



NEW PARTICIPANT REGISTRATION PROCEDURES

Click on the REGISTER box at the top of the page

- Read all info on the page
- Click the next REGISTER box to enter the registration portal

At the top of the page click on **LOG IN**

- Include parent information in this area
- Are you a Military Family? Click button only if it applies

CREATE AN ACCOUNT (If you have never registered with us)

- Add First Name, Last Name, Email Address, Password
- Click on show password (just to see what you typed in)
- Click on Create the Account

LOG IN TO YOUR ACCOUNT (If you are returning to us)

- Type in Username (email address)
- Type in Password (use your unique password)
- If you've forgotten your Password click on Forgot Password
- Open up your email
- Find your email for your Password Link
- Click on the Password Link
- Continue to register as follows

ADD A PARTICIPANT

- Complete the form
- Click the participant (child's) name. DO NOT CLICK ON ADD MEMBERSHIP (there are no fees at FTSENM locations)
- At the top of the page see the child's name and program level

FIND A CLASS

- Choose the class by clicking on the class you want
- See View more info
- Choose the Class (write down the class info: date/time/location)
- Proceed to Checkout
- Click Continue

EVENT REGISTRATION

- Fill in all information regarding the child (complete all items with a red asterisk)
- Click Continue

EVENT SPECIFIC INFORMATION

- Complete all information (see SR# -Session Registration)
- Click Continue

FINANCIAL AID?

- Click No or Yes (no financial aid is needed when registering at FTSENM locations)

WAIVERS

- Read all information
- Click Agree on all
- Click Continue

CHECK OUT SUMMARY

- Read all information
- Record information in your electronic calendar with an alarm to arrive to class 15 minutes prior to start time

Main Contact Information

- Complete all that apply (complete all items with a red asterisk)

Submit Registration

CONGRATULATIONS PAGE: See the Registration Number (PI-000000). You will receive an email with detailed class information. Retain that information in your files.