

## SEEK Enrollment Instructions

Starting in early August you will be able to create your family account with parent and child information. Returning families will need to update their account. **After August 15<sup>th</sup> at 10 a.m.** you will log back in to register students for classes and pay the deposit.

### Creating an Account

- Go to Regpack by clicking on the green Register button on the SEEK website. 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 “Dashboard” 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. (Make sure you update 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 for 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 15<sup>th</sup> 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 student is eligible for will appear, based on grade. There will be a red box showing how many spots remain in each class. Select your class. (You can go to the “SEEK Selection” page 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. (You must select a tier to register for class)
  - If prices do not display after a tier is selected refresh your page
- Confirm Selection by clicking “Go to next Step”.
- Select Payment Option.
- If you have only one child proceed to “Checkout”
- **IMPORTANT:** IF you have multiple students to register, return to the dashboard to select classes for each additional student before making any payments. Your class spot will be temporarily held.
- To the right of additional student names, click on the status bar and choose “SEEK selection” to pick the class.
- Your total balance will be indicated under *Balance Due* on the dashboard. 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 from which you want auto-bill payments. 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.