Current Family Enrollment

Instructions

These instructions provide detailed steps on how to submit the registration for the 2018-2019 school year. You can also follow these instructions to enroll for the Summer 2018 programs.

Step 1
- Go to adventureclub.missouri.edu.
- Click on “View My Account.”
- Enter your username and password.
- Click on login.
- Click on Registration tile from the home screen.
- Click on the green “Click to View Offerings” under the blue header that reads 2018-2019 School Year
  o If you wish to enroll for summer programs, you will have to add each program to your cart separately.

Step 2

Click on the Personal Tile.

Click on “Update Information” for both of your contacts and verify their “Contact Type” is set to “Emergency Release.”
  o You can add and adjust release settings at any time. The system will not allow you to submit further enrollments without two Emergency Releases on your account.
You may also add additional children under the personal tile.

Step 3

Click on “Account” in the top right hand corner.

Select at least 2 security questions to answer in the event you forget and need to reset your password.

Step 4
- Click on Registration tile from the home screen.
- Click on the green “Click to View Offerings” under the blue header that reads 2018-2019 School Year
  o If you wish to enroll for summer programs, you will have to add each program to your cart separately.
Step 5

- To enroll for AM click on “Enroll” under the AM course title.
- To enroll for PM click on “Enroll” under the PM course title.
- **Enrollment for AM and PM is a two-step process. You will first enroll for PM and then later enroll for AM before the registration is completed. If you do not enroll in both AM and PM before completing your registration, the system will charge a second enrollment fee if you try to add it later from the parent portal. Our office can adjust this manually if you make an error.**
  - We recommend enrolling in PM first, the capacity fills faster.
  - You will find information on how to add AM in step 10 below.
  - You will only pay one enrollment fee if you enroll for AM and PM.
  - Summer and School Year programs have separate registration fees.
  - Do not worry if you enroll incorrectly, it can be corrected from inside your parent portal, so be sure to check again once you get to that point.

Step 6

- Select the children you wish to enroll. You can select multiple children. Click “Submit”.

Step 7

- Complete the required information sections of the enrollment form. Most of this information will be populated for you. You will need to verify that it is correct.

  Any question with a ⭐ is required information and must be filled with complete information.

  - Programs – **Enter 08/14/2018 for the school year start date or 6/4/18 for summer, this is important or you may incorrectly enroll your child**
  - Program Questions
  - Student Information
    - You must answer Yes or No, leaving the questions as “N\A” will result in an error.
  - Guardian 1 information
  - Guardian 2 Information
  - Emergency Contact 1 information
  - Emergency Contact 2 information
Step 8
- Click “ADD TO CART.”

Step 9
- To add AM for an AM and PM enrollment click on “Add More Program” under your child’s name. Enter the start date and answer the program questions. You do not have to re-enter Child, Guardian or Emergency Contact information again.
  (Example – Summer 2018 Full Day, June 2018 Summer programs etc.)
  Click “ADD TO CART.”

Step 10
- Confirm enrollment schedule for each child is correct. If you see an enrollment is not listed, your child may be on a waiting list for that session. Please contact the main office to verify.
  - If you need to delete a program from your cart, click on the “X” to the left of the program name.
Step 11
- Provide payment information for the enrollment fee
  o To pay by credit card, enter the required information
  o If you do not have a credit or debit card click on “Check Unlock” and enter the unlock code.
    ▪ Unlock code is advclubcheck.
    ▪ Click “Submit.”
  • You will need to make your payment with check or money order at the Adventure Club main office within 24 hours of submitting your registration.

Step 12
- Click “Continue” under the Payment Information section.

Step 13
- Confirm you have read the required program statements.
- Click on “Complete Registration.”
- An Electronic signature window will appear. Enter your full name and click “Submit.”
- A page will appear with your children’s enrollment and the Registration ID is your confirmation number.
- You may log into your account by clicking on the “Members” link at the top right hand corner of your screen or by visiting our website at adventureclub.missouri.edu and clicking “View My Account”
- Please log into your account and click on “Attendance” in the main menu bar to ensure you are enrolled in the correct programs. Your enrollments will not appear until they have been accepted by the Adventure club main office.