

# Summer School Online Registration

## Things to keep in mind when registering...

- Register your student for one class for the 1st Session (8:00-9:20am), one class for the 2nd Session (9:20am-10:40am) and one class for the 3rd Session (10:40-noon)....so 3 sessions total per student UNLESS you are registering for the 4YK "5K Readiness" class - this class runs from 8am-noon.
- Classes are listed in session order per grade (many classes are listed in multiple grades).

- When choosing the student's grade, select the grade they are currently in during this 2017-18 school year.
- If you received an invitation to attend a specific class (Summer School Reading, Summer School Math or Summer Explorers) please register for these classes online as well.
- When creating an account, you will first enter ONE of the student's (participants) information, then the payer/guardian's information. Additional students will be added later.

- In the cart you must "Assign a Person" to each class before moving to the checkout screen.
- Pay online using a credit card. If you would like to pay with cash or check, contact the district office at 715-273-3900 BEFORE you register.
- Classes are not registered for until you submit payment.
- When registration is complete save your receipt for a reminder of the classes that were signed up for.

## Registration Instructions: PLEASE READ & FOLLOW CAREFULLY!

### STEP 1: Getting Started

- Go directly to:  
[www.ellsworth.k12.wi.us/community/summerschool.cfm](http://www.ellsworth.k12.wi.us/community/summerschool.cfm)  
or start at the Ellsworth Community School District website ([www.ellsworth.k12.wi.us](http://www.ellsworth.k12.wi.us)), click on the "Community Tab" then "Summer School."
- To register, click on the button at the top of the page that says "CLICK HERE FOR SUMMER SCHOOL REGISTRATION."

### STEP 2: Create an Account

- In the top purple bar, click on "View My Account."
- Under "New Users" click the "Create New Account" button.

### STEP 3: Add Student/Participant Information

- You are entering the student data here first. During this step you will enter only ONE student. Additional students can be added later.
- Select the grade the student is currently in during this 2017-18 school year.
- It is important to include any health information that is essential for our summer school staff to know.
- It is also important to note where your student will be going after summer school. Fill in PKC, daycare and/or busing information. Reference the summer school bus schedule (located on the back page) to see what bus route your student will ride. Use the "Additional Transportation Information" box if you have more specific information to add.
- Click "Save and Continue."

### STEP 4: Payer Information

- Next is where the parent/guardian information will be entered.
- Make sure to remember your username and password.
- Click "Continue."
- You will now be logged in.

### STEP 5: Registering Additional Students/Participants

- To register additional students, click on "View my Account" in the top menu bar, then "Account Members Info" in the second menu bar. To the right of "Student Info" click "Add New."
- It is important to add health concerns and transportation for each student.
- Repeat until all students are added.

### STEP 6: Selecting Summer School Sessions/Classes

- Click on the "Community Education" tab at the top of the page.
- Click on the "Summer School 2018" link.
- Select the grade the student is currently in (2017-18 school year).
- **FROM THE LIST OF CLASSES, SELECT ONE CLASS FROM THE 1ST SESSION, ONE CLASS FROM THE 2ND SESSION, AND ONE CLASS FROM THE 3RD SESSION. CLASSES ARE LISTED IN SESSION ORDER PER GRADE. Note: if you are registering for the 4YK "5K Readiness" class you will just choose this one class, which runs from 8am-noon.**
- Click the "SELECT" box to select your class from the 1st Session, 2nd Session and 3rd Session.
- Once classes are selected, click "Add to Cart" (please note if you go between multiple pages, you need to add selected classes to the cart before moving between pages).
- Once you click "Add to Cart" it automatically takes you to the cart. If you need to add more classes, click "Back to Catalog."
- Continue adding classes until you have 3 classes selected (one from the 1st Session, one from the 2nd Session and one from the 3rd Session).

### STEP 7: Assigning a Person

- Once you are "In the Cart" you need to "Assign a Person" under the participant category.
- Click on text "Assign a Person" and chose your student from the current account members for each class they are registering for.
- Click "Save and Exit."

### STEP 8: Repeat Steps 6 and 7 for each student you are registering.

### STEP 9: Check Out

- Once you have registered all your students, click "Check Out," enter your payment information and click "Submit Payment."
- If you would like to pay with cash or check, please contact the district office at 715-273-3900 BEFORE you register.
- If you have chosen all classes with no fees, click "Submit and Register."
- Classes are not registered for until payment is submitted.
- **EMAIL AND/OR PRINT YOUR RECEIPT TO REFERENCE THE CLASSES CHOSEN.** This is the best option to view your students schedules and will not automatically be emailed to you.
- You will receive a separate email for each class your student has registered for.