

EXISTING USERS (Scroll down for new users.)

To enroll for the 2019-20 school year please click [HERE](#) to register for next year. Or go to Creativeaction.org and at the top of the page click on **LOG INTO ACTIVE**.

When you log into your account, you will see information for programs you are currently registered for.

Scroll down and click on the blue button that says **REGISTER FOR MORE PROGRAMS**.

Select 2019-20 After School [or applicable program].

Add your school to your cart and under your cart **put the quantity of children you are registering.**

It will ask **Who is attending?** Select the drop down menu and select your currently enrolled child. **Change their Grade for 2019-20.**

Then it will take you through registering your first child.

After they are enrolled it will again ask **Who is attending?** Select the drop down menu and select **REGISTER A NEW PERSON**.

When checking out if you do not wish to pay in full, be sure to look underneath the **PAY IN FULL** tuition of \$2550 and select the button underneath that says **ENROLL IN PAYMENT PLAN**. Then you will see the 10 installments and you can select **AUTO BILLING or PAY MANUALLY**.

All that is due at the time of registration is the \$40 annual enrollment fee for each child. This is an annual fee so it must be paid each year.

Save your credit card for future payments

Please let me know if you have any other questions.

Thank you,

Amy,
Enrollment Coordinator

NEW USERS

To enroll for the 2019-20 school year please click [HERE](#) to register for next year.
Or go to <https://creativeaction.org/programs/after-school/> and select **REGISTER NEW USER**.

Select 2019-20 After School [or applicable program].

Add you school to your cart and under your cart **put the quantity of children you are registering.**

Then hit continue.

It will then say LOOK UP ACCOUNT and ask for your email. If you do not have an account with us then just put your email address.

You must then accept Active Terms of Use and acknowledge our Privacy Policy to use our services. Please review and provide your consent. Click each box.

It will ask **Who is attending?** Fill in

Child's First name

Last name

Date of birth

Grade

Then select Continue.

Then it will take you through one child's entire registration before asking for the next child's information. Answer all questions and hit continue

When checking out if you do not wish to pay in full, be sure to look underneath the **PAY IN FULL** tuition of \$2550 and select the button underneath that says **ENROLL IN PAYMENT PLAN**. Then you will see the 10 installments. **Select Billing Option** and choose **AUTO BILLING** or **PAY MANUALLY**.

All that is due at the time of registration is the \$40 annual enrollment fee for each child. This is an annual fee so it must be paid each year.

Save your credit card for future payments

Please let me know if you have any other questions.

Thank you,
Amy,
Enrollment Coordinator