

Priority Enrollment Instructions

Adventure Club is ready to launch an exciting and more user-friendly software system. These instructions provide detailed steps on how to submit the registration for the 2016-2017 school year. Once you have completed the registration you will have access to the new Parent Portal and have the opportunity to enroll for the 2017-2018 school year and summer 2017. Unfortunately, requiring you to submit multiple registrations was the only way to keep the priority enrollment open to currently families. Future enrollments will not require as much enrollment effort on your parts. Please read and follow the instructions carefully as this system is vastly different from our previous one.

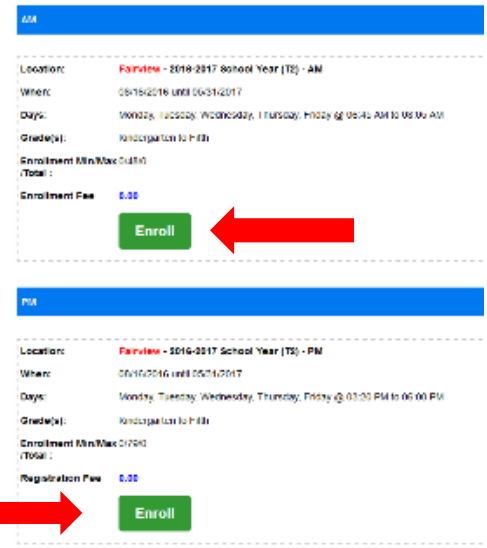
Step 1

- Go to adventureclub.missouri.edu.
- Click on **“Register My Child.”**
- Select the school you wish to enroll.



Step 2

- 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 6 below.
 - You will only pay one enrollment fee/deposit if you enroll for AM and PM.
 - 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 3

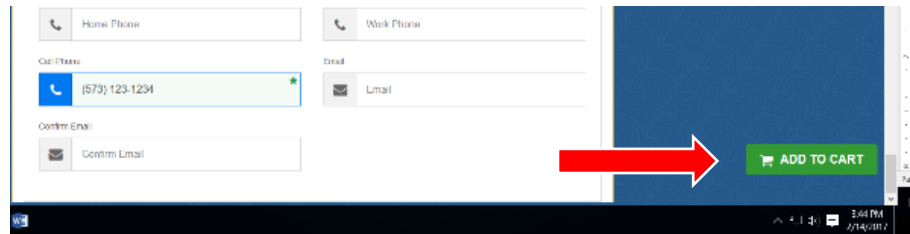
- Complete the required information sections of the enrollment form.

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

- Programs – **Select start date as 8/16/2016**
- 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

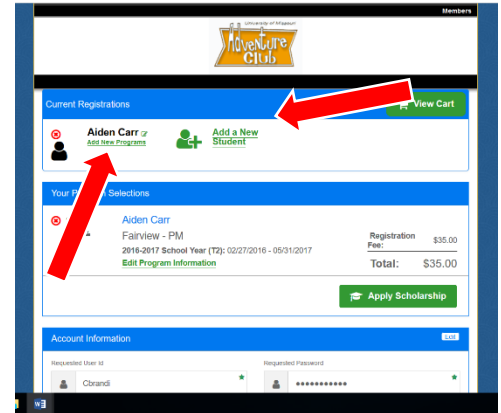
Step 4

- Click **“ADD TO CART.”**



Step 5

- If you have **additional children** click **“Add New Student.”** Enter the start date (8/16/2016), answer Program Questions and enter the second child’s information. You do not have to re-enter Guardian or Emergency Contact information. **You will want to update guardian information through the parent portal if it is different from your first child, once the enrollment is completed.**
 - Click **“ADD TO CART.”**

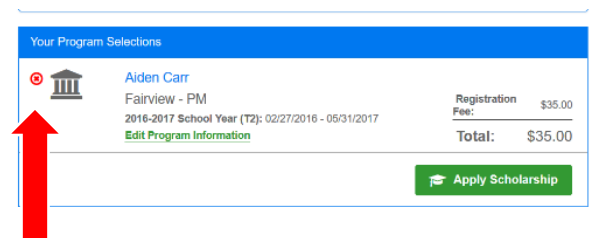


Step 6

- To add AM for an **AM and PM** enrollment click on **“Add New 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. **You can only add programs at the school you have chosen. You will be able to add other programs at different schools once you are an accepted user by logging into your account.**
 - Click **“ADD TO CART.”**

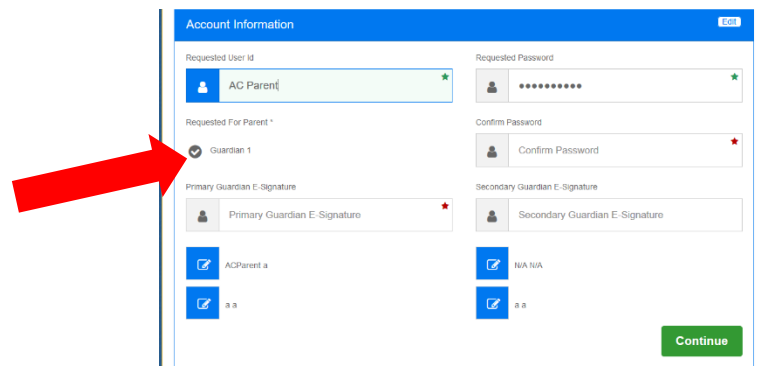
Step 7

- 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.
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 - If you need to delete a program from your cart, click on the **“X”** to the left of the program name.



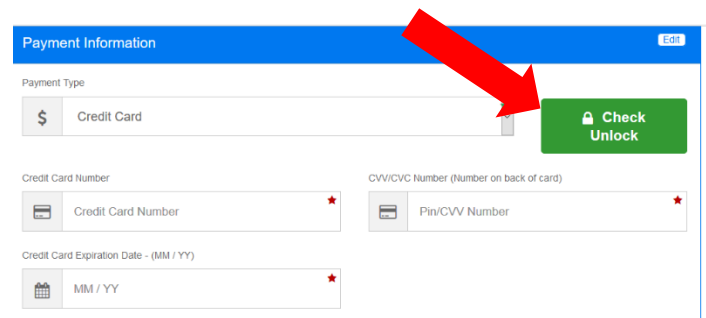
Step 8

- Choose your username and password.
- Select who is responsible for this login.
- Enter your e-signature.
- Click **“Continue.”**



Step 9

- Provide payment information for the enrollment fee
 - To pay by credit card, enter the required information
 - 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.



The screenshot shows a 'Payment Information' form with a blue header and an 'Edit' button in the top right. The form contains the following fields:

- Payment Type:** A dropdown menu with '\$ Credit Card' selected.
- Credit Card Number:** A text input field with a card icon and a red asterisk.
- CVV/CVC Number (number on back of card):** A text input field with a card icon and a red asterisk.
- Credit Card Expiration Date - (MM / YY):** A date input field with a calendar icon and a red asterisk.

A green button labeled 'Check Unlock' with a lock icon is located to the right of the CVV/CVC field. A red arrow points from the top right towards this button.

Step 10

- Click **“Continue.”**

Step 11

- Confirm you have read the required program statements.
- Click on **“Complete Registration.”**
- A page will appear with your children’s enrollment and the Registration ID is your conformation number. When you receive the conformation email, your online account is active.
- 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’re enrolled in the correct programs.

If you have a previous account with a balance or a credit, the information will populate over to the new system, once you have submitted your child’s 2016-2017 enrollment form and the main office can import the information.