

Welcome to Crossroads Summer Programs 2016!

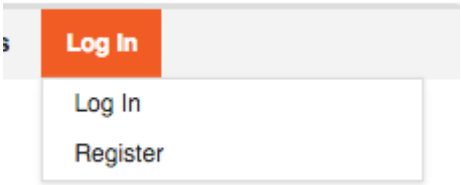
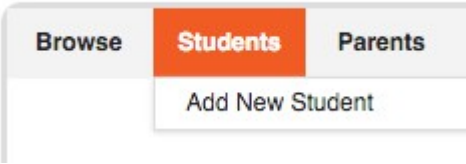
How to Register at

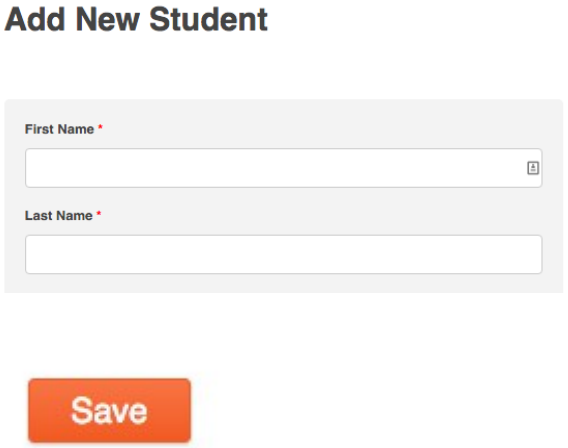
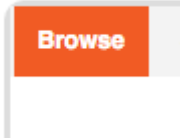
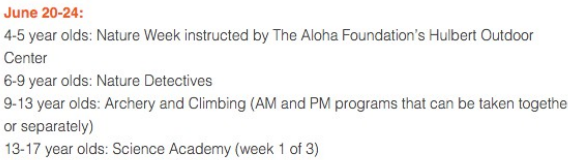
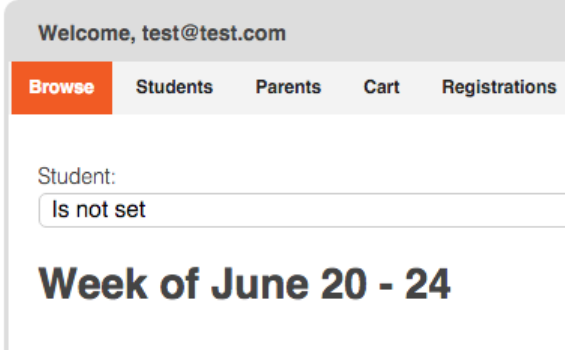
<https://crossroadsacademy.diamondmindinc.com/reg/registration/browse>

Quick Tips for Registration:

If you are **registering for more than one program or are enrolling more than one student**, we recommend you **create an account first**, then add all student information once logged in, and then select and enroll in the camps of your choice. If you are registering for just one student or just one program, you may also follow the same procedure, or you may find it just as easy to begin on the browse page, make your selections and enroll, and create an account once you are ready to check out.

Your selections will be saved, but it is helpful to create an account and login sooner rather than later. If you find yourself back on the landing page unexpectedly, return to your Cart or to Browse, and you can pick up where you left off.

How To Register, Step-by-Step	
1. Hover your mouse over the “Log In” tab at the top menu bar. a. If you have a profile, click “Log In” and enter your username and password. b. If you do not have a profile, click “Register,” type in your e-mail address and create a password. Click “Create.”	
2. Once you are logged in, hover over the “Students” tab at the top of the menu bar, and click “Add New Student.”	

3. Add student information and click “Save.” If you are registering for more than one child, repeat steps 2-3. You may opt, at the top of the new student page, to copy all info except the name from the previous student.	
4. When you are ready to view and enroll in programs, click the “Browse” tab at the top of the page.	
5. Scroll down to view summer programs, listed by dates and by age group. Select your program of choice by clicking on the date offered, in orange.	
6. Select the student for whom you are enrolling from the drop-down menu. Or, continue without selecting the student and determine this later.	

7. Scroll down to your program of choice and click the “Enroll” button. Your selection will be saved.

- a. If you would like to enroll in other programs, repeat steps 4-6.
- b. If you would like to complete enrollment and payment, navigate to the “Cart” tab at the top of the menu bar.

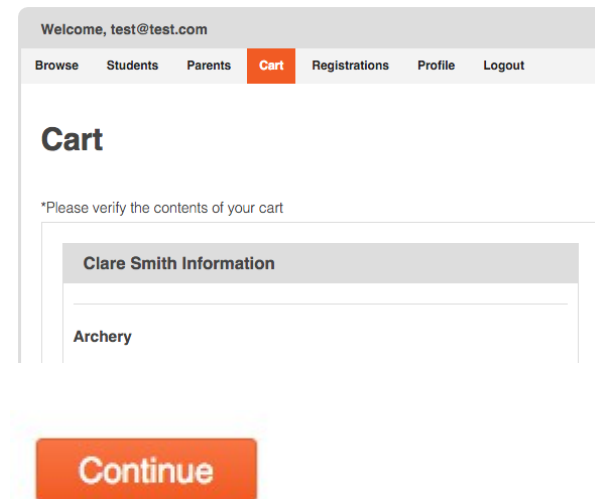


A summary page for a program from June 20, 2016, to June 24, 2016. It displays enrollment statistics: Capacity: 15, Available: 15, Reserved: 0, and Waitlisted: 0. The total cost is \$200.00. An "Enroll" button is located in the top right corner.

Jun 20, 2016 — Jun 24, 2016	
Capacity: 15	Total: \$200.00
Available: 15	
Reserved: 0	
Waitlisted: 0	

Enroll

8. If you have not done so already, navigate to the “Cart” tab at the top of the menu bar, and review the contents of your cart. Click the orange “Continue” button.



The "Cart" page shows a user's shopping cart. At the top, it says "Welcome, test@test.com" and has a navigation bar with links: Browse, Students, Parents, Cart (highlighted), Registrations, Profile, and Logout. Below the navigation bar, the title "Cart" is displayed. A message states: "*Please verify the contents of your cart". A table lists the items in the cart, with one item shown: "Clare Smith Information" and "Archery". At the bottom of the page is a large orange "Continue" button.

Welcome, test@test.com

Browse Students Parents **Cart** Registrations Profile Logout

Cart

*Please verify the contents of your cart

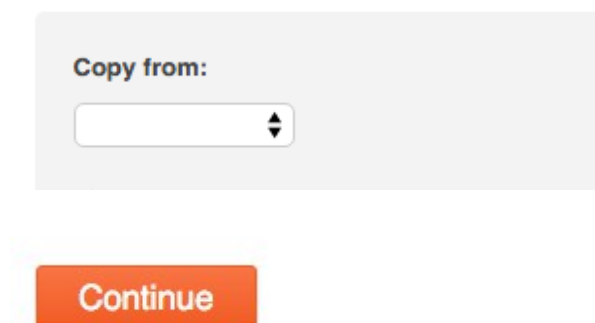
Clare Smith Information
Archery

Continue

9. If you haven't yet selected the student for whom you are enrolling, under the “Enter Information” page, select the student for whom you are enrolling, by using the “Copy from” drop-down menu, and click “Continue.”

- a. If you haven't already, enter student info and click “Add.” Return to your check-out Cart if necessary and click “Continue.”
- b. If the information has already been entered, and appears correctly, click “Continue” to proceed.

Enter Information



The "Enter Information" page features a "Copy from:" label above a dropdown menu. The dropdown menu is currently empty. At the bottom of the page is a large orange "Continue" button.

Copy from:

Continue

10. Enter all required parent/guardian information. The first parent/guardian entered will be the primary point of contact, unless selected otherwise. Either click “Enter Info for Another Parent” or click “Continue.”

Enter Information

Main point of contact ☒

First Name *

Parent

Enter Info for Another Parent

Continue

11. On the Payment Information page, the fields will be auto-filled from the first set of Parent Info. Verify the information, and then enter the credit card information. Click “Continue.”

Payment Information

Fill from

select

Continue

12. The next page should confirm your payment, and you should receive an e-mail of your confirmation and receipt shortly!

Still have questions? Contact:
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summer@crossroadsacademy.org