

# SUMMER 2020 & SCHOOL YEAR 2020-2021 REGISTRATION DETAILS



## Registering for Community Arts Preschool NEW FAMILIES

### IMPORTANT STEPS IN ADVANCE OF REGISTRATION DAY

1. **Ensure you have access to your online account.**

Visit [cityofwalnutcreek.perfectmind.com](http://cityofwalnutcreek.perfectmind.com) and login using your username and password.

Don't have an account? Click the Create an Account link.

Forgot your password? Use the link below the login button.

Having trouble? Call us at 925-943-5846 so we can assist you with setting up your online account access.

A screenshot of the Walnut Creek Arts Rec login page. The page features the Walnut Creek Arts Rec logo at the top. Below the logo is a "Login to Your Account" section with a Facebook "Log in" button. There are two input fields for "Email" and "Password", followed by a blue "Login" button. Below the button are two links: "Forgot your password?" and "Not a Member Yet? Create an Account". Two red arrows point to these links from the right side of the page.

2. **Make sure all children you plan to enroll in preschool have been added to your account.**

When logged in to your account, you can add a family member by clicking "Add Family Member" and filling out the required fields.

A screenshot of the Walnut Creek Arts Rec user profile page. The page shows the user's profile information, including "My Profile", "BookMe", and "Website Links". Below this is a section titled "Family Members" with a "Tax Receipt" button and an "Add Family Member" button.

# SUMMER 2020 & SCHOOL YEAR 2020-2021 REGISTRATION DETAILS



3. **Review the registration and tuition information included in this packet and determine the course ID(s) you wish to enroll in.** This will save you time on registration day by searching for the exact course ID rather than clicking through multiple screens. Questions about which class is right for your student? Call the Preschool Coordinator at (925) 943-5899 x2229 so we can assist you.

## ON REGISTRATION DAY

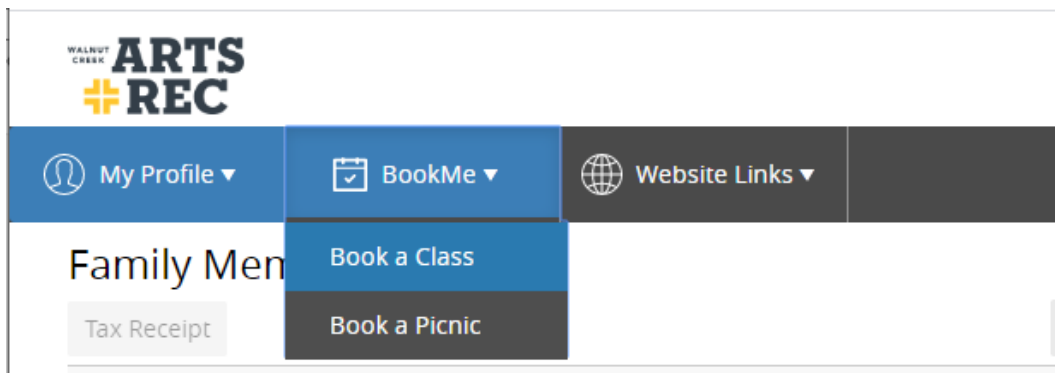
### TIPS FROM OUR PRESCHOOL STAFF:

- We recommend you secure a spot first in school year programs as they have the highest demand. Then go back and add summer programs to your cart if desired.
- If you are interested in the Threes classroom, we recommend you secure a spot in this classroom first. Then go back and add programs for children in another age group.
- We highly recommend adding your student to the waitlist if your desired class is filled. Many families make changes to their enrollment between February and the start of school in August. We can often accommodate students on the waitlist before classes begin.

On registration day, you are securing your spot with a **nonrefundable** registration fee (\$75 for school year, \$25 for summer programs). Staff will later enroll you in the payment plan for remaining course fees. See tuition information sheet for more information.

### To Register:

1. Visit [cityofwalnutcreek.perfectmind.com](http://cityofwalnutcreek.perfectmind.com) and login to your account.
2. Hover over the BookMe tab and select Book a Class



3. Use the Search bar at the top right and enter the class number.

Select an Activity

All locations

Search

4. Click the Register button in the top right

# SUMMER 2020 & SCHOOL YEAR 2020-2021 REGISTRATION DETAILS



## Kids Open Studio

1/18/20

10:00am - 11:30am

12 spot(s) left

REGISTER

5. **Select the checkmark next to the student(s) you wish to enroll** in this class session and **click Next on the bottom right**. The system will not allow registrations for students who do not meet the age requirements.
6. Answer the required questionnaire and **click Next on the bottom right**.
7. Review the fee and **click Next on the bottom right**.
8. Your spot is saved in the class you have selected. **To add another registration, click "Book another event" on the bottom left. To complete payment on the registrations in your cart, click Checkout on the bottom right.**
9. On the Checkout screen, **select or add a credit card for payment and then click "Place My Order."**