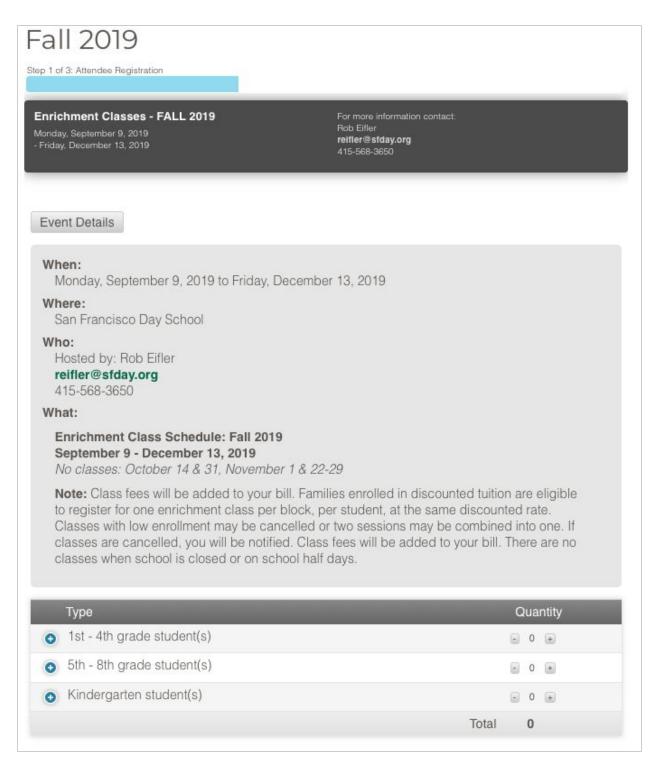
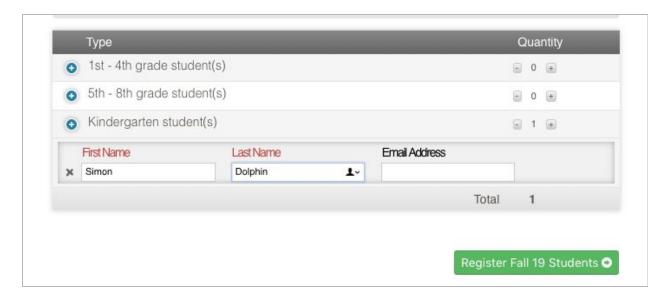
Instructions: Registering for Enrichment Classes/Music 1:1 Lessons If you have any questions, please don't hesitate to email Michelle Phillips (mphillips@sfday.org) for support.

1. Go to Online Registration Page (www.sfday.org/aep/fall2019)



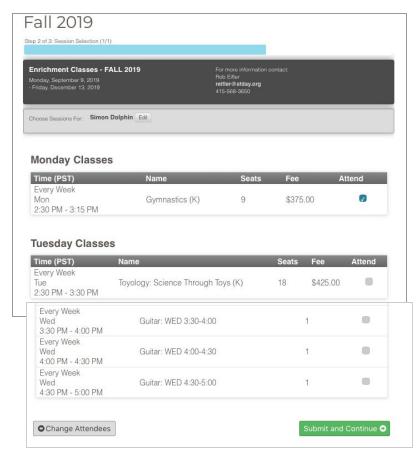
2. Enter the first and last name of your student(s). (No emails)

Use the blue buttons on the left to enter more names. You may enter the names of all of your students at this step. <u>Do not enter emails.</u> Once you've entered the names, click the green "Register Fall 19 Students" button at the bottom.



3. Select classes for one student at a time.

You will see classes available for your child's grade level (Kindergarten only, grades 1-4, or grades 5-8). The classes are organized by day of the week and you will see the



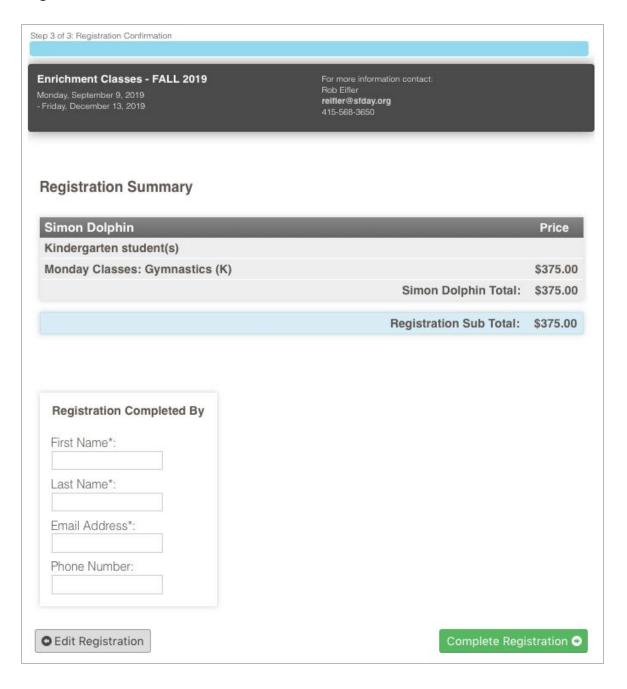
class time, class name, # of spots still available, and the class fee. Check the "Attend" box to register your child.

Once you've selected all your classes, scroll down to the bottom of the list and click the green "Submit and Continue" button.

4. Registration Summary

You will see a summary of classes for your child and the total fees - you will NOT be asked to purchase this online. Fees will be added to your monthly SF Day bill. Note that Music Class fees will not be reflected in this summary.

Review your registered classes. If you need to make changes, click the grey "Edit Registration" button on the left. To continue, enter your name and email address in the "Registration Completed By" field and then click the green "Complete Registration" button.



6. You're done! You should see a screen with instructions for your email confirmation.

7. Email Confirmations

You should receive an email from "<u>Donotreply@sfday.org</u>" with a confirmation of your registered classes.

