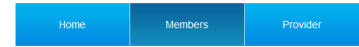


# How to Register – Parent Portal

## Step 1

Visit our website at <http://adventureclub.missouri.edu>.

Click on "[View My Account.](#)"



### Member Login

Enter your User Name  
Enter your password

Reset Submit

Did you forget your Password? [Password Reminder](#)

## Step 2

Enter your Username and Password (both are case sensitive).

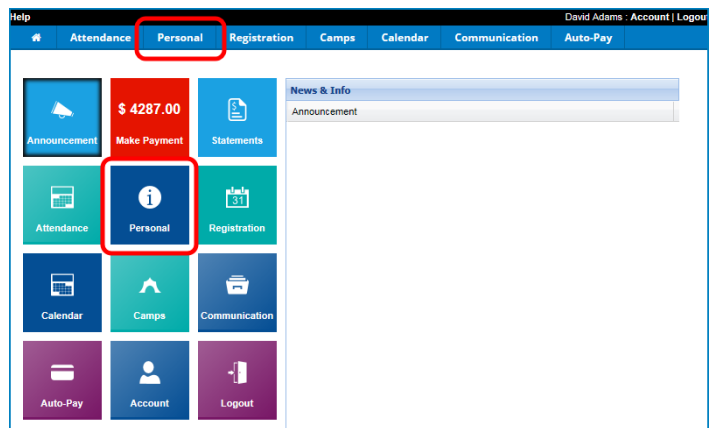
- This was created by you upon initial registration.

## Step 3

Click on the Personal Tile.

Click on "**Update Information**" for both of your contacts and verify their "**Contact Type**" is set to "**Emergency Release.**"

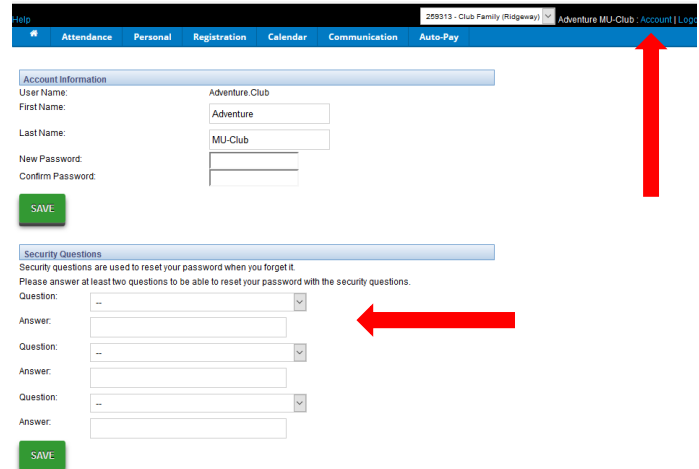
- You can add and adjust release settings at any time. The system will not allow you to submit further enrollments without two Emergency Releases on your account.



## Step 4

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.

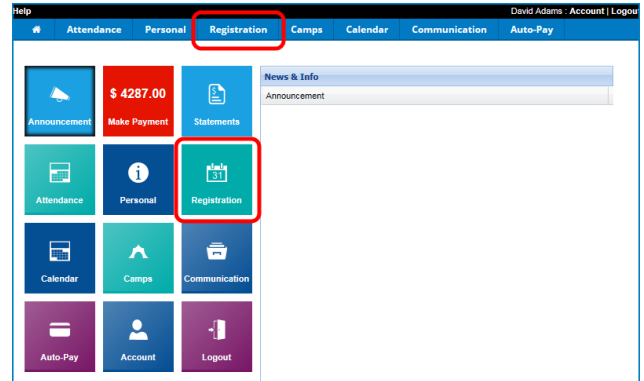


## Step 5

You are now ready to submit a registration for the 2017-2018 school year or summer 2017.

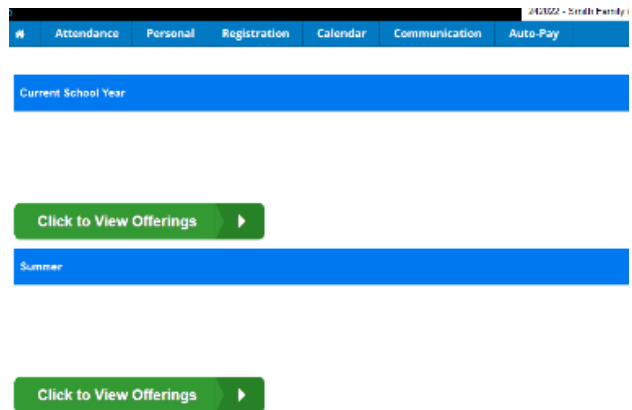
- Click on the "**Registration**" tab on the main toolbar or on the **Registration** tile from the home screen.

**If you wish to register for both summer 2017 and the 2017-2018 school year, you will need to complete separate carts for each program. Follow steps 5-17.**



## Step 6

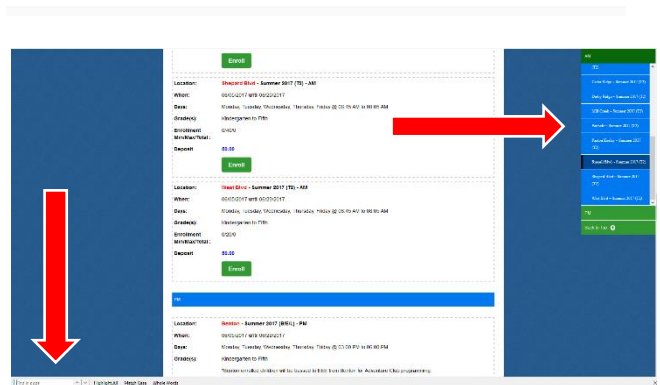
Click on "**View Offerings**" under the category you wish to register.



## Step 7

The schools are grouped by Columbia Public School Tiers and not in alphabetical order. We apologize if it is difficult to find your school, we are unable to change the way these display.

- There is an AM and PM shortcut menu to the right of the screen.
- Click "**CTRL**" "**F**" – is shortcut for the entire system and will show a search box in the bottom right hand screen.



## Step 8

Click on the "**Enroll**" button for the session your child will be enrolling into.

- 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.**
  - We recommend enrolling in PM first as it fills up faster.
  - See step 6. After you add the PM enrollment to your cart, click on "**Add New Program**" under the student's name in the cart section. Then click on "**Enroll**" under the AM course title. You will need to answer program questions and then click add to cart. You do not need to re-enter the student and guardian information again.

The screenshot shows two enrollment options for a student named Aiden Carr. The top option is for the AM session, with a location of Fairview - 2016-2017 School Year (T2) - AM, dates from 08/16/2016 to 05/31/2017, and an enrollment fee of \$35.00. A red arrow points to the green 'Enroll' button. The bottom option is for the PM session, with a location of Fairview - 2016-2017 School Year (T2) - PM, dates from 05/15/2016 to 05/31/2017, and a registration fee of \$35.00. It also has a green 'Enroll' button.

## Step 9

Select the student you are enrolling and click "**Submit**."

## Step 10

Enter the date the child will start in the Start Date text box. This date must be 48 business hours after the date your registration is submitted.

Answer the two required program questions.

The screenshot shows a form for enrolling a child in a program. It includes a 'Requested Admission Date' field with a calendar icon and a red asterisk. Below are two 'Program Questions' sections, each with a text input field and a red asterisk. At the bottom, there are 'Add to Cart' and 'Close' buttons.

## Step 11

When you are finished, click on the "**Add to Cart**" button.

## Step 12

- Confirm enrollment schedule for each child is correct. If you see an enrollment is not listed, your child may be on a waiting list. 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.

The screenshot shows a summary of the program selection in the cart. It lists 'Aiden Carr' for 'Fairview - PM' in the '2016-2017 School Year (T2)' from 02/27/2016 to 05/31/2017. The registration fee is \$35.00, and the total is \$35.00. There is an 'Apply Scholarship' button and a red 'X' icon next to the program name.

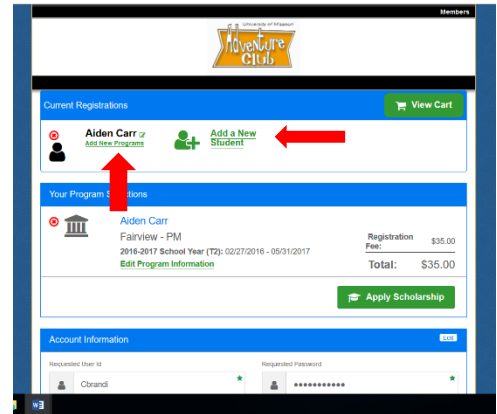
### Step 13

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

- Click **“ADD TO CART.”**

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.

- Click **“ADD TO CART.”**

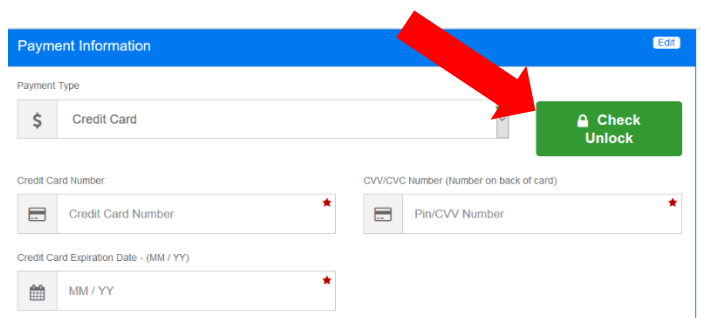


### Step 14

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 15

Click **“Continue.”**

### Step 16

Confirm you have read the required statements.

### Step 17

Click on **“Complete Registration.”**

A page will appear with your children’s enrollment and the Registration ID is your confirmation number. Please click on **“Attendance”** in the main menu bar to ensure you are enrolled in the correct programs.