



## Registering for Adventures Plus

### (summer entering grades 1-5 and/or school year entering grades K-5)

The Anoka-Hennepin School District is now using an online system to register and manage your family childcare account. This sheet will walk you through the process for registering a student for Adventures Plus.

1. Browse to [www.ahschools.us/adventuresplus](http://www.ahschools.us/adventuresplus) and click on the link provided.
  - If you are currently using the FeePay Meals and Activities system, you may have already created an account profile. If that is the case, click “Log In” on the black navigation bar, and enter your e-mail and password.
  - If you have not previously created a user account, select the orange “Sign Up” button on the navigation bar, and complete and submit the “Register a New Account” form.
2. Click on **Explore All Programs**, then on the program appropriate to your child from the choices in the blue box on the left side of the screen, and then click on **Registration**. At this point you will create a profile for your child; select **Looks Good, Start Registering** to begin the registration process.
3. Continue through the registration screens (example below) until you reach the **Complete Registration** message. See back of sheet for illustrations of schedule selection screens.

The screenshot shows the 'Registration Questions' page for 'REGISTERING ELLIE IN ADVENTURES PLUS 6/7'. At the top, there is a search bar and a dropdown menu for 'Explore All Programs'. Below the title, there is a navigation bar with icons for 'Child', 'Contacts', 'Location', 'Terms', 'Schedule', 'Questions', and 'Finance Info'. A message states 'We've auto-filled some of your questions, please review'. A dropdown menu is open for the question '1. During the 17-18 School Year, My child will attend (please select one)', showing the option 'Adams'.

4. When you complete the final registration screen for each child, select either:
  - Sign up **another child** for Adventures Plus...
  - or
  - Go to My Account
5. Selecting **Go to My Account** will return you to your Account Management screen. To register your child for an additional Adventures Plus program, click on **Register a New Contract**, and repeat from step 3.
6. If you want both summer and school year care for your child, you must select and register for each program. Registering for just one program does NOT secure a spot in the other. When you have completed your registration, you will receive a **Pending Contract Request** email from Anoka Hennepin Community Education.
7. A second confirmation email will be sent when your contract request has been approved. **Please carefully review that email to ensure it reflects your intended days, weeks, etc. Families are billed based on their childcare contract, NOT on actual attendance.**

(See back of sheet for illustrations of schedule selection screens.)

## Full Day

Choose Days of the Week \*  All  None

Mon	Tue	Wed	Thu	Fri
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

You may select either: 3, 4 or 5 days of the week.

← Prev Today Next →

July 2017							August 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1	30	31	1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	31	1	2
30	31	1	2	3	4	5	3	4	5	6	7	8	9

You must select at least 3 dates per week and 1 week total.

→ Complete Schedule Setup and Continue or cancel

## Summer Schedule Selection

Summer students must use a minimum of 3 care days per week. Click on the days you want, or click on the **All** box to select every day of the week. The selected days must be the same each week.

After selecting the days your child will attend, choose the weeks that you will need care for your child. Click on the column at the right of the calendar to make your selections. If you are going on vacation or the child has camp, etc., do not click on those weeks and you will not be billed for them. Families are responsible for payment based on selected days & weeks, NOT on actual attendance.

(Note: Only two months are visible on the screen; click on **Previous** or **Next** to navigate to the summer program month not shown.)

## Select Days of the Week by Section

Adams - AM Session

6:30 - 9:30 am

Choose Days of the Week \*  All  None

Mon	Tue	Wed	Thu	Fri
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

You may select either: 1, 2, 3, 4 or 5 days of the week.

Adams - PM Session

4:00 - 6:00 pm

Choose Days of the Week \*  All  None

Mon	Tue	Wed	Thu	Fri
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

You may select either: 1, 2, 3, 4 or 5 days of the week.

→ Complete Schedule Setup and Continue or cancel

## School Year Schedule Selection

School year students may use as many or as few care days each week as you need, and may participate in either before-school care, after-school care, or both. The selected days must be the same each week.

Looking first at the AM (before-school) session, click on the days you want care, or click on the **All** box to select every day of the week.

Then consider the PM (after-school) session; click on the days you want care, or click on the **All** box to select every day of the week.

Families are responsible for payment based on selected days, NOT on actual attendance.

When you have completed your selections, click on **Complete Schedule Set-up and Continue**.