

BEGINNER'S BASICS: STEPS TO REGISTER

WWW.KENSINGTONCOMMUNITYCOUNCIL.ORG

KASEP registration is now on-line and accepts credit card payment. Families wanting to pay with check or cash, may do so by coming into the KCC office.

PARTIAL PAYMENT PLAN: Class payments may be spread over two installments. Upon registering, 50% of each class cost must be paid. Remaining balance is due by November 1st.

REGISTRATION: Online registration can be accessed via either of the websites:

KensingtonCommunityCouncil.Org

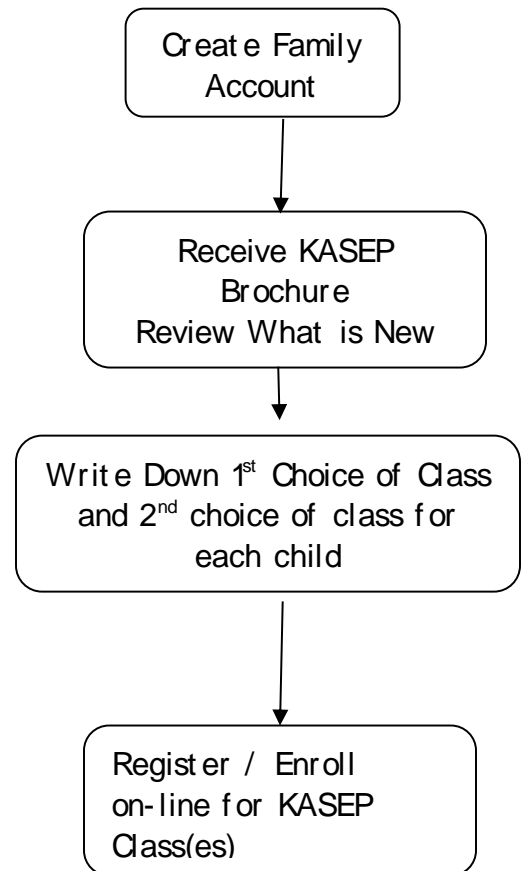
CLASS PLANNING: KASEP FALL

Brochures go home in your child's school backpack. Extra copies will be placed at the Kensington Library.

Fill out the blank calendar in the Brochure with **first choice of classes** for each of your children. Back-up plan, list your **second choice classes** in the event a class is full.

CREATE FAMILY ACCOUNT

First, families need to create an on-line family account-one account per family. No one can register another family's child. If you already have an account, review the information and update if necessary.



Tip: Do this step before registration to improve chances of getting into a class. Questions or problems creating an account, call KCC's office at 525-0292.

Q: Register online for a class?

A: Registration for Fall KASEP starts Tuesday, September 3rd at 6:00pm. You cannot register for classes before this date/ time. However you can view classes now.

- 1) Select the class you would like to enroll in. Check grade requirements.
- 2) Click the "Register" button.
- 3) Click on the child you want to enroll into class. From this screen you can begin checkout or enroll in classes for other family members.
- 4) Proceed to your Checkout Shopping Cart.
- 5) Review and accept Cancellation and Refund Policy, Photo Permissions and Liability Waiver. Complete information for emergency contact, medical, and authorized person to pick up at the end of class. Once saved, this will be part of your profile for future registrations.
- 6) Proceed with payment. This system accepts Visa, Mastercard and Discover. If you are paying by check or cash, register and pay at the KCC Office.

Please Note: The name and address must match those that are on file with your credit card company. If the address shown is not your credit card billing address, click on the "My Account" button and change your residential address to match your credit card billing address.

7) Email receipt for the online registration to you for your records.

TIPS – good to know

View activities without registering? YES - browse through the classes without registering.

Transaction history for tax reporting? From "My Account"- lists all the classes taken during a select period of time. The KCC Federal Tax Identification number is listed on your receipt. This can be used for your tax reporting and/ or Flexible Spending Account reimbursement. KCC TAX ID is 94-1491933

I forgot what classes I enrolled my children in for upcoming session.

Families can view scheduled future activities from their "My Account".