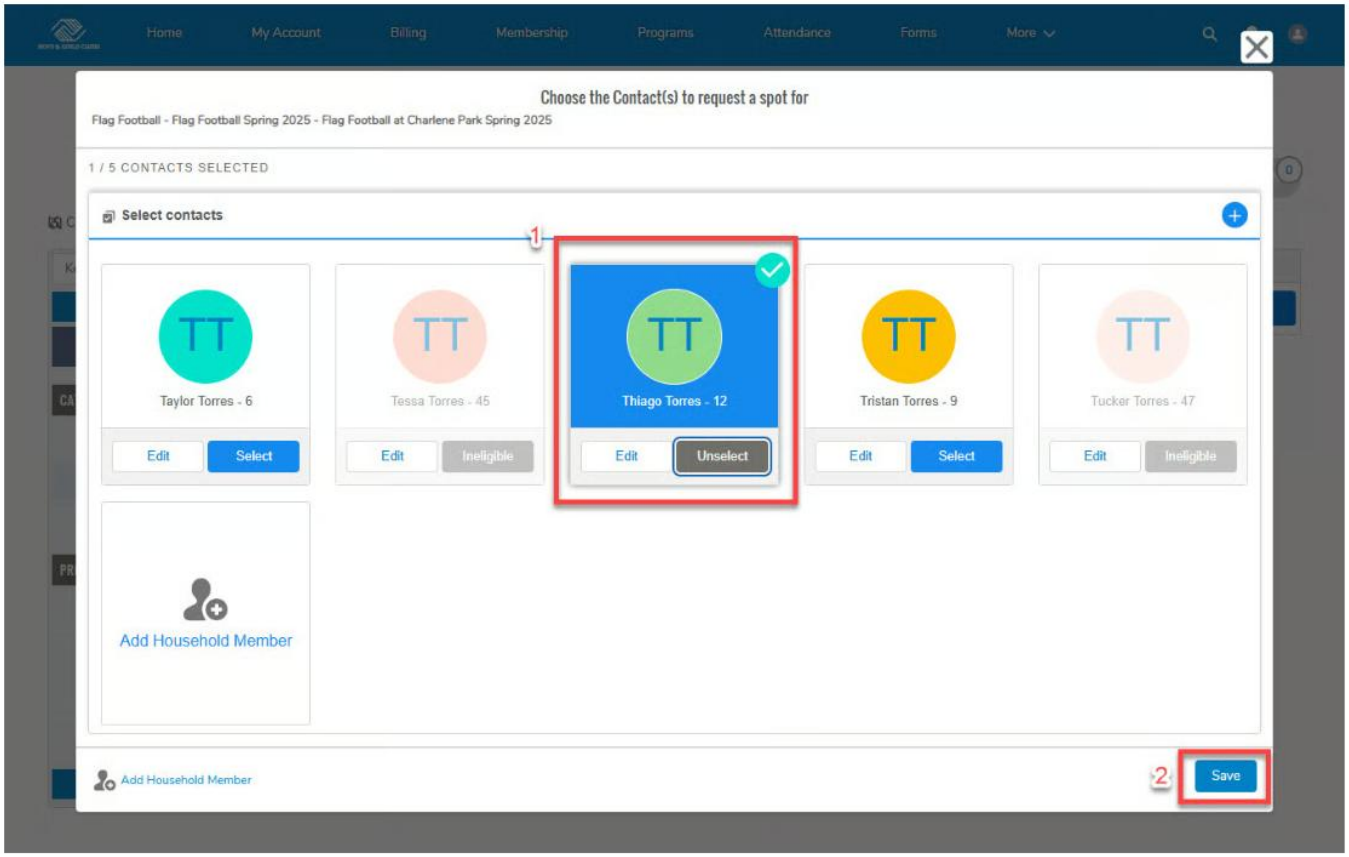
Step Two

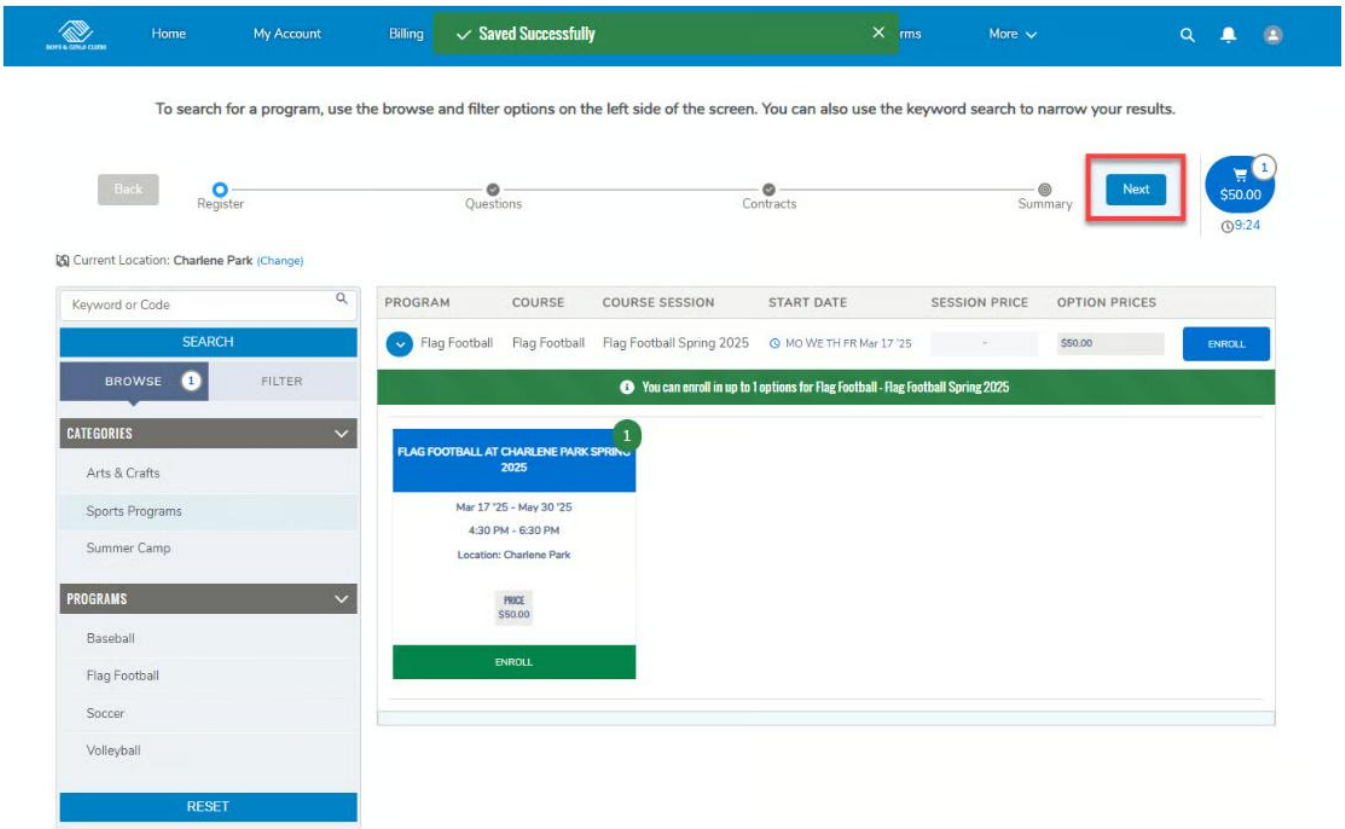
- Confirm the Current Location is set to show data for the location that you are looking to enroll in for a program. If the location needs to be updated, you can **click** [Change], to **select** a different **location** you're looking for.
- Use the search panel on the left to **locate** your **program**.
- Once you locate the program, **click** the carrot **(>)** next to the program name or **click Options** to expand the section.
- Click **Enroll** to register, or **Enroll > Waitlist** if there are no available spots. Note: Waitlisting must be available for the course option in order to do so. More information on the Waitlisting process can be found in this Program Waitlist Process quick reference guide.



Step Three

- **Select** the **contact(s) you wish to register** and **click Save.** Verify your Registration, then click **Next**.





Step Four

- If there are any Add-ons, **select** the **child** and then **select** the **Add-on**. Then from the progress bar, **click** the **Next** button.

Step Five

- If there are any **custom questions**, answer them for each contact and then **click Next**. **Sign** any **contracts** or **waivers** and then **click Next**

Step Six

- **Review** the **Transaction Summary**.
- If applicable, **click** the **cart** to **enter** any **coupons**.
- Click "**Next**"

