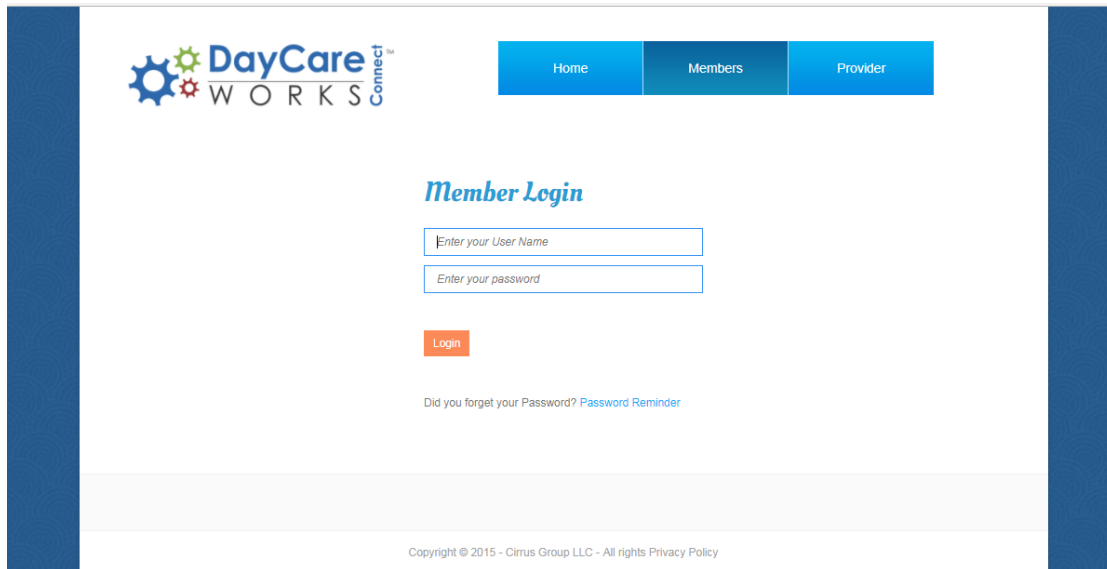
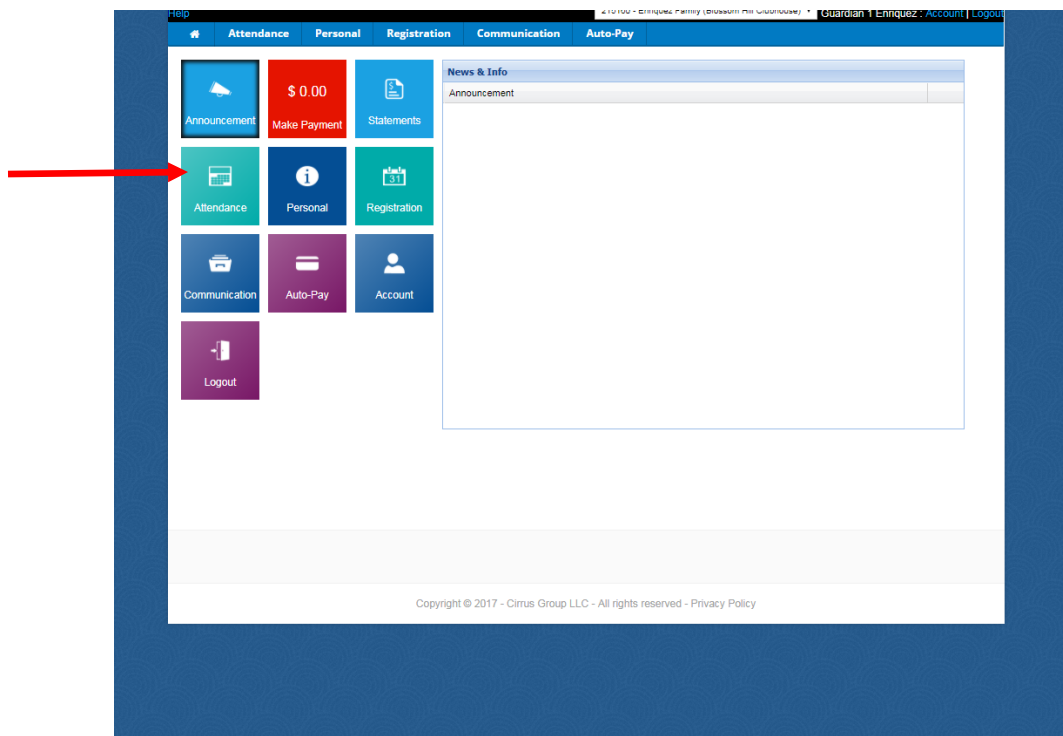


How to Pre-Register for Drop-In

1. Once you've registered for Drop-In Tuition for the 2017/18 school year, log in to the Customer Portal to pre-register your student for each of their drop-in days per month.
Reminder: Drop-In students must be pre-registered for the day before they can attend Clubhouse.



2. Select the "Attendance" icon to view the available Drop-In Calendar.



- Next, select the day(s) you need AM Drop-In Care and/or PM Drop-In Care. Then click **“Save”** at the bottom of the screen.

Student: Manny Room: Blossom Hill Clubhouse - Drop In Registration

August 2017 - 2017/2018 Drop In

Start of Week	Mon	Tue	Wed	Thu	Fri
Sun 07/30/2017	31	01	02	03	04
Drop In Registration					
Drop In Flexible AM					
Drop In Flexible PM					
Sun 08/06/2017	07	08	09	10	11
Drop In Registration					
Drop In Flexible AM					
Drop In Flexible PM					
Sun 08/13/2017	14	15	16	17	18
Drop In Registration					
Drop In Flexible AM					
Drop In Flexible PM					
Sun 08/20/2017	21	22	23	24	25
Drop In Registration					
Drop In Flexible AM					
Drop In Flexible PM					
Sun 08/27/2017	28	29	30	31	01
Drop In Registration					
Drop In Flexible AM					
Drop In Flexible PM					

SAVE

View Attendance | Export Calendar

Assignments

Active	Room	Effective Date	End Date	M	T
	Drop In Registration - Blossom Hill Clubhouse	08/17/2017	06/07/2018		

- Once you've selected **“Save”** the balance will be \$0.00, as services have not been rendered.

Enrollment(s)

Total Due On Checkout:	\$0.00
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FIND MORE

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- You can verify all your student's drop-in days by selecting the "Attendance" tab again. You'll see confirmed days with a red check mark.

The screenshot shows a web application interface for managing a student's drop-in days. At the top, there are navigation tabs: Attendance, Personal, Registration, Communication, and Auto-Pay. The "Attendance" tab is selected. Below the tabs, there is a "Schedule Information" section with a student dropdown set to "Manny" and a room dropdown set to "Blossom Hill Clubhouse - Drop In Registration". A calendar for August 2017 is displayed, showing days from Sunday 07/30/2017 to Friday 08/04/2017, and then from Sunday 08/06/2017 to Friday 08/11/2017, and then from Sunday 08/13/2017 to Friday 08/18/2017, and then from Sunday 08/20/2017 to Friday 08/25/2017, and then from Sunday 08/27/2017 to Friday 09/01/2017. The calendar shows drop-in days for August 20, 21, 26, and 27, marked with red checkmarks. Below the calendar is a "SAVE" button. At the bottom, there is a "Program Assignments" table with columns for Active, Room, Effective Date, End Date, M, and T.

Active	Room	Effective Date	End Date	M	T
	Drop In Registration ~ Blossom Hill Clubhouse	08/17/2017	08/07/2018		
	Drop In Flexible AM ~ Blossom Hill Clubhouse	08/20/2017	08/26/2017	✓	
	Drop in Flexible PM ~ Blossom Hill Clubhouse	08/20/2017	08/26/2017	✓	
	Drop in Flexible PM ~ Blossom Hill Clubhouse	08/27/2017	09/02/2017		

REMINDERS:

- Students must be pre-registered per day as Drop-In before they can attend Clubhouse.
- Parents/guardians are unable to deselect days on their student's monthly calendar after they've been selected and saved on the account. Please email clubhouse@igsrecreation.org to cancel any day 24 hours in advance to avoid a no-show charge (policy and fees outlined in the Parent Handbook).
- Monthly calendar to reserve drop-in days will be made available two weeks prior to a new month. An email notification will be sent out to alert all families when a new calendar is open for drop-in reservations.