



Enrollment Guide

- Go to capkids.org/enroll
 - Select the link that leads to the school your student attends
 - Your student is only allowed to attend courses available at their school.

Para cambiar el idioma de la página de registro al español, haga clic en la flecha hacia abajo situada junto a la pestaña "SIGN IN" en la esquina superior izquierda de la página web y seleccione "Spanish (United States)"

- Es posible que deba actualizar la página para que el cambio de idioma entre en vigor.

SELECT COURSE

- Select the course in which you want to enroll your student by clicking "**Add.**"
 - If you are enrolling your student in an advanced course, be sure to read the guidelines outlined in the course description.
- If you are enrolling multiple students in separate courses, you may select the second course.
 - If you are enrolling multiple students in the same course, you may change the quantity under "Your Selections."
- After selecting the course(s), click "**Continue**" under "Your Selections" in the right column.

CREATE ACCOUNT

- Before continuing to your cart, enter your email into the box labeled "LOOKUP ACCOUNT."
 - Since this is your first time enrolling your student(s), you will need to create an account.
- After entering your email, a link will be sent to your email to create an account.
 - Enter all required information and click "**Accept Invitation.**"

REGISTER STUDENT

**Be sure to have your student's Duval County Public School ID number available as this will be requested during the registration process.*

- Once you have created your account, sign in on the registration page.
- Under "Who are you registering?" click on "**Select one**" and select "**Register a new person.**"
- Fill in the blank boxes with your student's information and click "**Continue.**"
 - For the birthdate, be sure to include the forward slash (/) as it is not automatic.
 - Example: 04/08/2006
 - If you are registering multiple students, you will be prompted again with "Who are you registering?" for each student. Complete steps 7 and 8 again for each student.
- Under "REGISTRATION FORMS," fill out the required information and click "**Continue.**"
 - If you are registering multiple students, you will be prompted to the next student's page to fill out their information.

- If you would like to add another parent/guardian, you may do so under the “Primary Parent/Guardian” page after filling out your student’s information. If no changes need to be made, click “**Continue.**”
- Under “Waivers and Agreements” be sure to read the “Waiver of Liability,” “Enrollment in the Program,” “Terms and Conditions,” and “Active Agreement and Waiver.”
 - The final form is for use of Active Network that runs our registration process.
- Once you have read these documents click the check box next to each.
- Enter your name in the blank box next to “Electronic Signature” to verify that you have read and agree to these documents. After entering your name, click “**Continue to Cart.**”

PAY FOR COURSE

- After reviewing your cart, select whether you would like to pay in full or with a payment plan.
 - The payment plan option requires a 50% payment at the time of registration, and the remaining 50% due on or before November 1.
- Fill in your payment and billing information and click “**Complete.**”
- Your transaction is now complete and you will receive a confirmation e-mail.

Thank you for enrolling your student in a Cathedral Arts Project course and sharing our mission of unleashing the creative spirit of young people!