Dear Parents,

In an effort to go green and to create efficiencies, the 20-21 After School at the J registration, will be going paperless. The following document will walk you through the process step by step.

We recommend that you register your child using a computer, as it will make the registration process easier. **Using your phone or tablet is NOT recommended.**

After School staff and Membership Services will be **UNABLE** to register your child, as there is important required information that can only be filled out by a parent.

A few things to remember:

- The online registration process will be collecting the same information we requested with our paper registration (Emergency Contacts, Authorized Pick Ups, Doctor Information, Allergies, etc).
- Some information may carry over from when your child was registered last year. **It is extremely important that you be sure to review ALL information as you register your child this year.** We need to ensure that we have the most up to date information.
- The starting point to register is via the JCC website, [www.jccnj.org](http://www.jccnj.org). If you have not registered yourself on our site, we recommend you do that before Monday February 24, 2020.
- There is a section where you will be asked to supply names for Authorized Pick Ups and Emergency Contacts; these are to be individuals other than parents.
- Some information we are requesting, is required. You will not be able to leave these blank. The registration process will not continue without this information.
- Please make sure you have up to date credit card information, as you will be charged the $75 non-refundable deposit at the time of registration.
- **You will still be able to change your registration prior to the first months payment in August.** More information will follow in late Spring.

If you have any questions please feel free to reach out.

Holly Friedman
**Step 1:** go to the JCC website; [www.jccnj.org](http://www.jccnj.org)

**Step 2:** Click on the orange button **Register/Manage Account**

**Step 3:** Sign in to your account

This is also the page to register if you have not done so already.
Once you have signed on, your page will look similar to below, only it will be your family’s information.

**Step 4:** Click the program button (it has a basketball as it’s icon)

The next page you come to will list ALL programs that the JCC offers. You can either search **After School** or scroll down to find **After School** among the list of programs.

**Step 5:** Click the **After School** button
Notice the grey area: **Programs that matched your search** (at the time of registration there will more programs listed)

**Step 6:** click on the **corresponding age group/grade** your child will be entering in **September of 2020** listed under **Programs that matched your search**

**DO NOT CLICK ON ANY ITEM BELOW THE GREY AREA**

**Step 7:** click on the **After School** option you would like for your child. (1 day, 2 day, 3 day etc...)

**Note:** you can only pick one option at a time. If you need Hebrew School, the 6:30 option, or other additional coverage, you will have to do that once you have registered for this option.

**We know this is frustrating and not ideal, but it is the only option at this time.**
The next page shows you the information regarding that particular option.

**Step 8:** click **Register**

The next page that comes up will list all of your family members.

**Step 9:** click on the name of the child you want to attend.

*You can only register one child at a time. (unfortunately, you will have to start the process all over again to register you other child(ren))*
The next page shows you the monthly payment along with the draft date.

**Step 8:** click on the day(s) your child will attend and then click **Register**.

If you do NOT indicate the day(s) your child will be attending, you will get the page below indicating **Oops! You haven’t indicated any days.**
This next section is our Authorized Pickup section. Anyone, who is NOT a parent, that you designate as an Authorized Pickup, should be indicated in this section.

*Authorized Pickups will become a part of your profile online. These will carryover to any program that asks for Authorized Pickups. You will be able to add/delete individuals on your own, going forward.

**Step 9:** Click the dropdown and select **Add new pickup**

**Step 10:** Fill out all information requested. Anything with a * indicates this item is required. You cannot proceed without filling in this information.
It is very important you pay attention to the relationship information as our Staff will be asking these individuals, at pickup, how they relate to the child.

**Step 11:** Click **Save**

If you need to add more Authorized Pickups, click **Add Authorized Pickup** and follow the process you completed previously. You will be able to update/delete/change the authorized pickup information from the Hub.

**Step 12:** Once all Authorized Pickups have been added, click **Continue**
This next page is our Questions Page. The majority of these questions **MUST** be answered or you cannot proceed. You will have to **scroll down** to complete this section to continue. **Please note:** Some of these answers may have carried over from last year, so **please review** before moving forward. Also, Emergency Contacts should NOT be the parents.

**PLEASE NOTE:** Do **NOT** fill out the section OFFICE USE ONLY.

**Step 14:** Once completed, click **Next**
This next page is our Agreements/Waivers page.  
**Step 15: type your name & click I Agree**

This is your review page for what you have registered, you should scroll down the page to review before moving on. Note: this page indicates the total fees for the year, the amount due later, AND what you will be charged today.

STOP!!!!  
If you need to sign up for additional After School Programming:  
Hebrew School, 6:30 dismissal option, Bus Only Transportation, etc  
OR  
If you need to sign up another child  
Please skip to the bottom of page 12.  

If not, then continue onto the next page.
**Step 16:** scroll down and click **Next**

Select your payment method via the drop down and/or apply any available credit you have on your account towards the $75 deposit.

(This drop down will also allow you to add a new credit card for the monthly payment)

**Step 18:** Select **Payment Method** and Click **Pay**
CONGRATULATIONS!!!
You have successfully signed your child up for the 2020-2021 After School year!

IF YOU NEED TO SIGN UP FOR ADDITIONAL AFTER SCHOOL PROGRAMS OR SIGN UP AN ADDITIONAL CHILD
This is how proceed.

Step 16: click Add More Programs
Clicking **Add More Programs** will bring you back to the Program page. You can either search **After School** or scroll down to find **After School** among the list of programs.

**Step 17:** Click the **After School** button

From this point on, the process repeats itself. You can reference, starting on Page 4, the step by step process again.

**REMINDER** – Most, if not all of the information you have already entered (Authorized Pickups, Questions, etc) will already be in the system, so you should not have to re-enter any information.

**DO NOT CLICK ON ANY ITEM BELOW THE GREY AREA**