

HOW TO REGISTER FOR CAMPS OR CLASSES

1 – Log Into your account. (If you are not sure about having a login please read the **How to create a Login** help sheet).

2 – If you need to add a person to your house hold click the MY PROFILE link.



You can also review who is in your household by clicking on this link. (See example below).

The image is a screenshot of the 'MY PROFILE' page on the Nature Discovery Center website. At the top, there is a navigation bar with links for 'REGISTER', 'MY REGISTRATIONS', 'MY PROFILE' (which is highlighted in orange), and 'FAQ'. On the right side of the page, there is a blue button labeled 'ADD NEW FAMILY MEMBER'. The main content area is divided into several sections:

- PRIMARY CONTACT:** A form with fields for First Name (*), Last Name (*), Email (*), Mobile Phone (*), Birthdate (*), and Gender. The values entered are: First Name: Crash, Last Name: Testdummy, Email: your_email@here.net, Mobile Phone: (444) 444-4444, Birthdate: 1/1/1950, Gender: --None--.
- ADDRESS FIELDS:** A section with four input fields for Mailing Street, Mailing City, Mailing State/Province, and Mailing Zip/Postal Code.
- ADDITIONAL PARENT/GUARDIAN 1:** A form with fields for First Name (*), Last Name (*), Email (*), Mobile Phone (*), Birthdate (*), and Gender. The values entered are: First Name: Partner, Last Name: Testdummy, Email: your_email@here.net, Mobile Phone: (444) 444-4444, Birthdate: 1/2/1950, Gender: --None--.
- MEMBERSHIP INFORMATION:** A section with two rows of information: 'Membership End Date' (Wed, Jul 15 2020) and 'Membership Level' (Wildlife Family).
- CHILDREN ENROLLED:** A section with four blue buttons, each representing a child and a '(CLICK TO EXPAND)' link: 'BABY TESTDUMMY', 'ADOPTED TESTDUMMY', 'JUNIOR TESTDUMMY', and 'LITTLE TESTDUMMY'.

A blue button labeled 'REMOVE PROFILE' is located below the 'ADDITIONAL PARENT/GUARDIAN 1' form.

3 – Once you have verified all your household members and have entered all the required information, be sure to Click the SAVE button.

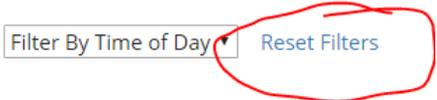


4 – There are multiple ways you can use the filters now to find that class(es) you want to register for. See the Filters menu at the top of the screen.



Let's start with selecting the classes for which you would like to register. On the next screen, we will add participant information.

To start click the [Reset Filters](#) link to make sure you are starting from a clean list.



For example, let's say you have a child you want to enroll in a Curious Kids class and another child you want to enroll in Summer Science Camp while you're at it. So, you set the **Filter By Audience** to **Kid** – see below:



Let's start with selecting the classes for which you would like to register. On the next screen, we will add participant information.

	Class Topic	Program	Start Date	Time	Member / Non-Member	Available Spots
ALL	Springtime:Birds	Jr. Scientist - Spring	Thu, May 09	4:00 PM - 5:30 PM	\$15 / \$20	10
ADD	Springtime: Butterflies	Curious Kids - Spring	Tue, May 14	10:00 AM - 11:15 AM	\$15 / \$20	4
ADD	Springtime: Butterflies	Curious Kids - Spring	Tue, May 14	4:00 PM - 5:15 PM	\$15 / \$20	6
ADD	Springtime: Butterflies	Jr. Scientist - Spring	Thu, May 16	4:00 PM - 5:30 PM	\$15 / \$20	10
ADD	Springtime: Frogs	Curious Kids - Spring	Tue, May 21	10:00 AM - 11:15 AM	\$15 / \$20	4
ADD	Springtime: Frogs	Curious Kids - Spring	Tue, May 21	4:00 PM - 5:15 PM	\$15 / \$20	7
ADD	Springtime: Frogs	Jr. Scientist - Spring	Thu, May 23	4:00 PM - 5:30 PM	\$15 / \$20	10
ADD	Science of Art (Details)	Summer Science Camp	Mon, Jun 03	5 Days	\$250 / \$320	9
ADD	Science of Art After Care	After Care Weekly	Mon, Jun 03	5 Days	\$60 / \$60	9
ADD	Fantastic Frogs	Sneak-a-Peek	Tue, Jun 04	10:30 AM - 11:45 AM	\$15 / \$20	10
ADD	Fantastic Frogs	Sneak-a-Peek	Wed, Jun 05	10:30 AM - 11:45 AM	\$15 / \$20	10
ADD	Fantastic Frogs	Sneak-a-Peek	Wed, Jun 05	2:00 PM - 3:15 PM	\$15 / \$20	10
ADD	Nature Symbols of Texas (Details)	Summer Science Camp	Mon, Jun 10	5 Days	\$250 / \$320	14
ADD	Nature Symbols of Texas: After Care	After Care Weekly	Mon, Jun 10	5 Days	\$60 / \$60	14
ADD	Sudsy Science	Sneak-a-Peek	Tue, Jun 11	10:30 AM - 11:45 AM	\$15 / \$20	10

The list of available camps and classes will populate your screen. There are often a lot, but if you know the month you want to get your children enrolled in a program it is still easy to find the classes because the order of the list is chronologically from today to the latest. So in this example I have gone to the month of May.

I find several classes I want to enroll my children in so I click the Green ADD switch:

	Springtime:Birds	Jr. Scientist - Spring	Thu, May 09	4:00 PM - 5:30 PM	\$15 / \$20	10
	Springtime: Butterflies	Curious Kids - Spring	Tue, May 14	10:00 AM - 11:15 AM	\$15 / \$20	4
	Springtime: Butterflies	Curious Kids - Spring	Tue, May 14	4:00 PM - 5:15 PM	\$15 / \$20	6
	Springtime: Butterflies	Jr. Scientist - Spring	Thu, May 16	4:00 PM - 5:30 PM	\$15 / \$20	10
	Springtime: Frogs	Curious Kids - Spring	Tue, May 21	10:00 AM - 11:15 AM	\$15 / \$20	4
	Springtime: Frogs	Curious Kids - Spring	Tue, May 21	4:00 PM - 5:15 PM	\$15 / \$20	7
	Springtime: Frogs	Jr. Scientist - Spring	Thu, May 23	4:00 PM - 5:30 PM	\$15 / \$20	10
	Science of Art (Details)	Summer Science Camp	Mon, Jun 03	5 Days	\$250 / \$320	9
	Science of Art After Care	After Care Weekly	Mon, Jun 03	5 Days	\$60 / \$60	9
	Fantastic Frogs	Sneak-a-Peek	Tue, Jun 04	10:30 AM - 11:45 AM	\$15 / \$20	10
	Fantastic Frogs	Sneak-a-Peek	Wed, Jun 05	10:30 AM - 11:45 AM	\$15 / \$20	10
	Fantastic Frogs	Sneak-a-Peek	Wed, Jun 05	2:00 PM - 3:15 PM	\$15 / \$20	10

The switch then turns to Red and reads DROP. That is all I planned for now so I click the CONTINUE button.

CONTINUE

When the next page loads you see you have made an error and click on a Junior Scientist Class. Click the BACK button and Click the DROP button to remove the class. Click CONTINUE again and now you are ready. This is how you can make any of the changes or corrections to which classes you want to sign up for. Think of it as your shopping cart where you gather all the programs together for the family. On the next page you will choose which family members will attend which programs.

Topic
Springtime: Butterflies
Class Date
5/14/2019 10:00 AM
Program
Curious Kids - Spring

- ADD + Crash Testdummy
- ADD + Baby Testdummy
- ADD + Little Testdummy
- ADD + Junior Testdummy
- ADD + Adopted Testdummy
- ADD + Partner Testdummy
- + ADD NEW

Topic
Springtime: Frogs
Class Date
5/21/2019 10:00 AM
Program
Curious Kids - Spring

- ADD + Crash Testdummy
- ADD + Baby Testdummy
- ADD + Little Testdummy
- ADD + Junior Testdummy
- ADD + Adopted Testdummy
- ADD + Partner Testdummy
- + ADD NEW

Topic
Science of Art
Class Date
6/3/2019 9:00 AM
Program
Summer Science Camp

- ADD + Crash Testdummy
- ADD + Baby Testdummy
- ADD + Little Testdummy
- ADD + Junior Testdummy
- ADD + Adopted Testdummy
- ADD + Partner Testdummy
- + ADD NEW

Topic
Science of Art After Care
Class Date
6/3/2019 3:30 PM
Program
After Care Weekly

- ADD + Crash Testdummy
- ADD + Baby Testdummy
- ADD + Little Testdummy
- ADD + Junior Testdummy
- ADD + Adopted Testdummy
- ADD + Partner Testdummy
- + ADD NEW

CURRENT TOTAL: \$00.00

BACK

CONTINUE

You will notice that some of the switches are brightly colored and others are muted. This indicates who in your household is eligible for that particular class. Click the green ADD switch to enroll the household member. You can add all or any combination of eligible members. When you have ADDED everyone you want to enroll click CONTINUE.

You should see a screen like the one below. You should also see a Current Total at the bottom that indicates how much you will be charge on checkout.

Topic
Springtime: Frogs
Class Date
5/21/2019 10:00 AM
Program
Curious Kids - Spring

- ADD (+) Crash Testdummy
- DROP (-) Baby Testdummy
- ADD (+) Little Testdummy
- ADD (+) Junior Testdummy
- ADD (+) Adopted Testdummy
- ADD (+) Partner Testdummy
- [+ ADD NEW](#)

Topic
Science of Art
Class Date
6/3/2019 9:00 AM
Program
Summer Science Camp

- ADD (+) Crash Testdummy
- ADD (+) Baby Testdummy
- DROP (-) Little Testdummy
- DROP (-) Junior Testdummy
- ADD (+) Adopted Testdummy
- ADD (+) Partner Testdummy
- [+ ADD NEW](#)

Topic
Science of Art After Care
Class Date
6/3/2019 3:30 PM
Program
After Care Weekly

- ADD (+) Crash Testdummy
- ADD (+) Baby Testdummy
- DROP (-) Little Testdummy
- DROP (-) Junior Testdummy
- ADD (+) Adopted Testdummy
- ADD (+) Partner Testdummy
- [+ ADD NEW](#)

→ CURRENT TOTAL: \$650.00

To finish checking out you will need to complete your payment information and submit it. You will receive an email receipt and a separate email listing your enrollments. Please note that if the class is full your registrant is added to the waitlist and your card is NOT charged.