

# The Gillam Grant Registrations Are Going Online 4-11-16



## **What does this mean?**

In order to make program registration simple and more convenient for you, our staff is now utilizing an online based program to manage registrations. In addition to allowing us to keep better records, it gives you the convenience of being able to sign up for programs at anytime, anywhere with an internet connection & a credit card.

## **What programs will be online?**

A majority of our programs will be available in our new system. Programs beginning on or occurring after 4/11 will be on this system. Some programs that, currently, will not be tracked in this system include preschool programs, kid zone, homework help, tutoring, multi-day travel trips, some fundraisers, and ticketed events.

## **Can I still sign up for programs over the phone or at the office?**

Yes, Absolutely! Our new system has that flexibility once you have initially created an account.

## **What do I need to do to keep registering for programs at the GGCC?**

In order for us to take registrations in the new system every household needs to create an account. Your account will include basic information about your family such as address, email, phone number, and family members. This one time account creation process takes between 10 and 15 minutes for most families. After setup, signing up for future programs will be faster than ever. Directions to create an account are on the back of this flyer.

## **What can I do if I need help?**

Our office is here to help you. Feel free to contact us in person, over the phone or by email at [support@gillamgrant.org](mailto:support@gillamgrant.org) should you run into any problems using our new system.

## Getting Started

Our system is designed for adults (18 years +) to use. Adults create accounts for their household, which in turn will allow them to register anyone in their household (adult or child) for programs available at the Gillam Grant. If you are already a member of the Gillam Grant Community Center please make sure that your last name and address are completed exactly the same as reported when you completed your last membership application. If your membership discount is not applied when you checkout please contact our offices before making a payment. Membership is not required to register.

### **How Do I Register?**

1. Go to [www.gillamgrant.org](http://www.gillamgrant.org) and go to the Register Page then click on the Register Star Button.
2. Click the **Blue New Account Setup** Button and complete those fields. If you do not have an email address please make one up. Most people use also use their email address as their username. Click the **Green New Account Setup Button** when finished. This will put your username and password into the login screen, click the **Green Sign In Button**.
3. Once you have logged in, click on the **Light Blue Register Button**.
4. Enter parent(s)/guardian(s) information and household information. (Red fonts indicate required fields, and you will not be able to move on until all required fields are completed). When finished click the **Red Save & Continue Button**.
5. If necessary, click the **Green Add Button** to add your first child. If you are registering yourself, click on your own name and fill out any additional information about yourself then click the **Red Save & Continue Button**.
6. You will see a list of available programs. Please select checkboxes for programs you wish to register that household member. Should you wish to just get into the system and do not want to register for any particular program at this time, select the "Getting Started Online" program. Registering for this program will get your information properly into our system. Click the **Red Save & Continue Button** to move to the checkout.
7. On the checkout page, click **Green Register Another Participant Button** to sign up other household members.
8. **If your membership discount is not applied at the checkout page, please contact our offices before completing a transaction.** Registration is not confirmed until your payment is accepted. Click the Credit Card button to pay online. You will receive an email receipt once finished. If you signed up for the Getting Started Online program instead of the credit card button, click Confirm Registration. One you see a confirmation screen you are finished.