



## How to Register Your Child for Afterschool at the Club

### Step 1- Create an Account

Every family must have an account in our Parent Portal for each child you want to enroll. If you don't have an account, you must create one.

<https://parentportal.whatcomclubs.org/>

- If you have a Parent Portal account and want to add one or more children to the account because you have not previously registered them for programming, you can do this by clicking "profile" in the tabs at the top of the page and then "add new member" and proceed to entering additional child(ren's) information.

**You will want to complete this step immediately. Failure to complete this step will prevent registration.**

### Step 2- Select your Clubhouse

Locate the registration form for your Clubhouse on our website. Pay attention, forms are Clubhouse specific and selecting the incorrect form will result in your child being enrolled at the incorrect Clubhouse.

**You will need to complete a separate form for each child you are interested in registering.**

Forms are found on the "Afterschool Program" tab on our website homepage.

### Step 3- Submit your request to access Registration

When you have completed the form, hit submit.

- The form will automatically be sent to the Club Director of your selected Clubhouse. They will enter your information which will allow you the ability to register.

**IMPORTANT: this step is not the registration, it allows you to have access to register.**

**This form must be submitted by August 6, 2021 in order for us to process it for our September registration day.**

### Step 4- Complete the Registration Process

When registration opens, return to the Parent Portal and log in using the credentials you set up when creating your account.

- If your child does not have a valid membership, **add this to your cart FIRST.**

- You can tell if your child has an active membership by looking on the landing page when you log in. Each child connected to your account will appear here along with information about their membership status. Then, select the program you wish to register for. "After School Program-September".

### Step 5- Proceed to Checkout

Add the program to your cart and proceed to checkout. Membership fees are \$40 annually. You will be asked to pay for your membership. If you have a membership, no fee will be assessed. Afterschool programs do not have a fee.

If you are not able to add a program to your cart, it is because you have not met one or more of the pre-requisites to register.

- Check to make sure you added the membership to your cart.
- If you did add the membership to your cart before trying to add the program, and still are not able to register, then your child has not been added to the registration group due to steps 2 or 3 of this process not being completed accurately or timely.

### Step 6- Confirm Registration

You will be alerted via email if your child is registered for programming or if the program has reached capacity, that they have been placed on the waiting list. This can take up to 24 hours and may be in your "junk mail", please check that mailbox for confirmation.

*This process will be completed each month. Individuals on the waiting list are not guaranteed a spot in programming. You must re-register for each month. Registration will open at 8:00 am on the 10<sup>th</sup> of each month.*