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?
Check your child’s designated registration date

SPRING

All registrations begin at 12 p.m. (noon) Hawaiʻi Standard Time

Registration will close on Thursday, December 14, 2023

No refunds starting Wednesday, January 10, 2024

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Current `Iolani Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>November 28, 2023</td>
<td>Grades 4 - 12</td>
</tr>
<tr>
<td>Wednesday</td>
<td>November 29, 2023</td>
<td>Grades 2 - 3</td>
</tr>
<tr>
<td>Thursday</td>
<td>November 30, 2023</td>
<td>Grades K - 1, Public Registration</td>
</tr>
</tbody>
</table>
Prepare for registration by reviewing the course catalogue.

- Visit the website to view the Fall Catalogue.
- Review course catalogue & note course selections.
- Make note of course selections, making note of detailed descriptions.
- 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 course descriptions.
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
Current ‘Iolani Families with a CampBrain account (attended summer or fall)

1. Enter your CampBrain parent email address and Password

2. Click Login
To begin registration:

1. Under **View My Submitted Applications** click **View Details**
Under the **Summary** section

1. Find your student’s name

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

Add Day first!

Then, select one class per day

Enter Discount Code, if applicable
1. Househod 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**
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

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

**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
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

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
- 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 “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

‘Iolani Special Programs Office