

330 Femrite Drive • Monona, Wisconsin 53716 • (608) 221-0404 • fax (608) 709-1611

Homeschool Registration Instructions

- 1. Click **Register** on the Homeschool page of the <u>ALNC website</u>
- 2. Click **Details** to view all class topics, read their descriptions, and view class availability. OR click **Register** to begin sign up.
- 3. Review new homeschool registration details and then click **Register** on this page to continue.
- 4. Pick the number of children that you are registering for a program and completely fill in their information below before clicking **Continue**.
- 5. On the Forms page can fill these out now or return to them later but they must be complete before your child's first day of attendance. Click **Continue** from this page.
- 6. On the registration page click the **Add** button on the left of each of the classes would would like to sign up for, they will be moved upward to indicate that you have selected them.
 - -Add ALL classes in a semester to an order to receive our package discount!
 -If you are registering more than one attendee select another child in the drop down menu where it says 'schedule for" and add their events separately.
 Click **Continue** when you have completed your selections.
- 7. Now in the shopping cart you can see all of the programs signed up for sorted by child and use a member discount at the bottom then click **Checkout**. If you need to go back and add more programs click **Keep Shopping** at the bottom to back up.
- 8. On the Payment and Billing page fill out your payment information and click **Complete Order.** Your child is now signed up and you will be emailed a receipt detailing your purchase.

Please email <u>alncreg@aldoleopoldnaturecenter.org</u> or call (608) 221-0404 ext. 1 if you have problems or questions.

Thank you!

