

NEW USERS (Scroll down for existing users.)

To enroll for the 2020-21 school year click [HERE](#).

Select 2020-21 After School [or applicable program].

Add your school to your cart and under your cart put the quantity of children you are registering. (Please note, the system does not list schools in alphabetical order.)

Then hit **CONTINUE**.

The screenshot shows the Creative Action website interface for the 2020-21 After School program. At the top, there is a banner with the Creative Action logo and the text "2020-21 AFTER SCHOOL". Below the banner is the "Session Selection" section, which includes a "FILTER BY" sidebar on the left and a "SESSION LIST" on the right. The "SESSION LIST" shows a session for "Brentwood Elementary - After School Program" with details such as dates (08/18/2020 - 05/26/2021), location (Brentwood Elementary), and grades (K to 5th). To the right of the session list is a "YOUR SHOPPING CART" section that lists the selected session and a "CONTINUE" button, which is circled in red. The "FILTER BY" sidebar includes options for "SESSION TYPE" (After School 2020-21) and "LOCATION" (Texas, with Brentwood Elementary selected).

It will ask for your email. If you do not have an account with us, enter your email address and an account will be generated for you.

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 then 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 \$2600 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

EXISTING USERS

To enroll for the 2020-21 school year (or applicable program) please click [HERE](#) to register for next year.

After you've signed in, select **REGISTER FOR MORE PROGRAMS**

The screenshot shows the Creative Action user interface. At the top, there is a navigation bar with the 'ACTIVE' logo, a welcome message 'WELCOME, CHRISTA', a 'SIGN OUT' link, and a language dropdown set to 'English (United States)'. Below this is a 'CREATIVE ACTION' header. The main content area features an information icon (i) and a message: 'You currently have no orders for upcoming seasons. Please click "register for more programs" to register for upcoming programs in this organization.' To the right, there is a 'CONTACT INFORMATION' section with the Creative Action logo, a 'Visit Website' link, a phone number '512-442-8773 Ext. 119', and an email address 'enrollment@creativeaction.org'. At the bottom of this section, there are social media icons for Facebook and Twitter, and a blue button labeled 'REGISTER FOR MORE PROGRAMS' which is circled in red.

Select **2020-21 AFTER SCHOOL** [or applicable program].

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

Then it will ask you to enter your email address associated with your account and your password. If you have forgotten your password, please select *Forgot your password?*

Next, it will ask **WHO IS ATTENDING?** Select the drop-down menu and select your currently enrolled child.

Next select edit next to your child so you can change their Grade for 2020-21 and complete the registration steps.

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** if you are adding a new sibling.

When checking out if you do not wish to pay in full, be sure to look underneath the **PAY IN FULL** tuition of \$2600 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 annual enrollment fee for each child. This is an annual fee so it must be paid each year.

Next, save your credit card for future payments.

Please let me know if you have any other questions.

Thank you,
Amy
Enrollment Coordinator