



 IOLANI AFTER SCHOOL PROGRAMS

REGISTRATION GUIDE

Updated 7/25/23

Registration Checklist

Prepare

- [Check your child's registration date](#)
- [Review course catalogue](#)

Register

- [Login](#)
- [Select or add people](#)
- [Select days & classes](#)
- [Complete forms](#)
- [Review, pay & submit](#)
- [Await confirmation or waitlist updates](#)

Important

- [What if I don't see my 'Iolani student's name after I log in?](#)
- [What if a class is full? Is there a waitlist?](#)
- [How long do I have to complete my registration?](#)
- [Requirements for Lower School Course Registration](#)
- [How do I make course changes after registration?](#)

1

Check your child's designated registration date

All registrations begin at
12 p.m. (noon) Hawai'i
Standard Time

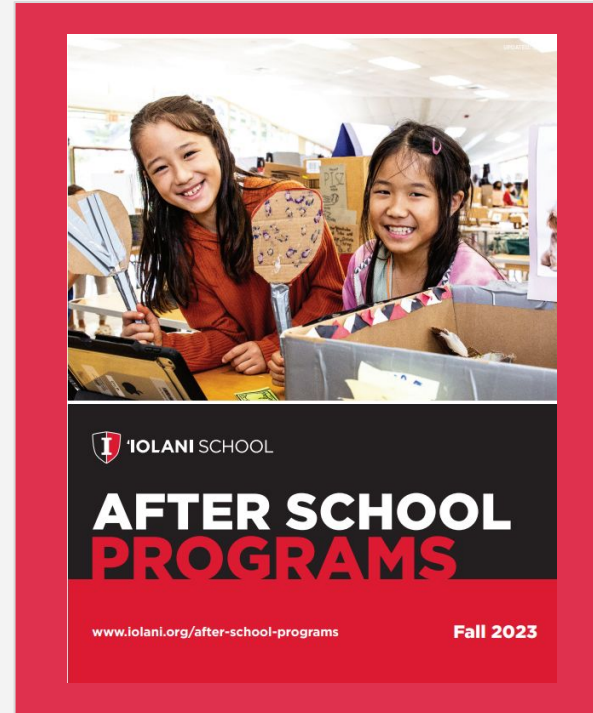
Registration will close on
Thursday, August 10, 2023

No refunds starting Friday,
August 18, 2023

Day	Date	Current `Iolani Students
Tuesday	August 1, 2023	Entering Grade 4, 5 and 6
Wednesday	August 2, 2023	Entering Grade 2 and 3
Thursday	August 3, 2023	Entering Grade K and 1
Friday	August 4, 2023	Entering Grade 7-12, Public Registration

2 Review Course Catalogue & Note Course Selections

- Prepare for registration by reviewing the course catalogue, making note of course selections.
- It may also be helpful to note backup options just in case a course is full.
- The online portal will include course titles only. Refer to the catalogue for detailed descriptions.



[Visit the website to view the Fall Catalogue](http://www.iolani.org/after-school-programs)

3 Login to Registration Portal

Access Registration Portal from the website:
iolani.org/after-school-programs

You will not be able to create an account until registration is open. If you are already an account holder, you can log in any time to view your current and past registrations.

Sign-in

E-mail

Password

Login

[Reset password](#)

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New user sign-up

First Name Last Name

E-mail Password

Create account

By clicking the button, you agree to our [Terms](#) and [Privacy Policy](#).

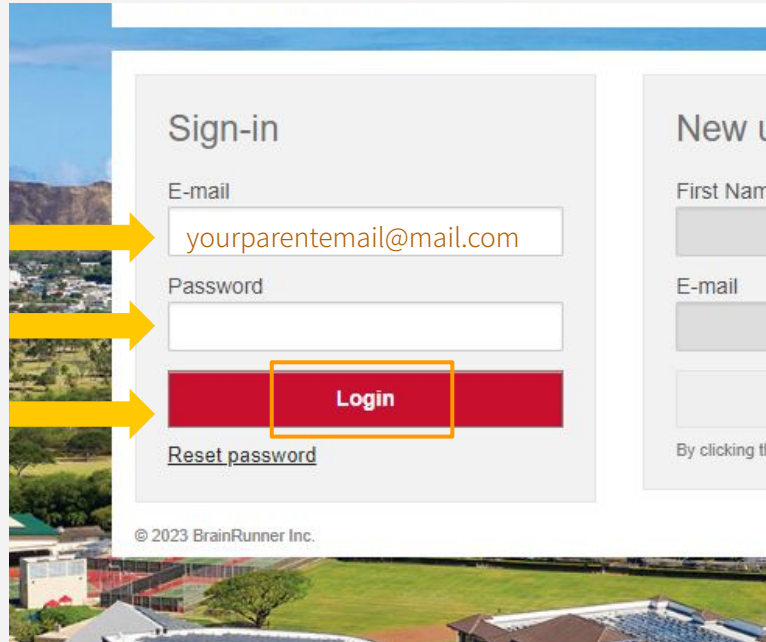
2023.4.9.1

Current 'Iolani Families:
Use **'Iolani-associated email**

Visiting Students:
Create a new account

3a Current 'Iolani Families with a CampBrain account (attended summer)

1. Enter your CampBrain **parent email address and Password**
2. Click **Login**



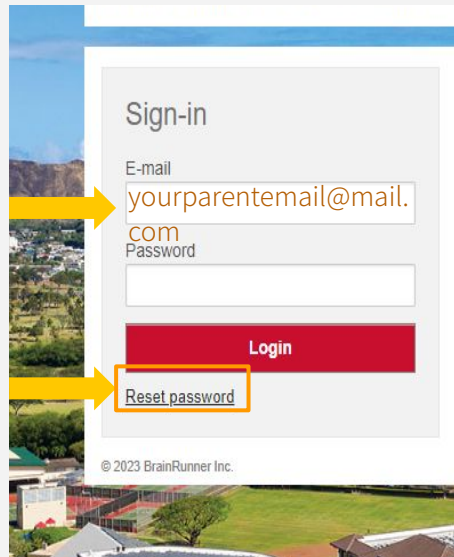
The screenshot shows the CampBrain Sign-in page. The background is a scenic view of a school campus with a green lawn and buildings. The sign-in form is a light gray box with the following elements:

- Sign-in** header
- E-mail** label above a text input field containing "yourparentemail@mail.com". A yellow arrow points to this field.
- Password** label above an empty text input field. A yellow arrow points to this field.
- A red **Login** button with a yellow border. A yellow arrow points to this button.
- [Reset password](#) link below the login button.

To the right of the sign-in form is a "New u" section with input fields for "First Name" and "E-mail", and a "By clicking th" label at the bottom. At the bottom of the page, there is a copyright notice: "© 2023 BrainRunner Inc."

3b Current 'Iolani Families without a CampBrain account (did not attend summer)

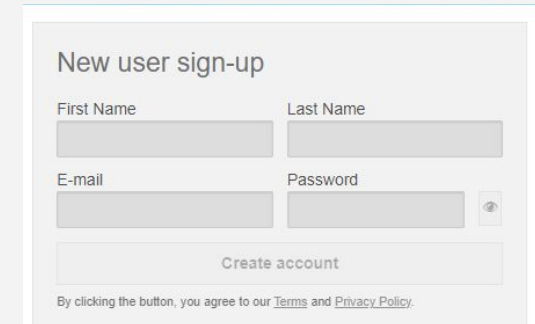
1. Enter your **'Iolani School associated parent email address** at Sign-in
2. Click **Reset password**
3. Check your email for the password reset link. Use this link to create a new password.
4. Login using your email address and newly created password



The screenshot shows a 'Sign-in' form with the following elements:

- E-mail input field containing 'yourparentemail@mail.com'
- Password input field
- Red 'Login' button
- A yellow box highlights the 'Reset password' link below the password field.
- Two yellow arrows point from the text instructions to the email field and the 'Reset password' link.
- Copyright notice: © 2023 BrainRunner Inc.

**If you are a NEW 'Iolani family, please complete the "New user sign-up" to create a new account



The screenshot shows a 'New user sign-up' form with the following elements:

- First Name input field
- Last Name input field
- E-mail input field
- Password input field with a toggle icon
- 'Create account' button
- Text at the bottom: By clicking the button, you agree to our [Terms](#) and [Privacy Policy](#).

4

Add and Select People

Making sure you check your child's grade level registration day:

1. **Select the child** for whom you are registering
2. Confirm their **Date of Birth** and **Gender**
3. **Grade Level** for the 2023-24 School Year
4. Click **Continue**
5. If your child is not listed, use the **Add a Child** button

**Please DO NOT register other children prior to their grade level registration day

Registration for 2023 Fall After School Programs Registration

Step 1/6: Select People for Registration [Return Home](#)

Select the student in your household for which you wish to register. You can select students who already exist in the household and add new ones.

If the box beside the student's name is checked off, that means they are added to the active registration. Please follow appropriate grade level registration dates to register your student.

DO NOT sign into the same household with different parent accounts to register siblings, as multiple active registrations may override each other.

Please DO NOT try to register other children prior to their grade level registration date.

Select people you want to register:

Ricky Raider

Robbie Raider

Date of Birth: January 1, 2011 Gender: Male

Grade Level: Choose...

Reiko Raider

Rachel Raider

[+ Add a child](#)

Your Cart

Robbie Raider ✕

Step 1/6: Select People for Registration

[Previous](#) [Continue](#)

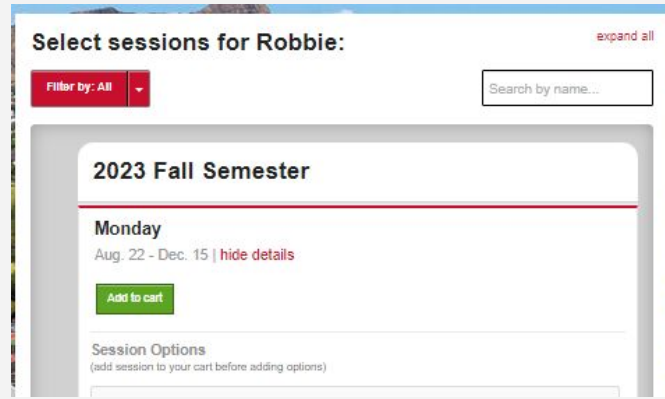
What if I don't see my 'Iolani student's name after I log in?

In the event you do not see your 'Iolani student at the time of registration

- ➔ Click **+Add a child**
- ➔ Complete the information fields
- ➔ Continue with registration

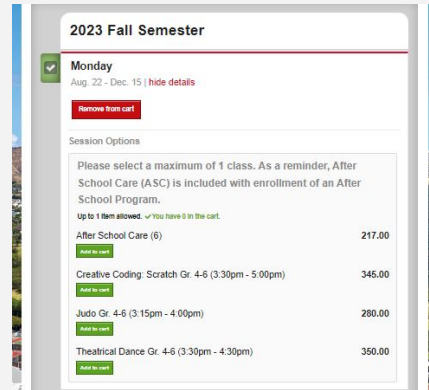
5 Select Day, then Classes

Add Day first!

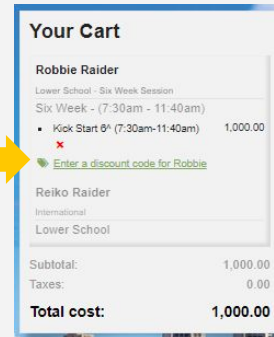


1. Select the **class session type** (e.g. Six Week, Session 1 or Session 2) and click **Add to cart**
2. Then, select the **desired class** for that day, and click **Add to cart**
3. Enter Discount Code, if applicable
4. Click **Continue**

Then, select one class per day



Enter Discount Code, if applicable



What if a class is full? Is there a waitlist?

If a class is full, you will have a couple of options:

- Click **Add to waitlist**
- Classes no longer accepting waitlists will not be available online
- Or **Select an alternate class**

A screenshot of a class list interface. It shows three class entries, each with a button below it. The first entry is 'Adventures in Minecraft Gr. 4-6 (7:30am - 9:25am)' with a yellow 'Add to waitlist' button. The second entry is 'Breaks R4 Kidz Gr. 4-6 (7:30am - 9:25am)' with a green 'Add to cart' button. The third entry is 'Broadway and Beyond Gr. 4-6 (7:30am - 9:25am)' with a yellow 'Add to waitlist' button.

Adventures in Minecraft Gr. 4-6 (7:30am - 9:25am)
Add to waitlist

Breaks R4 Kidz Gr. 4-6 (7:30am - 9:25am)
Add to cart

Broadway and Beyond Gr. 4-6 (7:30am - 9:25am)
Add to waitlist

Waitlist Options

Tell us more

In order to continue with your application for [Session 1 - Period 1 \(7:30am - 9:25am\)](#), you must also have 1 AVAILABLE item from [Session 1 - Period 1 \(7:30am - 9:25am\)](#) in your cart.

Waitlisting for [Adventures in Minecraft Gr. 4-6 \(7:30am - 9:25am\)](#) does not count towards this requirement.

How would you like to proceed?

Waitlist this item

Choose this if Robbie would attend [Session 1 - Period 1 \(7:30am - 9:25am\)](#), regardless of whether or not space becomes available in [Adventures in Minecraft Gr. 4-6 \(7:30am - 9:25am\)](#).

- Robbie will be added to the waitlist for [Adventures in Minecraft Gr. 4-6 \(7:30am - 9:25am\)](#).
- You will be able to proceed with your application once you have selected 1 AVAILABLE item for [Session 1 - Period 1 \(7:30am - 9:25am\)](#).

Waitlist this item

Waitlist for both

Choose this if Robbie would attend [Session 1 - Period 1 \(7:30am - 9:25am\)](#), only if space becomes available in [Adventures in Minecraft Gr. 4-6 \(7:30am - 9:25am\)](#).

- Robbie will be added to the waitlist for both [Session 1 - Period 1 \(7:30am - 9:25am\)](#) and [Adventures in Minecraft Gr. 4-6 \(7:30am - 9:25am\)](#).
- You will be able to proceed with your application without selecting any additional items for [Session 1 - Period 1 \(7:30am - 9:25am\)](#).

Waitlist for both

[Cancel](#)

OPTION 1



OPTION 2



OPTION 1

- If you plan to attend After School Programs, select an alternate class or ASC
- Payment is required for the alternate class
- Should they clear the waitlist, the schedule will be updated and payment will be applied

OPTION 2

- Select this option if you wish to select a specific class and will **not attend** After School Programs if space is not available

Waitlist Options

- If all classes are waitlisting, select preferred classes to **Add to waitlist**
- Click **Continue**



Session Options

Please select up to two courses from below (Make sure to double check the course times): *

Between 1 and 2 items required. ✓ You have 0 in the cart.

Afternoon courses are only available to students who are registered in a morning course.

Green Ball Tennis (12:30-1:15pm)	340.00
Students should enroll in either Session 1 or Session 2.	
Add to waitlist	
Learn to Swim Gr. 4-6 (12:30-1:20pm)	340.00
Add to waitlist	

Waitlist Options

- No payment is required to waitlist a class
- Waitlists are processed as space becomes available
- The Special Programs Office will notify you via email with updates up to the start date of the program

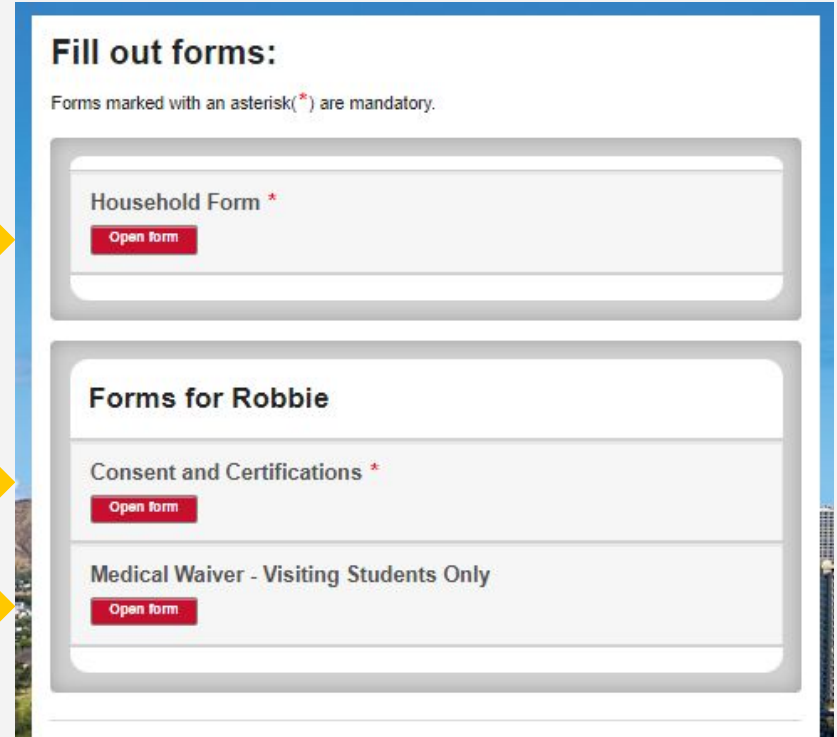
How long do I have to complete my registration?

Once you add courses to your cart, your “spot” is reserved for 30 minutes. Please note that there are several mandatory forms to complete before you're able to pay and complete the registration.

6

Complete Forms

1. Household Form (update forms as needed)
2. Consents and Certifications
3. Medical Waiver (for Visiting Students Only)
4. Click **Continue**



Fill out forms:

Forms marked with an asterisk(*) are mandatory.

Household Form *

Open form

Forms for Robbie

Consent and Certifications *

Open form

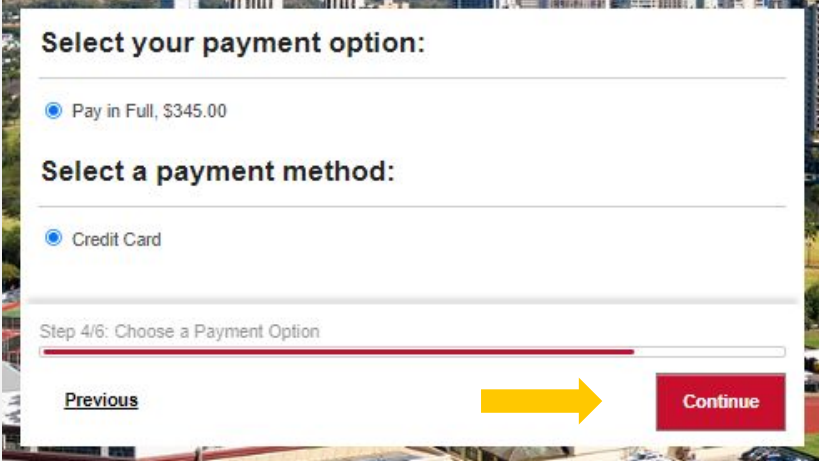
Medical Waiver - Visiting Students Only

Open form

7

Choose a Payment Option

1. Payment in Full is required at the time of registration
2. Acceptable Payment Method is only by Credit Card
3. Click **Continue**



The screenshot shows a payment selection interface. At the top, it says "Select your payment option:" followed by a radio button selected for "Pay in Full, \$345.00". Below that, it says "Select a payment method:" followed by a radio button selected for "Credit Card". At the bottom, there is a progress bar labeled "Step 4/6: Choose a Payment Option" which is nearly full. To the left of the progress bar is a "Previous" button, and to the right is a red "Continue" button. A yellow arrow points from the "Previous" button towards the "Continue" button.

8

Review, Pay & Submit

1. Review student course selections
2. Confirm forms are complete
3. Enter credit card information & click **Use this Card**
4. Review and click **Submit application**



Please review before submitting:

Registration items [Add/remove sessions](#) [Add/remove people](#)

Robbie Raider

2023 Fall Semester

- Monday (August 22 - December 15, 2023) 345.00
 - Creative Coding: Scratch Gr. 4-6 (3:30pm - 5:00pm)

Total: 345.00 [Have a discount code?](#)

Forms [Edit forms](#)

Household Form * COMPLETED

Robbie Raider: Consent and Certifications * COMPLETED

Robbie Raider: Medical Waiver - Visiting Students Only NOT STARTED

Payment [Edit payment options](#)

Payment option: Pay in Full, \$345.00
Payment method: Credit Card

Payment details

Payment Date	Amount
Today	345.00

Credit card details

Cardholder Name	Card Number	Expiry (MM/YY)	CVV
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street Address	City	Zip/Postal Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

[Use this card](#)

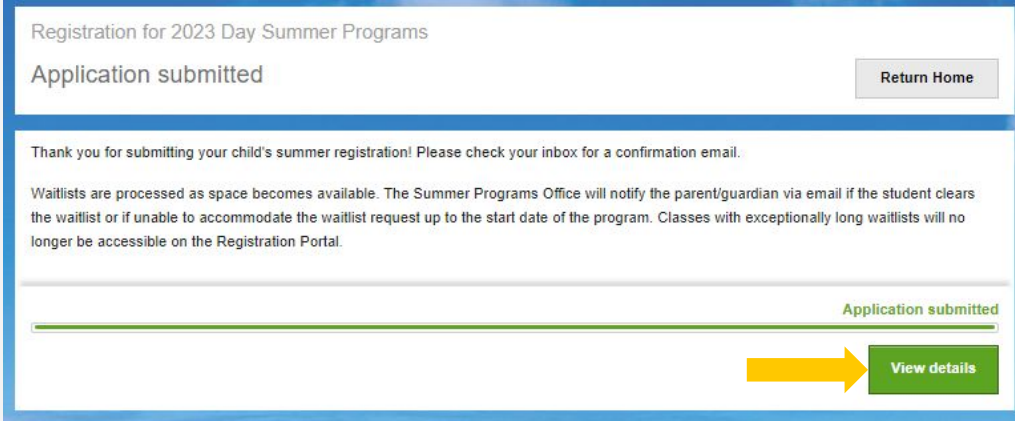
Step 5/6: Review, Pay and Submit the Application

[Previous](#) [Submit application](#)

9

Await Confirmation or Waitlist Instructions

1. You should receive a system-generated email when your online registration is complete. However, an email confirmation finalizing your registration will be sent from our office prior to the start of school.
2. If you've been added to a waitlist, please await instructions via email if you're able to register for the class. Waitlists will be processed based on availability up until the start of school.
3. Click on **View details** to access the Parent Account Page for
 - a. Course Summary
 - b. Forms
 - c. Account Statements



Registration for 2023 Day Summer Programs

Application submitted [Return Home](#)

Thank you for submitting your child's summer registration! Please check your inbox for a confirmation email.

Waitlists are processed as space becomes available. The Summer Programs Office will notify the parent/guardian via email if the student clears the waitlist or if unable to accommodate the waitlist request up to the start date of the program. Classes with exceptionally long waitlists will no longer be accessible on the Registration Portal.

Application submitted

[View details](#)

The screenshot shows a confirmation page with a blue border. At the top, it says 'Registration for 2023 Day Summer Programs' and 'Application submitted'. There is a 'Return Home' button. Below that, a message thanks the user and provides information about waitlists. At the bottom, there is a green progress bar and a 'View details' button, which is highlighted by a yellow arrow.

Course Changes

Once registration is complete, you will need to contact our office to add, cancel or change your registration.

spo@iolani.org

Information or Questions?

iolani.org/after-school-programs

spo@iolani.org

808-943-2262

Iolani Special Programs Office

