K-8 After School Program

Ancillary Programs Online Registration Instructions

ASAP is our online registration system for our Ancillary programs, such as our K-8 After School Program, Camps, and Summer Programs.

You may access ASAP going to http://standrewsschools.org/register.

To register:

1. Go to: http://standrewsschools.org/register

2. On the top right, click on the link **Login**.

3. <u>If you already have an account</u> in this registration system, please enter your login and password. If you have forgotten your password, click on "Don't Know Your Password?" Once you have logged in, proceed to step 5.

4. <u>To create a new account</u> click on the bottom right of the screen on the button "**Create New Account**". Then follow the steps. Take note of the red asterisk* marking a required field.
   a. <u>Step One: Create Your Account</u>: Enter in your information. You can add in your child(ren) from this screen. You may also choose to add more later.
   b. <u>Step Two: Additional Information</u>: Enter in additional information about your child (Gender, birth date, medical information, present school attending, etc.)
   c. Your account has been set up! If you need to get back to this screen, you can click on **My Account** at the top right.

5. Click on the program on the left (After School Programs, Camps, or Experience Summer).

6. Click on the appropriate grade level that your child(ren) will be going into for the 18-19 School Year. For example, if your child is entering grade 3 for the 18-19 school year click on Grade 3.

7. Select the program/course. Please double-check the dates and times of the program/course, as some courses are offered in multiple time slots.

8. Click on **Register Now**. You will see a list of courses in your "Shopping Cart". If you are registering for courses for multiple children, please make sure that the course is connected to the correct child.

9. To continue adding courses to your child's schedule, click on **Continue Shopping**.
10. When you have selected all the courses, click on **Checkout**.
11. Please click 'I agree' to Terms and Conditions' and click 'Accept'.

12. You have several **Payment Options**:
    a. Pay with Credit Card (Visa or MasterCard)
        i. Enter your credit card information
    b. Pay Later (By check – We do not accept POs)
        i. Enter your e-mail address

13. Click on Complete Transaction.

14. Email Receipts will be sent to you within 1-2 days.