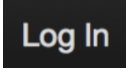




## Registering for Kids World

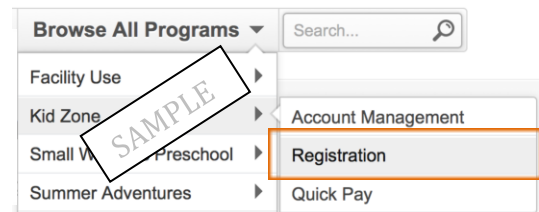
Faribault Community Education is transitioning to a new online registration system called FeePay. This sheet will walk you through the process for registering a student for Kids World.

### Log into FeePay

1. Browse to <https://faribault.thatscommunityed.com> and login with your email address and password by selecting the Log In button . (TIP: Use the Forgot Password link to initiate a set-password email if you cannot remember your password.)

2. Select the Community Education tile -or- select .

3. Point to Browse all Programs, Kids World and select Registration.



4. If you have not yet created a Kids World account in this system, select the Create a new Kids World account button.



5. Select the season, location and then select the CONTINUE button.
6. Accept Terms and Conditions.
7. Enter a payment method to be used for registration fees. Note, your payment account will be charged when our administrative staff confirms your student. (A confirmation email will be sent.)
8. Complete the registration by selecting the child you are registering, the days of the week the class runs and the enrollment questions.

9. Select the  button at the bottom of the screen.

You should receive a Pending Contract Request email. A 2<sup>nd</sup> confirmation email will be sent when your student has been placed in their class and your payment account will be charged.

*We are very excited to utilize the new FeePay system. Please keep an eye out for upcoming communications from us as we continue rolling out features of the system.*

