CLUBROUSE LGS RECREATION

How to Register for Clubhouse-New Family

- 1. Navigate to our home page: <u>www.lgsrecreation.org/clubhouse</u>
- 2. Review your District's Clubhouse Tuition Offerings/Pricing Sheet.



- 3. Select "*Parent Portal*" to start the registration process for the 2020-21 school year program.
- 4. You'll be redirected to the Day Care Works website. If you have forgotten your login, you may use the forgot Username or Password link.

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	Enter your User Name	
CANLON LON	Enter your password	
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	Login	0144500445000446
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	Did you forget your Username or Password? Password Reminder	

5. Once logged on you'll want to click the "Registration" icon to begin the process for registration.



6. You'll find under the blue text box titled, 2020/2021 Clubhouse 1st Semester- the offerings for the current school year. Click "*View Offerings*" to begin the registration process.

$\mathbf{\Lambda}$		2020/2021 Clubhouse 1st Semester
	2020/2021 Cultificate St. Semester	Back to Top 👩
	View Offerings	

 You'll then want to find the correct location and age group for your child(ren), click "Enroll". For this example, we will be registering for Blossom Hill Clubhouse - 1st Semester 2020/2021 - 1st-5th Grade Clubhouse 2020/2021.

Location:	Blossom Hill Clubhouse - 1st Semester 2020/2021 LGUSD - 1st - 5th Grade Clubhouse 2020/2021	
When:	07/24/2020 until 12/31/2020	
Days:	Monday, Tuesday, Wednesday, Thursday, Friday	
Total Fundling and a		

8. Select the child you'd like to register and click "Submit"

Q. Phase even	Please select the children to register for this program	
141-901 Grade Children		
Location: B When: Of	John Doe	
Days: M. Total Enrollment: 0	Submit Close	

9. After completing all required registration fields indicated by a green star click "Add To Cart".

Section Selection	
Student Information	
First Name	Middle Name
Lease First Name	A Middle Name
Last Name	Gender
Last Name *	🛉 Male 🎄 Female 🍟 Unassigned
Birthday	Height
mm/dd/yyyy *	🛔 Height *
Weight	Eye Color
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Hair Color	
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Address Information	
Address 1	Address 2
Address 1	Address 2
City	State
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10. Enter Payment Info and click "Continue".

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11. Review and confirm LGS Recreation Clubhouse confirmation questions and click "*Complete Registration*". Once approved by the Clubhouse Accountant, a confirmation email will be sent to the primary account holder's email address.



If you have any questions please email <u>Clubhouse@lgsrecreation.org</u>