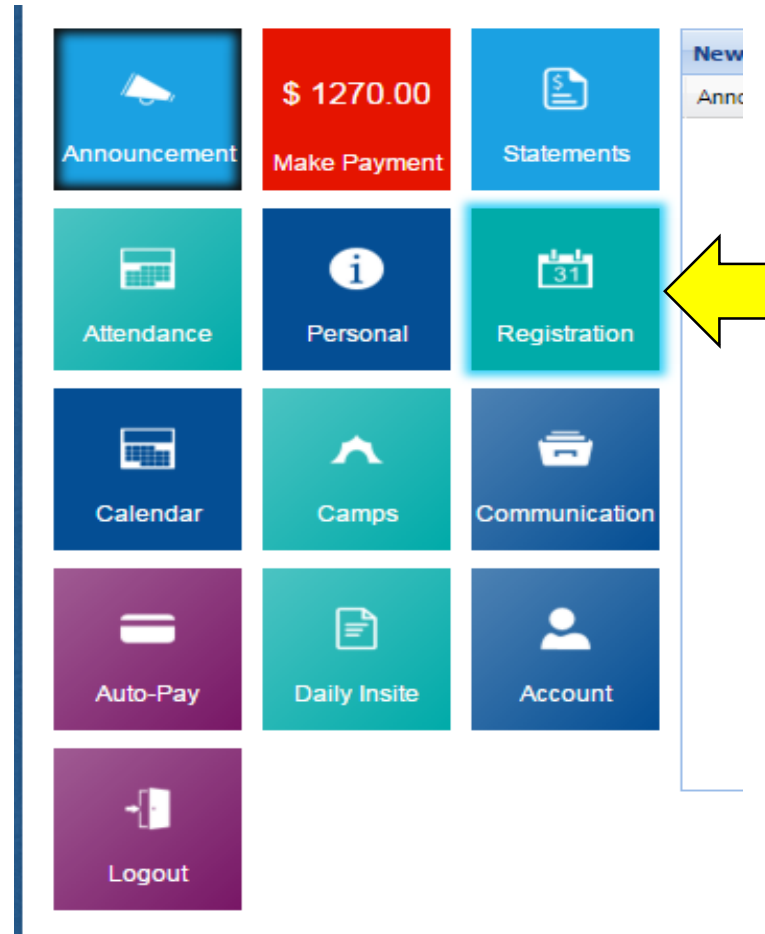


Step 1.

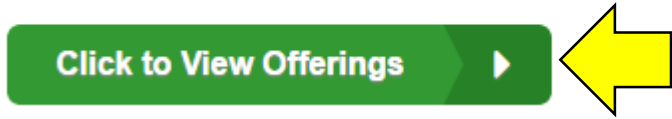
Please log in to your Parent Portal with your username and password. Click the 'Registration' tab.



This example will demonstrate 1 child registering for BSP/ASP at Bell Top.

2017/2018 Before and After-School Programs

2. Click 'Click to View Offerings' under 2017/2018 Before and After-School Programs



3. Click 'Enroll' next to the appropriate elementary or middle school option.

After-School Program

Location: **Greenbush Child Caring, Inc. (Bell Top) - 2017-2018 - After-School Program**

When: 02/23/2017 until 06/22/2018

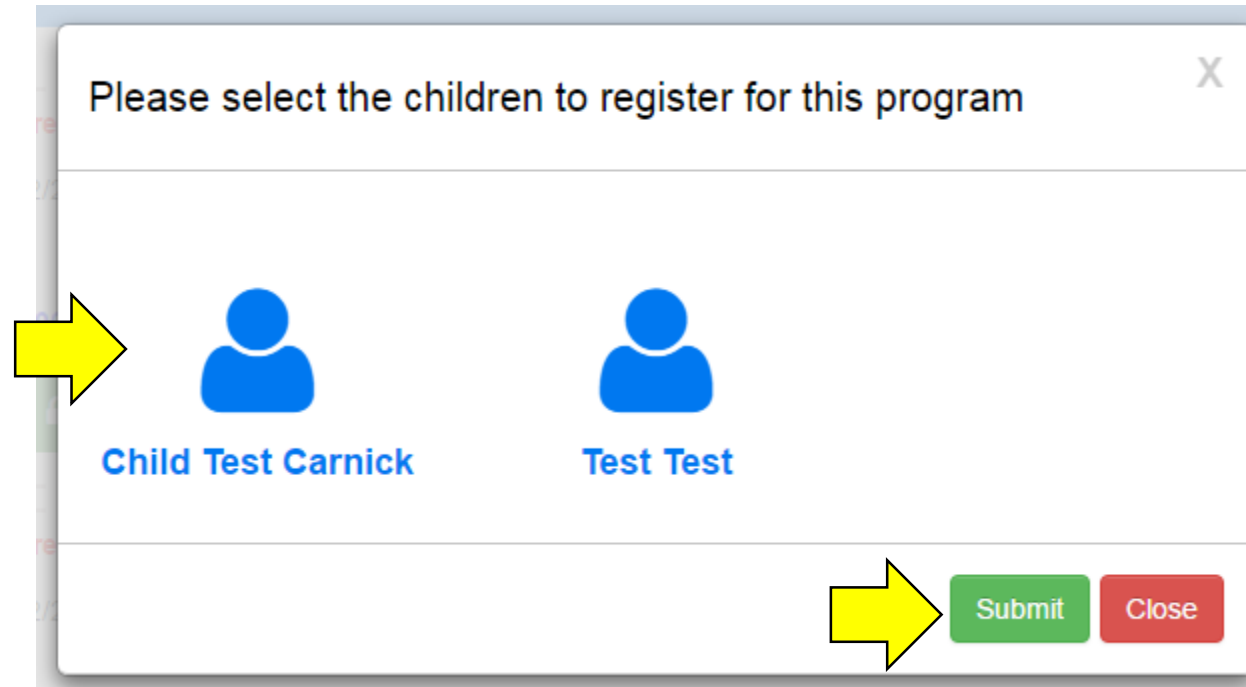
Total Enrollment : 1

Registration Fee 0.00



[No Title]

4. Select the child you wish to enroll and click 'Submit'.



Registration

Registration

Programs

After-School Program at Greenbush Child Caring, Inc. (Bell Top)

Requested Admission Date

Day Selection

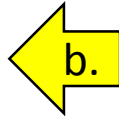
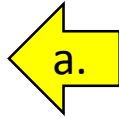
Please select the days they will be attending:

Monday

Tuesday

Wednesday

Thursday



Program Questions

Please indicate if you would like your child to complete homework while in the care of Greenbush Child Caring.

Child Test Carnick Required Fields

First Name:

Last Name:

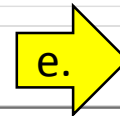
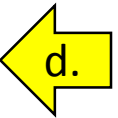
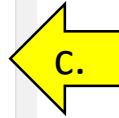
Birthday:

GreenbushMom Test Required Fields

First Name:

Last Name:

Relationship Type:



5. a. Select start date. *If you are requesting to start on the first day of school, please enter 9/1/17.

b. Select the days your child will attend.

c. Answer the additional registration questions.

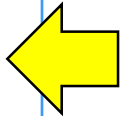
d. Confirm the contact information listed.

e. Click 'Add to Cart'

Your Program Selections

 	<p>Child Test Carnick Greenbush Child Caring, Inc. (Bell Top) - After-School Program 2017-2018: 09/01/2017 - 06/22/2018 Edit Program Information</p>	<p>Registration Fee: \$0.00 Total: \$0.00</p>
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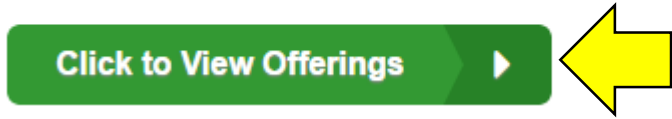
[+ Add More Programs](#)



6. If you need to add more programs or additional children – click ‘Add more Programs’ at the bottom of your cart.

2017/2018 Before and After-School Programs

7. Click 'Click to View Offerings' under 2017/2018 Before and After-School Programs



8. Click 'Enroll' next to the appropriate elementary or middle school option.

After-School Program

Location: **Greenbush Child Caring, Inc. (Bell Top) - 2017-2018 - After-School Program**

When: 02/23/2017 until 06/22/2018

Total Enrollment : 1

Registration Fee 0.00



[No Title]

Step 9.

Jump to the before-school program listing by clicking the Before-School Program on the right side of the screen.



A vertical menu with a green header and a list of blue items. A yellow arrow points to the 'Before-School Program' item.

- After-School Program
- Before-School Program**
- Greenbush Child Caring, Inc. (Bell Top) ~ 2017-2018
- Greenbush- DPS ~ 2017-2018
- Greenbush- Genet ~ 2017-2018
- Greenbush- Green Meadow ~ 2017-2018
- Greenbush- Miller Hill-Sand Lake ~ 2017-2018
- Greenbush- Poestenkill ~ 2017-2018
- Greenbush- Red Mill ~ 2017-2018
- Back to Top 

Step 10.

Click 'Enroll' for BSP and follow steps 4 & 5.



Location: **Greenbush Child Caring, Inc. (Bell Top) - 2017-2018 - Before-School Program**





When: 02/23/2017 until 06/22/2018

Total Enrollment : 0

Registration Fee **0.00**

 **Unlock**

The screenshot displays a section titled "Your Program Selections" with a blue header. It contains two program entries, each with a red 'x' icon in a circle and a building icon. The first entry is "Child Test Carnick" by Greenbush Child Caring, Inc. (Bell Top) - After-School Program, with a registration fee of \$0.00. The second entry is "Child Test Carnick" by Greenbush Child Caring, Inc. (Bell Top) - Before-School Program, also with a registration fee of \$0.00. A green button labeled "+ Add More Programs" is located at the bottom right. Annotations include a yellow arrow labeled "11." pointing to the entire list, a yellow arrow labeled "b." pointing to the red 'x' icon of the first program, and a yellow arrow labeled "c." pointing to the "Edit Program Information" link of the second program.

Your Program Selections	
 	<p>Child Test Carnick Greenbush Child Caring, Inc. (Bell Top) - After-School Program 2017-2018: 09/01/2017 - 06/22/2018 Edit Program Information</p> <p>Registration Fee: \$0.00 Total: \$0.00</p>
 	<p>Child Test Carnick Greenbush Child Caring, Inc. (Bell Top) - Before-School Program 2017-2018: 09/01/2017 - 06/22/2018 Edit Program Information</p> <p>Registration Fee: \$0.00 Total: \$0.00</p>
+ Add More Programs	

11. Review the details of your cart.

b. You can delete unwanted programs by clicking the red 'x'.

c. You can edit the details of each program by clicking 'Edit Program Information'

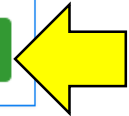
Payment Information Edit

Payment Type

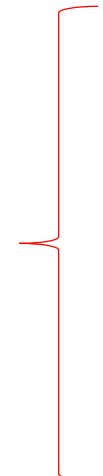
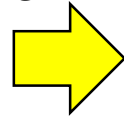
\$ Check Out ★

CONTINUE

12. Click 'Continue'.



13. Read and check each circle.



Confirmation Questions Edit

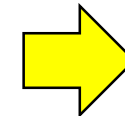
- ACCEPT FINANCIAL RESPONSIBILITY FOR THIS ACCOUNT AND AGREE TO ABIDE BY THE SUMMER CAMP PAYMENT SCHEDULE DETAILED IN THE PARENT HANDBOOK.
- ACKNOWLEDGE THAT I/WE HAVE RECEIVED AND READ A COPY OF THE GREENBUSH CHILD CARE, INC. PARENT HANDBOOK AND AGREE TO ABIDE BY THE POLICIES AND PROCEDURES CONTAINED THEREIN.
- GIVE MY CHILD PERMISSION TO CARRY AND APPLY SUNSCREEN AND/OR INSECT REPELLENT.
- GIVE MY CHILD PERMISSION TO PARTICIPATE IN FIELD TRIPS (TRANSPORTATION PROVIDED BY EAST GREENBUSH CENTRAL SCHOOL DISTRICT), OUTINGS AND PROGRAM DURING SUMMER CAMP.

GO BACK

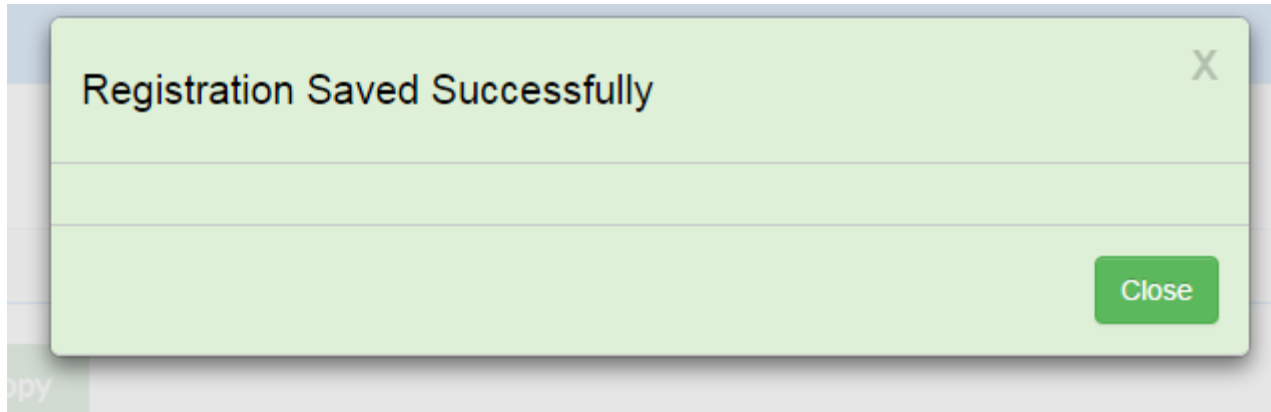
Subtotal \$0.00

Total \$0.00

14. Click 'Complete Registration'



Complete Registration



15. If your registration is submitted successfully, you will get the green message as well as the email below.

If you do not receive an email within 24 hours, please email contactus@gbccinc.org.

Thank you for submitting your online enrollment form!

Please be advised that this submission confirmation is not an enrollment confirmation. Please allow 48 hours for your account to be reviewed.

If you have any questions please contact the administrative office at: contactus@gbccinc.org.

Thank you,

Greenbush Child Caring, Inc.

Enrollment:

Carnick, Child Test

Greenbush Child Caring, Inc. (Bell Top) After-School Program - 2017-2018 Before & After-School Programs (K-8th) - 2017-2018

Requested Begin Date: 09/01/2017

Days:MT____ Cost: 0.00

Payment Received

Total Paid: 0.00