



What Will The Registration Process Look Like?

Here are some general instructions to help guide you through the registration process:

1. **Access the REGISTRATION site: [CLICK HERE!](#)**

- If you encounter the following message, please refresh your browser until you're admitted into the registration portal:

Welcome!

A lot of people are registering at the moment. You will be able to proceed with your registration shortly.

Please refresh your browser until this message disappears.

Thank you for your patience.

2. **Create an account:**

- Once you enter the site, you'll be asked to create an account and log-in credentials for your household. Please use your existing log-in credentials if you enrolled in a Think Summer 2022 program last year.
- Already have an account? You'll log in with your 2022 username (email address) and password.
- **IMPORTANT:** Create ONE ACCOUNT per household (family)!
 - Families who create more than one account per household and/or register a student with more than one account will be charged a **fee equal to 30% of the individual course/program tuition** when classes are dropped, accounts are merged, and duplicate accounts are deleted.

3. **Follow the directions** at the top of each page throughout the registration process.

4. **Complete Household Form**

- Fill in your family's information, including contact information for each parent, emergency contacts, and authorized pick-up list.

5. **Add/Update your child(ren)'s information** in order to register them for a camp or course.

6. **Select a desired "session"** (i.e., the type of camp, part-day program, subject, or extended care)

- **Add the "session" to your cart** to view the list of "session options"

7. **Select desired “session option(s)”** (i.e., camp, class, etc.)

- **Add selected “session option(s)” to your cart**
- You’ll see the options based on your student’s grade range (student’s grade is for Fall 2023-24).
- **IMPORTANT:** Be sure your child decides alternate/back-up choices for their schedule prior to registration, as some programs may become full/unavailable quickly.

8. **Complete ALL forms**

- Once you’ve added your student’s selections to your cart, you’ll be taken to the online forms section. All forms are to be reviewed and acknowledged prior to payment.
- **Your selected items will remain in your cart as long as you continue to work within the registration portal and not idle for 20 minutes or more. The online registration site has a 20-minute timeout due to lack of activity, which could mean a loss of course selections.**

9. **Complete payment**

- When you reach the payment portal, you’ll see a balance due. Balances are due in full at the time of registration.
- We accept VISA, MasterCard, Discover and eChecks/ACH.
 - We’re not able to accept American Express at this time.

10. **Receive confirmation**

- You will receive an email confirming enrollment shortly after you complete the registration process that will include your **financial statement/receipt**.
- Student schedules will be emailed to all families prior to **June 4, 2023**. Schedules can also be printed from your registration account.
- **IMPORTANT:** After you’ve submitted your information, you may see a message that says, “**Still processing**” which indicates the registration site has processed your information and is updating its database. You may need to refresh your screen at this point to clear the message.

Please do not hesitate to contact us with questions or concerns: 505.858.8811. Our team will be standing by, ready to assist you!