## **NEW! FAMILY PROFILES & ENROLLMENT PROCESS**

Before you enroll, set up your family profile

- 1. Create a new account
- 2. Add your information (parent or purchaser) FIRST
- 3. Once you have added yourself, add another parent and/or child(ren) to your profile
- 4. Begin enrollment

Additional features and instructions:

- We recommend filtering by term, program group, and age range first to ensure you enroll the student in the appropriate class/camp group.
- Select "register" for the camp/class and choose the student listed in your family profile under "select attendees".
- On the top right, select the "reserve class" button.
- From here you can add another student to the same class/camp session by selecting "add more" or "continue shopping" to enroll in a different class/camp session.
- When you have completed adding sessions/students to enroll, go to your cart or select "checkout".
- You may consider adding a donation to the education programs with your enrollment. Select the donation option that is best for you and click "continue".
- Be sure to check the boxes located in the "legal" section and add emergency contact information under "class registration" on the review page at check-out.
- Continue to payment. Add payment information. Once you select "submit" at the top right, your students will be enrolled. Look for a confirmation email.

Here is the new general use link:

https://plac.easy-ware-ticketing.com/classes

You can also use these specific grouping links:

## **Preschool Picassos**

https://plac.easy-ware-ticketing.com/classes?N=1520

## Summer Cezannes

https://plac.easy-ware-ticketing.com/classes?N=1605

**Summer Suerats** 

https://plac.easy-ware-ticketing.com/classes?N=1530

Teen Art

https://plac.easy-ware-ticketing.com/classes?N=1533