

Online Registration User Guide

Complete registration by Wednesday, July 15 for a \$50 discount!

The Frankel Religious School is moving to the Active Network system. This easy-to-use system will not only improve registration this year, but benefit families in the long term by maintaining your basic information. In the first year on the new system you will need to fill in you and your child's information and create a login, however going forward, the information will be maintained, and you will simply need to update information where and when appropriate.

- Online Registration is accessible [here](#)
- Click on the grade or program name you wish to register for
- Within the *Session Information* select the appropriate tuition by clicking Add
- Repeat this process for each child you are registering in your family
- Click Continue below the *Your Selections* area
- Continue to follow the prompts within the registration process
- At the "Review cart & check out page," select the "PAY A DEPOSIT + PAY BALANCE MANUALLY" option.

Please do not enter a Credit Card into the Payment Method section.

No payments are processed directly through this registration system.

Our payment processing will be done through a separate system according to the preferences you selected in the registration process.

- Click Complete at the end of the process
- You will receive multiple emails at the completion of your registration.
- Please look for the email with subject line "<<Child(s)>> registration confirmation for 2015-2016 School Year"

All forms must be completed prior to the first day of religious school for your child to attend.

Please have your online registration completed by Monday, September 14, 2015.

Questions? Please contact Melanie at 206-232-8555 x204 or MelanieM@h-nt.org