



## Instructions for Community Education Programs On-line Registration System

- All registrations are processed on-line.
- Once you have set up a family account with a username and password, you will register for **ALL** Office of Community Partnership Programs through your family account using the “Registration” tab.
- To submit a schedule for days attending, click on the “Attendance” tab in your family account.
- To change the calendar under the “Attendance” tab to the next/previous month, click on the small arrow located next to the name of the month. Example:  October 2011 - VIK - Club 
- To enroll multiple children, select the calendar under the “Attendance” tab, use the drop down menu to select the first child’s name, choose schedule, and scroll down and “Add to Cart”. Verify schedule and select “Find More” which takes you back to the calendar to select your next child and repeat the process.
- Receipts or statements can be printed from your family account under the “Home” tab, then “Statements” tab.
- All Before & After School, Kindercamp or Summer Camp Program schedules need to be submitted by Sunday of the week attending. If you submit your payment for the week **after** Sunday, you will be charged a \$25 late fee per family, no exceptions.
- Once you have submitted a schedule for the week, you may add or remove days by logging into your family account, clicking on the “Attendance” tab and either add day(s) to the week or remove day(s) by checking the “remove” box under the day you want taken away. As long as you process this change by noon of the day you are changing (or by midnight the day before for summer programs), you will be charged a \$5 change fee plus the cost of the day(s) added or receive credit for the day(s) removed, which will be due upon check out. Changes **CANNOT** be made after the fact. The fee is per transaction, not child or number of days. If this results in a credit, it will be put on your account to be used at a later date. Make sure you click “**Check Out**” to save your changes and complete the transaction. Please Note-a \$5 change fee is only assessed when removing day(s) not adding day(s).
- To add Additional Emergency Contacts, sign into your Family Account and click on the Personal tab. Scroll down to the bottom of that screen to the list of all the Emergency Contacts. Click on the ADD NEW CONTACT right above contact list. Enter the new contact information in the new screen and click SAVE.
- Programs that are eligible to be paid with TAX CREDIT will have a drop down menu on the payment page asking if you would like to PAY WITH TAX CREDIT. If you choose this option, you will need to use the drop down menu and select YES at the time payment is made. The payment will then go to the District’s Tax Credit on-line payment system. You should receive your copy of the Tax Credit Receipt within 7 to 10 business days. Tax Credit payments are **NON-REFUNDABLE**.

## EXAMPLE OF FAMILY PORTAL

The screenshot shows a family portal interface. At the top, there is a navigation bar with tabs for Attendance, Personal, Registration, and Auto-Pay. Below this is a dashboard with nine icons: Announcements, Make Payment (showing \$ 0.00), Statements, Attendance, Personal, Registration, Auto-Pay, Account, and Logout. To the right of the dashboard is a 'News & Info' section with an announcement titled 'VIK Club 2016-2017 School Year Registration'. The announcement text reads: 'NOTICE - VIK Club 2016-2017 School Year Registration is now OPEN. To submit a registration for the 2016-2017 School Year, click on the REGISTRATION tab, then VIK - Club and the site your child will be attending. The registration fee is \$25 through July 31st, \$35 in August, and \$50 in September and beyond.'

**Attendance Tab** – this is where the calendar is for programs needing to be scheduled will be submitted.

**Personal Tab** – this is where the information for everyone in the family is held, plus the contacts.

**Make Payment** – this is where you will go if there is a balance due on your account to submit payment.

Please log into your family account using your username and password at <https://family.gpscommmed.com/login.jsp> (you can save this as a favorite – no need to go to the District Website any longer).