

# COLLEGE FOR KIDS PROGRAMS

- **From** the website: please choose link for the Session your child/ren are interested in: CFK Session I (CFK100...), CFK SESSION II (CFK200...) or 4th Grade Camp Overall (CFK400...);
- **Click** add to My Cart;
- **Click** Create New Account - *this account should be under the parent/guardian;*
- **Fill** in all information requested;
- **Click** "Acknowledgement";
- **Click** Submit and Add Family Member;
- **Proceed** with adding each family member you want on the account (include Grandma/Grandpa, any payee too) AND who you are enrolling.  
**Note:** for children, please make sure the last name is correct (the system will default to your last name)  
The "Emergency Contact" area is for other family members or friends you would be comfortable with receiving a call in case you are not available (*add spouses, significant others as additional family members - the emergency contact area will not add those as family members to your account;*)
- **Once** all family members are added click Submit;
- **Click** "My Account" (*located at the top of screen*) to register. (*Your account is automatically activated;*)
- **The** CFK Overall will appear, **click** add to my cart;
- **Use** pull down menu for participant (child);
- **Pick** a College for Kids class in each timeframe;
- **The** timeframes are separated by how long the classes are **NOTE:** *some classes are 1hr others are 2hrs long*  
for example: if you choose 8:30am Cooking class, leave 9:30am timeframe blank and continue down to the 10:30timeframe (a grid schedule is available at our website for your convenience)
- **Once** the class choices are done please review with your child to ensure that you have chosen the classes of their interest to avoid changes later and the fees associated;
- **Click** continue (*let the system process ...which could take up to a minute*)
- **Additional** information will appear that is needed for staff and instructors These are mandatory areas even if filled out "not applicable";
- **Click** continue;
- **Click** continue;

- **Each** class will appear with fees associated- review each class and click continue;

- **Total** page will appear click continue;

- **If** you wish to stay on campus while your student is in class - click Add Parking Permit/Swim Pass at the bottom of screen *if not* click on Proceed to Checkout;

v - **IF YOU NEED A PARKING PERMIT** follow these additional guides:

v - **Choose** (Year Attending) Summer Parking Permit

v - **Click** Add to my Cart

v - **Select** Participant (this should be the parent)

v - **Click** Continue

v - **Fill** out Drivers License, Year/Make/Model/Color of Vehicle and License Plate # (*Parking Permits are NOT mailed - please pick up before first day of classes*)

v - **Click** Continue

- **Shopping** cart will appear with all associated information

- **Always** review for accuracy

- **Click** Proceed to checkout

- **Initial** Waiver;

- **Click** "I Acknowledge";

- **Fill** in Payment Information (*you can save this information for future use - this is a secure website*)

- **Billing** Information should be the parent or whomever is paying;

- **Click** "I am 13 year of age or older";

- **Skip** Offers from the Active Network;

- **Click** Continue;

- **Click** "No Thanks" to next offer;

- **Online** Receipt will appear / Print button appears at top right corner; Please *print* for your records

- **Once** printed scroll to bottom and click continue;

- **The** main Cuesta College Community Programs page appears and at top right corner click **Log Off**