Enrollment Instructions for New Families

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 “Register My Child.”
- Select the school you wish to enroll.
- Click on “Click to View Offerings” under the program you wish to enroll for.

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 08/14/2018 for the school year start date or 6/4/18 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 - This is someone that is not a parent or guardian.
- Emergency Contact 2 Information - This is someone that is not a parent or guardian.

Step 4
- Click “ADD TO CART.”

Step 5
- If you have, additional children click “Add New Student.” Enter the start date (8/14/2018 for school year 6/4/18 for summer), answer Program Questions and enter the second child’s information. Follow steps 2-4. You do not have to re-enter Guardian or Emergency Contact information. You will want to update guardian information through the Adventure Club main office 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 More Program” under your child’s name. Enter the start date (8/14/2018 for school year 6/4/2018 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 (i.e. Summer Full Day, June Summer Programs…) 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 by clicking the circle next to Guardian 1.
- 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.

Step 10
- Click "Continue" under the payment information section.

Step 11
- Confirm you have read the required program statements.
- Click on “Complete Registration.”
- A pop-up will appear asking for your e-signature again. Enter your full name and click “Submit.”
- 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. Your enrollments will not appear until they have been accepted by the Adventure club main office.