

SEEK 2021-22 Enrollment Instructions

Starting August 4th, you will be able to create your family account with parent and child information. Returning families will also need to create an account. **After August 17th at 10 am** you will log back in to register for classes and pay the deposit and/or fee.

Creating an account

- Go to the SEEK webpage <https://4h.uaex.edu/programs/4h-center/science-enrichment-education/default.aspx> and click on the Register button to create an account. Fill out the required fields and click “Sign me up!” at the bottom of the page.
- You will now be on your Dashboard. You can return to this page at any point by clicking on your name in the top left corner. Progress will be saved as you go along.
- Click on “Complete my application now” and fill out Parent/Guardian, and Emergency Contact Information.
- When you get to Child Information, select your child’s grade level.
- The Medical Information, Publication Consent, & Code of Conduct forms must be completed.
- To add another child, click on “Add Child” on the Dashboard page.
- There is a progress bar on each child and the parent/guardian section to let you know what you are missing.
- Log out. Your information will be saved. (Don’t forget your password 😊)

Registration for Classes, **after August 17th at 10 am**

- Log back into Regpack.
- To the right of the student’s name, click on the status bar and choose “SEEK selection”.
 - Only classes your child is eligible for will appear, based on child’s grade. There will be a red box showing how many spots remain in each class. Select your class. (You can go to the dashboard at any point to delete and change to another class.)
 - A student may either be in a class or on a waitlist, but not both. If you choose to waitlist, the system will not allow a payment for this student. If your spot opens, we will contact you to see if you still want the spot.
- Choose your tier level.
- Confirm by selecting “Go to next Step”.
- Select Payment Option.
- If you have only one child proceed to “Checkout”
- **IMPORTANT:** IF you have multiple children to register, return to the dashboard to select classes for your additional children before making any payments. Your child’s spot will be temporarily held.
- To the right of additional student names, click on the blue status bar and choose “SEEK selection” to pick the class.
- Your total family balance will be indicated under Balance Due. Click on “Make a Payment” and pay your deposits or balance to finalize your spot in SEEK. Make sure to use the credit card or bank account you want all auto billing payments to come from. You will receive an emailed confirmation and receipt.

If you run into trouble, give us a call at 501-821-6884 and we will help.