

After School Registration Instructions

After school registration opens at 10 AM on Thursday, January 25th and closes on Friday, February 2nd at 11:45 PM. The registration process will be the same as in the past school year on www.pay4schoolstuff.com

Prior to starting the registration process, please make sure you have updated your student's grade level on www.pay4schoolstuff.com – this isn't automatic and must be done by the parent/guardian each year.

How do I register my child(ren)?

- Each **registration/child** will require the completion of emergency contact information **each time**. *Please have ALL of the required information on hand before trying to register your student(s)*. Required information: Student's teacher, parent/guardian cell number for 2 parents, the name & phone number for one LOCAL contact person other than parent/guardian to be able to contact if you are not available, student's normal route home from school, student's dismissal from after school classes, adults authorized to pick student up from class, and any allergies/medical concerns/special needs.
- Take time to look over the class offerings and gather the emergency information for your students so that you are ready by registration time.
- Log onto your Pay4SchoolStuff account (or create a new one if you don't have one already) at www.pay4schoolstuff.com
- On the "Welcome" page, click on the orange "select" button beside the name of the student you want to register for class(es). **This step must be done PER STUDENT in order to get your student into the correct class(es)!** This will bring you to the "Item Selection" page which contains all of the options available for purchase for this student.
- Click on the orange "select" button beside "After School Registration". This will bring you to the After School Registration Form. **This form must be completed PER STUDENT before any classes can be selected!** Click on the small box to the left of "select" and the form will automatically pop up. Fill in the required emergency items, click "save."
- In next "Waiver & Rules of Conduct" box, click on the small box to the left of "select" and the form will automatically pop up. Please read the statement and input your full name to acknowledge acceptance of the waiver and rules of conduct. To access the full document, click on the uploaded document in the "custom description" box.
- Once **BOTH** of these forms are filled out, you will be able to view and select from the full range of classes available. **Please remember, you are only registering for the student selected and NOT all of your students!**

- Once you have selected all of the classes for that **ONE** student, please scroll down and click on “add to cart.” You will be directed to the payment page. You can either select “continue shopping”(this option is to continue shopping for the **SAME** student), “pay for another student” (*this option should be used to register a 2nd student for classes following the same procedure above*) or “Pay Now” (this item will complete the registration process for the **SAME** student).

How can I register another student? You can do this all in one transaction by selecting “pay for another student” on the payment page and following the procedure outlined above.

Remember, you will have to go to the orange “select” button beside the name of the next student you want to register. This will direct you to the forms first and then to the classes.

The class I wanted is full, how do I put my student on a wait list?

- Go to www.pay4schoolstuff.com and log into your parent account.
- At the welcome screen, click on the orange “select” button by the name of the student that you want to add to a wait list.
- At the “item selection” screen, click on the orange “select” button by “Wait List for After School.” This will bring you to a screen that contains the various wait list options.
- Click on the “select” box in the left hand corner of the box and the form will automatically pop up.
- Fill in the required information and click on “save”
- Click on “add to cart” which will take you to the “PayNow” screen.
- **IMPORTANT STEP:** Click on “pay now” to complete the transaction. Since this is a no cost item, you will not be charged any transaction fee. The “pay now” function will only serve to save your student’s spot on the wait list.

Please send an email to afterschool@fhespta.org for additional questions!