



Class Registration - Parents

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I. Login to your parent website

The screenshot shows a login interface. At the top, there are two input fields: 'User Name' and 'Password', both with red eye icons to toggle visibility. These fields are enclosed in a red rectangular box. Below the fields is a blue button labeled 'SECURE LOGIN'. To the right of the button are two links: 'Forgot Username?' and 'Forgot Password?'. Below these links is a larger link: 'Request Membership in this Organization!'.

II. Navigate to the Class Matrix

A. Choose class to register for

2022/23 Class Registration (1st Hour)					
	NURSERY	PREK (3-4 YRS)	4TH-6TH (9-11 YRS)	7TH-8TH GRADE	9TH-12TH (12-18 YRS)
Classroom A	● Nursery Nursery				
Classroom B		● PreK Board Game Pre-Kindergarten - Kindergarten Penny Smith			
Classroom D			● Poetry and Public Speaking 4th - 6th Lucille Ball		
Classroom E			● Adventures in Reading Kindergarten - 2nd Jane Austin, Lucille Ball	● American History 7th - 10th Mary Doe, Jane Austin	● American History 7th - 10th Mary Doe, Jane Austin
Classroom F					● Chemistry 9th - 12th Jane Austin, Lucille Ball, Mary Washington
Classroom G					● Economics/Government 9th - 12th Mary Doe
Classroom H			● Fall Art Class - Pottery 4th - 6th Jane Austin		
.Classroom I			● Spring Art Class - Watercolors / Acrylics 4th - 6th John Doe		

- B. Find your student and check the box to register. **(See 1 below)** Then click on Register. **(See 2 below)** Once your student is registered you will see the checkmark in the checkbox next to their name **(See 3 below)**

REGISTER

Deposit: \$100.00
Tuition: \$250.00
Supplies: \$50.00

Sally

Dean

Abigail

Sally

Fred

Sean

*Jane

*Charlie

- C. If a box is greyed out, you will not be able to register the student for the class for various reasons. Hovering your mouse over the box will tell you why.

REGISTER

Deposit: \$100.00
Tuition: \$200.00
Teacher Fee: \$20.00

Sally

Dean

Abigail

Sally Class is full

Fred

Sean

*Jane

*Charlie

D. If class registration has not opened yet you will see a message in the children list area stating the date when registration will open for you.

Deposit: \$100.00
Tuition: \$200.00
Teacher Fee: \$20.00

Signup for this class will open on 1/10/2023 at 12:00 AM EST .

III. Manage Class Registration

A. Click the link above the matrix (If it is missing here, you may go to the classroom dashboard and view it while on the parent view dashboard)

[Manage Class Registrations](#)

2022/23 Class Registration (1st Hour)					
	NURSERY	PREK (3-4 YRS)	4TH-6TH (9-11 YRS)	7TH-8TH GRADE	9TH-12TH (12-18 YRS)
Classroom A	Nursery Nursery				
Classroom B		PreK Board Game Pre-Kindergarten - Kindergarten Penny Smith			
Classroom D			Poetry and Public Speaking 4th - 6th Lucille Ball		

Home | Contact | FAQ | Help | **Classes** | Admin | Profile | Balance \$3,730.00 | Logout

PARENT CLASS DASHBOARD

[Manage Class Registrations](#)

Our Classes | Assignments | Our Class Forums | Instructor View

Adventures in Reading | ADVENTURES IN READING (SALLY) | No Forum Posts Available | CHEMISTRY (DEAN) test

Parent View | Instructor View - Jane Austin | Instructor View - Lily Austin | Student View - Fred Austin | Student View - Sean Austin

B. Here you can view future and current classes. If the admin has allowed access to canceling a class, you may do so on this page.

MANAGE CLASS REGISTRATIONS Selected Tab

Future Classes **Current Classes**

Registrations

Dean Austin

CLASS	DEADLINE	STATUS	CANCEL
American History 2021/22 Class Payment Schedule Sep 6, 2022 - May 23, 2023 Tues 09:00 AM - 10:00 AM 7th-8th Grade, 9th-12th (12-18 yrs) - Classroom E Mrs. Jane Austin, michele@life-sites.com Mary Doe, michele@life-sites.com		Signed Up	<input type="checkbox"/>
Chemistry 2021/22 Class Payment Schedule Sep 6, 2022 - May 23, 2023 Tues 09:00 AM - 11:00 AM 9th-12th (12-18 yrs) - Classroom F Mrs. Jane Austin, michele@life-sites.com Mrs. Lucille Ball, mommagross91@gmail.com Mary Washington, trainerhsl@gmail.com, (212) 256-9874		Signed Up	<input type="checkbox"/>

C. Scrolling down the page you will find payment instructions if the admin has given any. You can also view any cancelled classes and re-sign up for them here.

Payment Instructions:

You have 2 options as far as payment goes

- Pay online by [June 30th](#). (click link above to pay)
- Pay in full by check

If paying by check, please mail to:

Mary Doe
123 Main Street
Anytown, WI 00000.

Make the check out to The Training Group with Co-op in the memo of the check. Please include a copy of your class registration.

Please note: If you do not have to pay the full amount of a class due to having the book(s) in your possession, then you must pay by check. Please remember to include a copy of your class registration with a note stating why you are paying less for the class that you already have the books.

Cancelled Classes

Dean Austin

CLASS	SIGN UP
Adventures in Reading 2021/22 Class Payment Schedule Sep 6, 2022 - May 23, 2023 Tues 09:00 AM - 10:00 AM 4th-6th (9-11 yrs) - Classroom C Mrs. Jane Austin, michele@life-sites.com Mrs. Lucille Ball, mommagross91@gmail.com	Class is full

SIGN UP