

SPRING REGISTRATION GUIDE

Updated 11/22/23

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 student's name to select classes?](#)
- [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?](#)
- [How do I make course changes after registration?](#)

1

Check your child's designated registration date SPRING

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

Registration will close on
Thursday, December 14, 2023

No refunds starting
Wednesday, January 10, 2024

Day	Date	Current `Iolani Students
Tuesday	November 28, 2023	Grades 4 - 12
Wednesday	November 29, 2023	Grades 2 - 3
Thursday	November 30, 2023	Grades K - 1, 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

Registration is currently closed for maintenance.

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.

Please read through the After School Programs Catalogue and Handbook to review the policies and procedures prior to registration. The Catalogue and Handbook can be found at iolani.org/after-school-programs

Spring Registration Dates (all times are 12pm noon HST)

- November 28 (Tuesday) Grades 4-12
- November 29 (Wednesday) Grades 2-3
- November 30 (Thursday) Grades K-1, Public Registration
- Registration closes December 14, 2023 (Thursday), at 4pm

Grade Level selection will become available on the registration day at 12 NOON (DO NOT select other grade levels)

- If you selected another grade level prior to registration, once registration opens at NOON for your grade level, click Previous to the grade level selection page, select the correct grade level, then proceed with registration

Sign-In

Email

Email address is not valid

Password

Field is required

Login

[Reset password](#)

New User Sign-Up

First Name

Last Name

Email

Password

Create Account

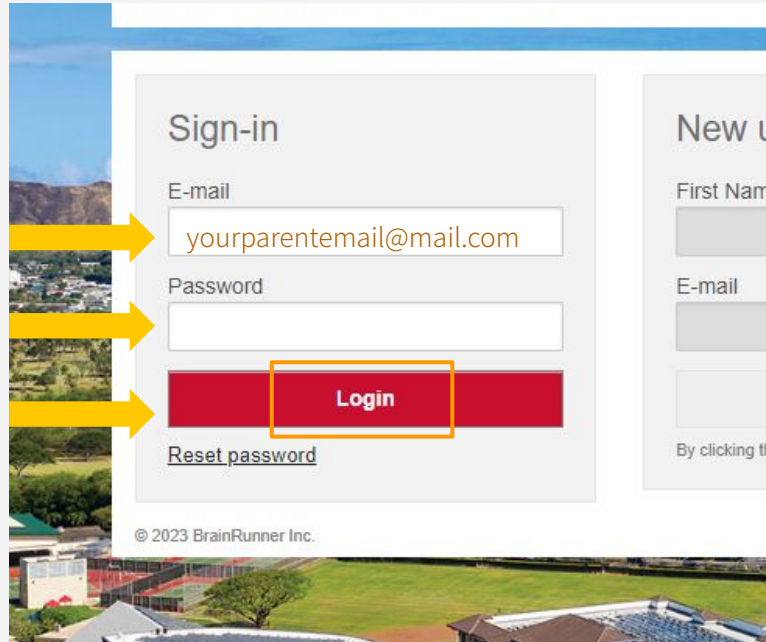
By clicking the button, you agree to our [Terms](#) and [Privacy Policy](#)

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

Visiting Students:
Create a new account

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

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 green lawns and buildings. The sign-in form is a light gray box with the following elements:

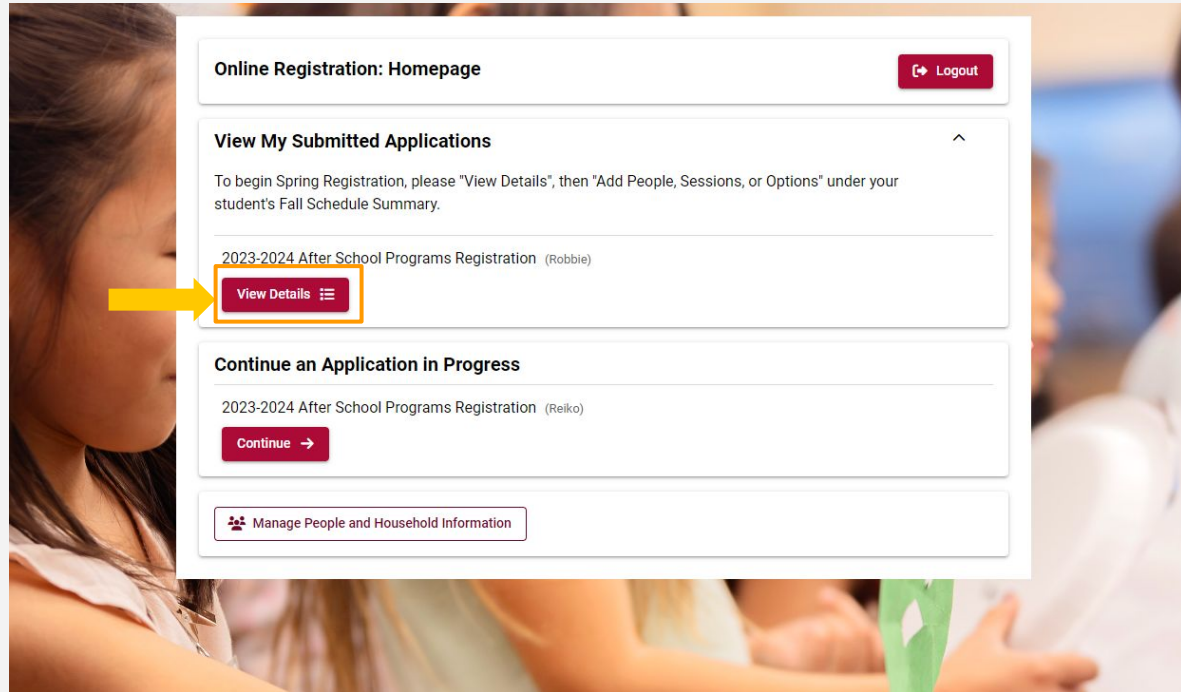
- Sign-in** header
- E-mail** label above a text input field containing the placeholder text "yourparentemail@mail.com". A yellow arrow points to this field.
- Password** label above an empty text input field. A yellow arrow points to this field.
- A red **Login** button with a yellow border. A yellow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

To the right of the sign-in box is a "New user" section with fields for "First Name" and "E-mail", and a note "By clicking th". At the bottom of the page, the copyright notice "© 2023 BrainRunner Inc." is visible.

3b Online Registration: Homepage

To begin registration:

1. Under **View My Submitted Applications** click **View Details**



3c My 2023-2024 After School Programs Details

Under the **Summary** section

1. Find your student's name
2. Click **+ Add People, Sessions, or Options**

My 2023-2024 After School Programs Details [Home](#)

Your student's Course Schedule Summary, Forms and Financial Information are below. You may pay a balance due and download a statement of account under the Financial section.

To begin Spring Registration, please select the "Add People, Sessions, or Options" button at the bottom of the Summary Section.

Reminders

- Registration opens at 12:00pm (noon) HST
- DO NOT sign into the same household with different parent accounts to register siblings! Multiple active registrations may override each other.

Summary

Robbie Raider

2024 Spring Semester

- Thursday Registered
 - Super Smash Bros Solo Esports Team Gr. 3-6 (3:00pm - 4:00pm) ✓
 - Super Smash Bros Solo Esports Team Gr. 3-6 (3:00pm - 4:00pm) ✓

2023 Fall Semester

- Wednesday Cancelled
 - FUNDamentals of Design Gr. 2-4 (2:45pm - 4:15pm) Cancelled

[+ Add People, Sessions, or Options](#)

Forms

Household Form [UPDATE](#)

Robbie Raider [^](#)

Medical Waiver - Visiting Students Only [TO BE COMPLETED](#)

Consent and Certifications [COMPLETED](#)

[Download PDFs](#)

4

Select Day, then Classes

1. Select the day (Monday through Friday) and click **Add to cart**
2. Then, locate the **desired class** for that day, and click **green shopping cart icon**
3. Enter Discount Code, if applicable
4. Click **Continue**

Add Day
first!



Select Sessions for Robbie

Search by name...

2024 Spring Semester

Monday

January 22 - May 20, 2024 | Hide Details

Add to cart

Session Options
(Please add this session to your cart before adding options)

Please select a maximum of 1 class. As a reminder, After School Care (ASC) is included with enrollment of an After School Program.

After School Care (4) 202.00

Creative Coding: Scratch Gr. 4-6 (3:30pm - 5:00pm)

Then, select one
class per day



2024 Spring Semester

Monday

January 22 - May 20, 2024 | Hide Details

Remove from cart

Session Options

Please select a maximum of 1 class. As a reminder, After School Care (ASC) is included with enrollment of an After School Program.

Up to 1 item allowed. *0 items in cart.

After School Care (4)	202.00	
Creative Coding: Scratch Gr. 4-6 (3:30pm - 5:00pm)	320.00	
Judo Gr. 4-6 (3:15pm - 4:00pm)	260.00	
Theatrical Dance Gr. 4-6 (3:30pm - 4:30pm)	280.00	



Cart Summary

Robbie Raider

2024 Spring Semester

Monday

- Creative Coding: Scratch Gr. 4-6 (3:30pm - 5:00pm) 320.00

Thursday

- Super Smash Bros Solo Experts Team Gr. 3-6 (3:00pm - 4:00pm)
- Super Smash Bros Solo Experts Team Gr. 3-6 (3:00pm - 4:00pm)

2023 Fall Semester

Wednesday

- Futsal/Events of Design (3:00pm - 4:00pm)

+ Enter a Discount Code

Robbie Raider

2024 Spring Semester

Monday

- After School Care (4)

Subtotal 320.00

Taxes -

Total 320.00

Enter Discount Code,
if applicable



Continue →

5

Complete Forms

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

Registration for 2023-2024 After School Programs

1 People 2 Sessions 3 Forms 4 Payment

Complete Required Forms

Forms marked with an asterisk(*) are mandatory.

Household Form*

Open Form

Reiko ^

Medical Waiver - Visiting Students Only

Open Form

Consent and Certifications *

Open Form

6 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**



Choose a Payment Option

☒ Pay in Full, \$320.00

Select a Payment Method

☒ Credit Card

7

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**

Registration for 2023-2024 After School Programs

1 People 2 Sessions 3 Forms 4 Payment 5 Review 6 Confirmation

- Please review the student course selections and fees below
- Ensure all forms are complete
- Once you have reviewed your selections, click "Submit Application"

Review, Pay and Submit

Registration Items

Reiko Raider

2024 Spring Semester

- Monday (January 22 - May 20, 2024)
 - Creative Coding Scratch Gr. 4-6 (3:30pm - 5:00pm) \$20.00

Robbie Raider

2024 Spring Semester

- Thursday
 - Super Smash Bros Solo Exports Team Gr. 3-6 (3:00pm - 4:00pm)
 - Super Smash Bros Solo Exports Team Gr. 3-6 (3:00pm - 4:00pm)

2023 Fall Semester

- Wednesday
 - Football Fundamentals Gr. 3-6 (3:00pm - 4:00pm)

[Have a Discount Code?](#)

Total: \$20.00

Forms

Household Form * **COMPLETED**

Reiko Raider

- Medical Waiver - Visiting Students Only **NOT STARTED**
- Consent and Certifications * **COMPLETED**

[Return to Forms](#)

Payment

Payment Option

- Pay in Full: \$320.00

Date	Amount
Today	\$20.00

Payment Method

- Credit Card

Credit card details

Cardholder Name

Card Number Expiry (MM/YY) CVV

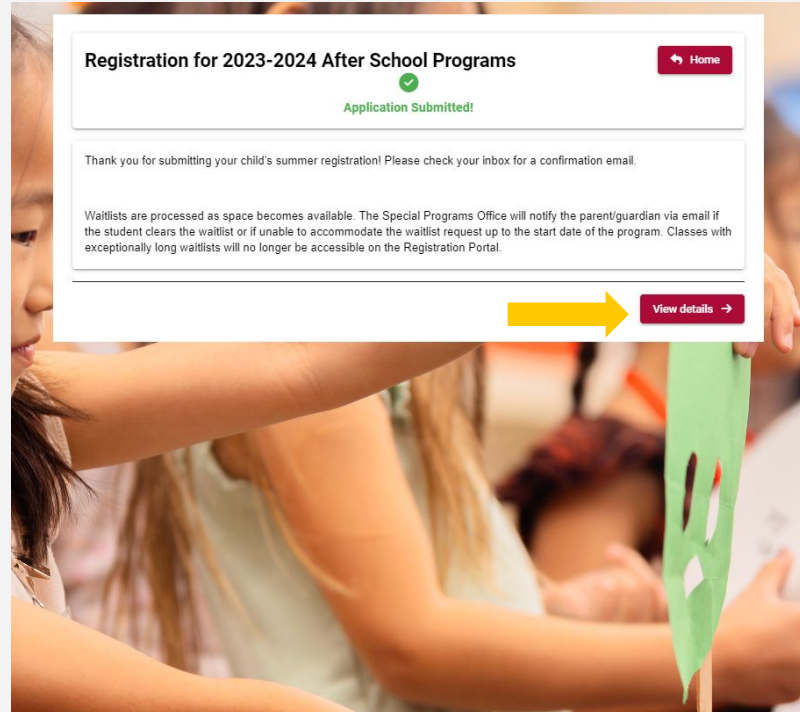
Street Address City Zip/Postal Code

[Use this card](#)

[Return to Payment Options](#)

8 Await Confirmation or Waitlist Instructions

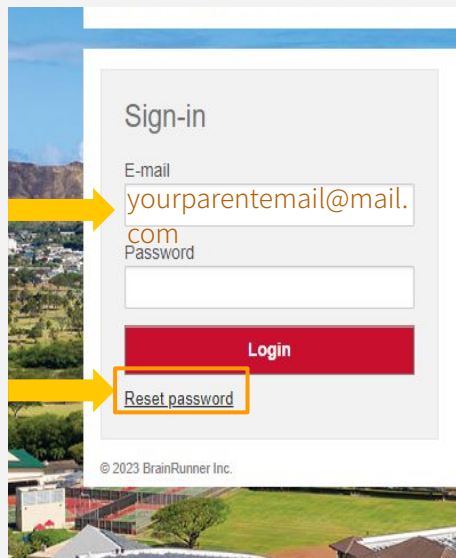
1. You should receive a system-generated email when your online registration is complete. An email confirmation finalizing your registration will be sent from our office prior to the start of spring classes.
2. If you've been added to a waitlist, please await instructions via email if you're able to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



INSTRUCTIONS FOR NEW USERS

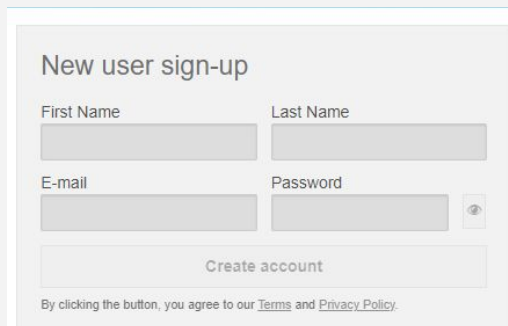
Current 'Iolani Families without a CampBrain account (did not attend summer or fall)

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 the 'Sign-in' page of the CampBrain system. It features a white sign-in box on a background image of a school campus. Inside the box, there is an 'E-mail' field containing 'yourparentemail@mail.com', a 'Password' field, a red 'Login' button, and a blue 'Reset password' link. Two yellow arrows point from the left margin to the email field and the 'Reset password' link. At the bottom of the sign-in box, it says '© 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 the 'New user sign-up' page. It has a white sign-up box with fields for 'First Name', 'Last Name', 'E-mail', and 'Password'. Below these fields is a 'Create account' button. At the bottom, there is a line of text: 'By clicking the button, you agree to our [Terms](#) and [Privacy Policy](#).'

Select or Add 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

Registration for 2023-2024 After School Programs

1 People 2 Sessions 3 Forms 4 Payment 5 Review 6 Confirmation

- Please follow appropriate grade level registration dates to register your student
- Select the student in your household for which you wish to register. You may select more than one student if they are the same grade level registration day (i.e. students in grade 4 and grade 6)
- You can select students who already exist in the household and add new ones
- Grade Level selection will become available on the registration day at 12 NOON (DO NOT select other grade levels)

*If the box beside the student's name is checked off (blue check next to their name), that means they are added to the active registration.
DO NOT try to register other children prior to their grade level registration date

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

Select People To Register

☒ Ricky Raider

Date of Birth

Month * January Day * 1 Year * 2016

Gender * Male

Grade Level

Select... * 2

☐ Robbie Raider

☐ Reiko Raider

☐ Rachel Raider

+ Add a child

Previous Continue

Cart Summary

Ricky Raider x

Reiko Raider

2024 Spring Semester

Monday

- After School Care (4)

Robbie Raider

2024 Spring Semester

Thursday

- Super Smash Bros Solo Esports Team Gr. 3-6 (3:00pm - 4:00pm)
- Super Smash Bros Solo Esports Team Gr. 3-6 (3:00pm - 4:00pm)

2023 Fall Semester

Wednesday

- Fundamentals of Design Gr. 3 (2:45pm - 4:15pm)

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

FREQUENTLY ASKED QUESTIONS

What if I don't see my student on the course selection screen?

Check the following:

- ➔ Click “Previous” until you reach the page “Step 1 - People”
- ➔ Only the student you are registering for is checked off
- ➔ Check grade level is correct

Registration for 2023-2024 After School Programs [Home](#)

1 People 2 Seasons 3 Points 4 Payment 5 Review 6 Confirmation

- Please follow appropriate grade level registration dates to register your student
- Select the student in your household for which you wish to register. You may select more than one student if they are the same grade level registration day (i.e. students in grade 4 and grade 6)
- You can select students who already exist in the household and add new ones
- Grade Level selection will become available on the registration day at 12 NOON (DO NOT select other grade levels)

If the box beside the student's name is checked off (blue check next to their name), that means they are added to the active registration.
DO NOT try to register other children prior to their grade level registration date

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

Select People To Register

☒ Ricky Raider

Date of Birth
Month: January Day: 1 Year: 2019

Gender: Male

Grade Level
Level: 2

☐ Robbie Raider
☐ Reiko Raider
☐ Rachel Raider

[+ Add a child](#)

Cart Summary

Ricky Raider ✕

Reiko Raider
2024 Spring Semester
Monday
• After School Care (4)

Robbie Raider
2024 Spring Semester
Thursday
• Super Smash Bros Solo Exports Team
On 3-4 (3:30pm - 4:00pm)
• Super Smash Bros Solo Exports Team
On 3-4 (3:30pm - 4:00pm)

2023 Fall Semester
Wednesday
• Pokémon Masters of Mystery
On 3-4 (3:30pm - 4:00pm)

[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

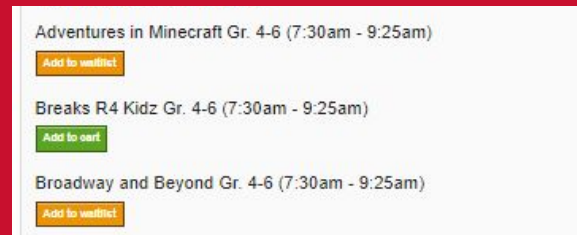
- ➔ Click **+Add a child**
- ➔ Complete the information fields
- ➔ Continue with registration

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

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	Waitlist for both
<p>Choose this if Robbie would attend <u>Session 1 - Period 1 (7:30am - 9:25am)</u> regardless of whether or not space becomes available in <u>Adventures in Minecraft Gr. 4-6 (7:30am - 9:25am)</u>.</p> <ul style="list-style-type: none">Robbie will be added to the waitlist for <u>Adventures in Minecraft Gr. 4-6 (7:30am - 9:25am)</u>.You will be able to proceed with your application once you have selected 1 AVAILABLE item for <u>Session 1 - Period 1 (7:30am - 9:25am)</u>. <p>Waitlist this item</p>	<p>Choose this if Robbie would attend <u>Session 1 - Period 1 (7:30am - 9:25am)</u> only if space becomes available in <u>Adventures in Minecraft Gr. 4-6 (7:30am - 9:25am)</u>.</p> <ul style="list-style-type: none">Robbie will be added to the waitlist for both <u>Session 1 - Period 1 (7:30am - 9:25am)</u> and <u>Adventures in Minecraft Gr. 4-6 (7:30am - 9:25am)</u>.You will be able to proceed with your application without selecting any additional items for <u>Session 1 - Period 1 (7:30am - 9:25am)</u>. <p>Waitlist for both</p>
<p>Cancel</p>	

OPTION 1



OPTION 1

- If you plan to stay after school regardless of class enrollment, 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



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 “space” 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.

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

ʻIolani Special Programs Office

