How do I schedule my child's attendance for Before & After School Program on the Family Portal?

Make sure the correct child is listed for whom you are completing scheduled attendance for.

Event Calendar   Communication

Make sure the correct school is listed. If it is not, and your school is not listed in dropdown menu, do not proceed. Contact your ECS Director or ECS Bookkeeper.

e Informat

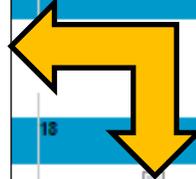Child: STUDENT ▼ Room: Mission Viejo - Registration

October 2012 - Before & After School Pr

Click on the boxes that correspond with the dates and program your child will attend the program. In the example, the red circle is the PM – 4:30 pick-up on Thursday, October 18.

Start of Week	Mon	Tue	Wed	Thu	Fri
Sun 09/30/2012 Registration	01	02	03	04	05
AM					
PM - 4:30					
PM - 6:00					
FULL DAY					
Sun 10/07/2012 Registration	08	09		11	12
AM					
PM - 4:30					
PM - 6:00					
FULL DAY					
Sun 10/14/2012 Registration	15	16		18	19
AM					☐
PM - 4:30				☐	☐
PM - 6:00				☐	
FULL DAY					
Sun 10/21/2012 Registration	22	23	24	25	26
AM	☐	☐	☐	☐	☐
PM - 4:30	☐	☐	☐	☐	☐
PM - 6:00	☐	☐	☐	☐	☐
FULL DAY					
Sun 10/28/2012 Registration	29	30	31	01	02
AM					
PM - 4:30					
PM - 6:00					
FULL DAY	☐	* ☐	☐	☐	☐

Add To Cart

When you have clicked on the boxes for the desired scheduled attendance, click on 'Add to Cart'.
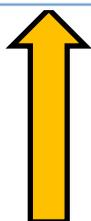
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Enrollment(s)					

⊠ TEST,

Review all scheduled attendance on this screen.

Week Date		T	W	Th	F
12/02/1...2 **Mission Viejo - AM**		✓	✓		

⊠ TEST, STUDENT

Week Date	M	T	W	Th	F
12/09/2012 **Mission Viejo - PM - 4:30**		✓		✓	

⊠ TEST, STUDENT

Week Date	M	T	W	Th	F
12/16/2012 **Mission Viejo - PM - 4:30**			✓		

⊠ TEST, STUDENT

Week Date	M	T	W	Th	F
12/23/2012 **Mission Viejo - FULL DAY**					✓

Review cart total and total due on checkout.

Cart Total	$ 73.00
Outstanding Amount	$ 5.00
Total Due On Checkout:	**$78.00**

Find More   Checkout

If all scheduled attendance and total amount due is accurate, click on 'Checkout'.

How do I schedule my child's attendance for Before & After School Program on the Family Portal?

Home | Attendance | Personal | Event Calendar | Communication

Credit Card Payment

Please fill in the fields below and click the check out Button. [...] verify your [...] data. If your transaction fails due to incorrect Address/Zip mismatch you can try not entering that inform[...]

* Payment Amount:	$ 78.00
* Card Type:	Visa
* Credit Card Number:	123456789000
* Expiration Date:	01-January 12
* First Name :	Sally
* Last Name:	Smith
* Billing Address 1:	1234 S. Anywhere Rd.
Billing Address 2 (optional):	
* City:	Aurora
* State/Province:	CO Colorado
* Zip Code:	80013
* Phone Number:	303-123-4567
* Email Address:	ssmith@anywhere.com

Submit Payment   *Please only click the button once

Powered by

Enter your credit card information. There are three card types to choose from: Visa, MasterCard and Discover.

Enter the name and address that matches the information on file with the credit card used. The transaction will fail due to an incorrect billing address.

Enter the email address that you would like to have the payment receipt emailed to.

Click 'Submit Payment'. Only click this button once, as you may be double charged if you click multiple times or the back button.

Once approved, you will immediately receive a payment receipt emailed to the address indicated above.