

Enrollment Instructions

Adventure Club has launched a new software system. We are providing detailed instructions on how to enroll, as it is much different than our past system. Once you have entered in your child's information, you will not have to enter it again for any additional programming. If you have registered for summer programming in past years. You will need to submit a registration in the new platform to create an account.

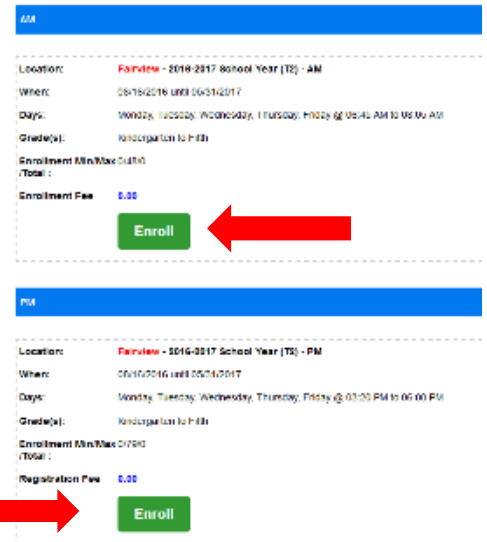
Step 1

- 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 may 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

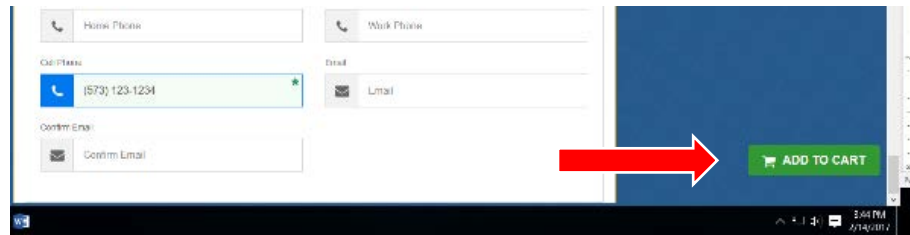
- Complete the required information sections of the enrollment form.

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

- Program Questions
- **Enter 08/15/2017 for the school year start date or 6/5/17 for summer, this is important or you may incorrectly enroll your child**
- 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

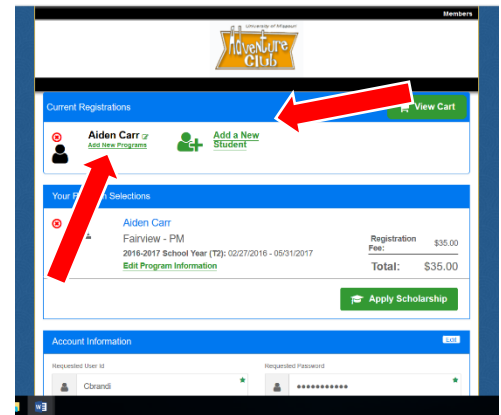
Step 4

- Click **“ADD TO CART.”**



Step 5

- If you have, **additional children** click **“Add New Student.”** Enter the start date (8/15/2017 for school year 6/5/17 for summer), 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.”**

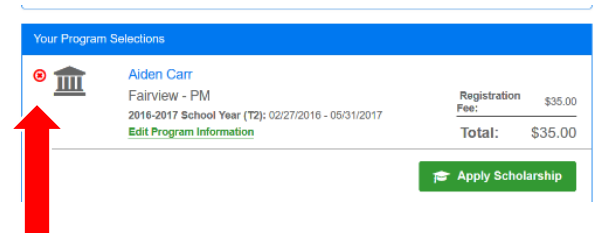


Step 6

- To add AM for an **AM and PM** enrollment click on **“Add New Program”** under your child’s name. Enter the start date (8/15/2017 for school year 6/5/17 for summer) 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.”**

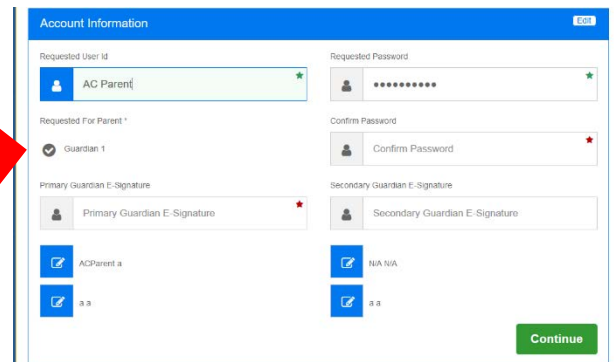
Step 7

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



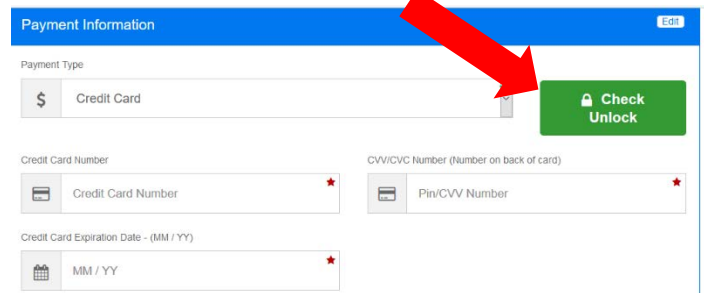
Step 8

- Choose your username and password.
- Select who is responsible for this login.
- Enter your e-signature.
- Click **“Continue.”**
- **If you have issues with the E-Signature, verify you selected the responsible party for the account. See red arrow.**



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 web form titled "Payment Information" with a blue header. Below the header, there is a "Payment Type" dropdown menu currently set to "Credit Card". To the right of this dropdown is a green button labeled "Check Unlock" with a lock icon. Below the dropdown are three input fields: "Credit Card Number" (with a card icon and a red asterisk), "CVV/CVC Number (Number on back of card)" (with a card icon and a red asterisk), and "Credit Card Expiration Date - (MM / YY)" (with a calendar icon and a red asterisk). A red arrow points from the top right towards the "Check Unlock" 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 confirmation number. When you receive the confirmation 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 are enrolled in the correct programs.