



## Registering for an Activity

Our District is transitioning to a new online registration system. This system is connected to the administrative scheduling and payments software so that any requests or payments made online will instantly show up at our administrative offices.

### Register a Child for an Activity

1. Log in to your Account.
2. View and register for available activities by selecting **Activities** in the upper, left corner of the screen.
3. Each child on the Account will show on screen. Any activities open for that child to register will be displayed below the name. There may be several activities open for registration. Use the **Next** button to page through currently open activities.

**Charlotte Balk**

**Click here to complete the Activity's required Form prior to registering for this Activity. The parent or guardian must complete forms.**

TIES Demo District

| Enroll By    | Item (click title for more detail)   | Amount   |             |
|--------------|--|----------|-------------|
| Jan 15, 2015 | Feeling Generous Donation (Enter amount after selecting Add to Cart)       | \$15.00  | Remove      |
| Jan 31, 2015 | Boys Basketball 2014-15 (Gr. 9-12) Lakeville North at Sr. High Main Campus | \$440.00 | Add to cart |
| Jan 31, 2015 | Instrument Rental: Bass Clarinet   | \$35.00  | Add to cart |
| Jan 31, 2015 | Instrument Rental: Clarinet  | \$35.00  | Add to cart |
| Feb 1, 2015  | Field Trip to Science Museum   | \$15.00  | Add to cart |

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- When completing a Form, use the scroll bar within the Form window to *scroll* through all fields. **Once the entire Form is**

**complete, use the** 

4. Continue steps 1-3 for other children or activities.
5. Select your shopping cart symbol in the upper, right area of the screen and select **CHECKOUT**.


TIP: Select Enrollment History to view past activities.

TIP: Unpaid Fees are indicated by a red circle next to the Fees tab.

## Activities

Sign-Up **Enrollment History** Fees <sup>16</sup>

### Paying Assigned Fees

1. Select the Fees tab at the top left of your screen. 
2. Add any Fees to your cart. You can pay for Activity Enrollments and Fees in one checkout session.

**Vincent Balk**

TIES Demo District

| Due Date | Item                           | Amount   |             |
|----------|--------------------------------|----------|-------------|
| Past Due | Balance owed for Spring Tennis | \$100.00 | Add to cart |

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We are very excited to utilize the new system. Please keep an eye out for upcoming communications from us as we continue rolling out features of the system.

