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?
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

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Current ‘Iolani Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>August 1, 2023</td>
<td>Entering Grade 4, 5 and 6</td>
</tr>
<tr>
<td>Wednesday</td>
<td>August 2, 2023</td>
<td>Entering Grade 2 and 3</td>
</tr>
<tr>
<td>Thursday</td>
<td>August 3, 2023</td>
<td>Entering Grade K and 1</td>
</tr>
<tr>
<td>Friday</td>
<td>August 4, 2023</td>
<td>Entering Grade 7-12, Public Registration</td>
</tr>
</tbody>
</table>
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
3 Login to Registration Portal

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

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
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

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

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**
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**
Waitlist Options

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**
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.
Complete Forms

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