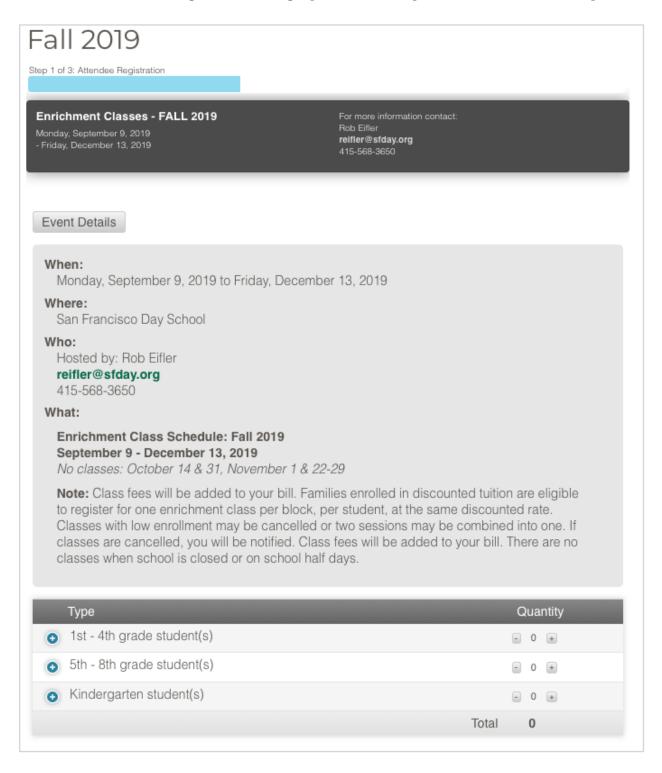**Instructions: Registering for Enrichment Classes**
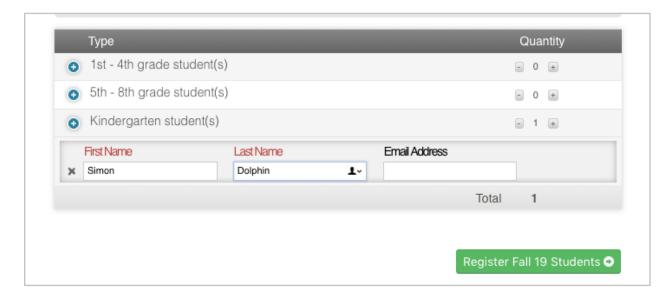If you have any questions, please don't hesitate to email Michelle Phillips (mphillips@sfday.org) for support.

1. **Go to Online Registration Page** *(Visual examples are from Fall 2019)*

Fall 2019

Step 1 of 3: Attendee Registration

Enrichment Classes - FALL 2019
Monday, September 9, 2019
- Friday, December 13, 2019

For more information contact:
Rob Eifler
reifler@sfday.org
415-568-3650

[Event Details]

When:
Monday, September 9, 2019 to Friday, December 13, 2019

Where:
San Francisco Day School

Who:
Hosted by: Rob Eifler
reifler@sfday.org
415-568-3650

What:

Enrichment Class Schedule: Fall 2019
September 9 - December 13, 2019
No classes: October 14 & 31, November 1 & 22-29

Note: Class fees will be added to your bill. Families enrolled in discounted tuition are eligible to register for one enrichment class per block, per student, at the same discounted rate. Classes with low enrollment may be cancelled or two sessions may be combined into one. If classes are cancelled, you will be notified. Class fees will be added to your bill. There are no classes when school is closed or on school half days.

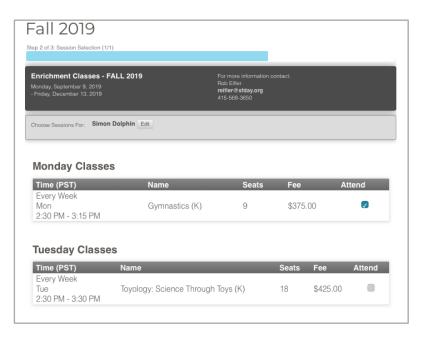| Type	Quantity
1st - 4th grade student(s)	− 0 +
5th - 8th grade student(s)	− 0 +
Kindergarten student(s)	− 0 +
Total	0

2. Enter the first and last name of your student(s). (No emails)

Use the blue buttons on the left to enter more names. You may enter the names of all of your students at this step. **Do not enter emails.** Once you've entered the names, click the green "Register Winter 20 Students" button at the bottom.
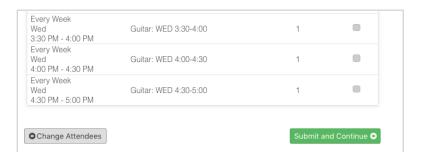
	Type		Quantity
⊕	1st - 4th grade student(s)		⊟ 0 ⊞
⊕	5th - 8th grade student(s)		⊟ 0 ⊞
⊕	Kindergarten student(s)		⊟ 1 ⊞

	First Name	Last Name	Email Address
✕	Simon	Dolphin 👤˅	

Total 1

Register Fall 19 Students ◉

3. Select classes for one student at a time.

You will see classes available for your child's grade level (Kindergarten only, grades 1-4, or grades 5-8). The classes are organized by day of the week and you will see the class time, class name, # of spots still available, and the class fee. Check the "Attend" box to register your child.

Once you've selected all your classes, scroll down to the bottom of the list and click the green "Submit and Continue" button.

Fall 2019

Step 2 of 3: Session Selection (1/1)

Enrichment Classes - FALL 2019
Monday, September 9, 2019
- Friday, December 13, 2019

For more information contact:
Rob Eifler
reifler@sfday.org
415-568-3650

Choose Sessions For: **Simon Dolphin** Edit

Monday Classes

Time (PST)	Name	Seats	Fee	Attend
Every Week Mon 2:30 PM - 3:15 PM	Gymnastics (K)	9	$375.00	☑

Tuesday Classes

Time (PST)	Name	Seats	Fee	Attend
Every Week Tue 2:30 PM - 3:30 PM	Toyology: Science Through Toys (K)	18	$425.00	☐

Every Week Wed 3:30 PM - 4:00 PM	Guitar: WED 3:30-4:00	1	☐
Every Week Wed 4:00 PM - 4:30 PM	Guitar: WED 4:00-4:30	1	☐
Every Week Wed 4:30 PM - 5:00 PM	Guitar: WED 4:30-5:00	1	☐

◉ Change Attendees   Submit and Continue ◉

4. Registration Summary

You will see a summary of classes for your child and the total fees - **you will NOT be asked to purchase this online. Fees will be added to your monthly SF Day bill.**

Review your registered classes. If you need to make changes, click the grey "Edit Registration" button on the left. To continue, enter your name and email address in the "Registration Completed By" field and then click the green "Complete Registration" button.

Step 3 of 3: Registration Confirmation

Enrichment Classes - FALL 2019
Monday, September 9, 2019
- Friday, December 13, 2019

For more information contact:
Rob Eifler
reifler@sfday.org
415-568-3650

Registration Summary

Simon Dolphin	Price
Kindergarten student(s)	
Monday Classes: Gymnastics (K)	$375.00
Simon Dolphin Total:	$375.00
Registration Sub Total:	$375.00

Registration Completed By

First Name*:

Last Name*:

Email Address*:

Phone Number:

Edit Registration

Complete Registration

6. You're done! You should see a screen with instructions for your email confirmation.

7. Email Confirmations

You should receive an email from "Donotreply@sfday.org" with a confirmation of your registered classes.

Thank you for registering for SF Day Enrichment Classes and/or Music 1:1 Lessons for Fall 2019. A list of your registered classes is listed below for each student, along with a total of the fees for enrichment classes only. *Note: Charges will be applied to your SF Day monthly bill - you have NOT been charged from this registration; "payment summary" is a reference to the fees attached to classes in which your student is registered.*

Please note that discounts are not reflected; the School will contact you to confirm your tuition discount. Music 1:1 lessons dates and fees will also be confirmed via email. If you have any questions, please email Rob Eifler, Director of After-School Programming at reifler@sfday.org.

Host

Rob Eifler
reifler@sfday.org
415-568-3650
Registrant: Michelle Phillips

Enrichment Classes - FALL 2019

📅 Monday, September 9, 2019 - Friday, December 13, 2019
📍 San Francisco Day School

Enrichment Class Schedule: Fall 2019
September 9 - December 13, 2019
No classes: October 14 & 31, November 1 & 22-29

Note: Class fees will be added to your bill. Families enrolled in discounted tuition are eligible to register for one enrichment class per block, per student, at the same discounted rate. Classes with low enrollment may be cancelled or two sessions may be combined into one. If classes are cancelled, you will be notified. Class fees will be added to your bill. There are no classes when school is closed or on school half days.

Attendees & Sessions

Simon Dolphin	Kindergarten student(s)

Monday Classes

Gymnastics (K)	📍	📅 Sep 9, 2019 - Dec 13, 2019	🕐 2:30 PM - 3:15 PM

Payment Summary

Simon Dolphin	Attendee Total $0.00
Kindergarten student(s)	$0.00
Gymnastics (K): Monday Classes	$375.00
Registration Form Total	$0.00
Attendee and Sessions Total	$0.00
Registration Sub-Total	$0.00
Tax	$0.00
Registration Total	**$375.00**