

REGISTRATION INSTRUCTIONS

NOTE: Registration for classes is first open to volunteers and then to the general public. See details at <https://omahahomeschool.com/registration/>

1. If you are new, please [create an account with Amilia](#), the online registration company that we use. You may be asked to supply information for yourself or children, or this may come at a later time.
 2. Sign into the Learning Center using the URL <https://app.amilia.com/store/en/1011-marian-ave/shop/programs>
 3. Scroll down and click on a class that you want to register a child for. [Note that the installment price is shown, not the full tuition. Click on SHOW INSTALLMENTS for more details.]
 4. Click on the brown ADD ANOTHER PERSON icon under the word SESSION
 5. Choose which child is going to take the class. (You can only choose one child at a time.)
 6. You will see payment options. You may also see the following screen: “This activity must be purchased with one of the options below”
 - If you are NOT volunteering, please exit the program. Your date of registration can be found at <https://omahahomeschool.com/registration/>
 - If at least one member of your family is volunteering, choose the volunteer option that applies to your family. (If you have multiple volunteers, any one will suffice.)
 7. For each class, you will be asked if you want to pay the whole tuition NOW or to pay in 2 INSTALLMENTS. Click on your choice.
 8. A new screen will abruptly appear if there is a SUPPLY FEE for the class. You can choose to pay the whole supply fee amount NOW, or to pay in 2 INSTALLMENTS. Click on your choice; you should see a checkmark by it. Click CONTINUE.
 9. You may be asked to supply information for the child or the parent.
 10. If you have more classes to enter, click CONTINUE SHOPPING.
 11. Choose another class and repeat. [NOTE: If you are adding another child to the same class, click on the GREEN CHECK MARK icon under the word SESSION.]
- [REMEMBER TO CHOOSE to pay the whole tuition NOW or to pay in 2 INSTALLMENTS for each class and supply fee by clicking on your choice. If you simply click CONTINUE, it will default to PAY NOW.]
12. When you have entered all of the classes for your children, if you are NOT volunteering, please skip to step 14.
 13. If one or more people in your family are volunteering, please fill out the volunteer forms found here: <https://app.amilia.com/store/en/1011-marian-ave/shop/memberships?>
- IMPORTANT NOTE: each student must have their own volunteer form in order to qualify for the tuition discount.** For children who are not themselves volunteering, please use the ANOTHER FAMILY MEMBER IS VOLUNTEERING form.
- After a form has been completed for each student,
14. Click on CHECKOUT or the VIEW CART icon.

15. You will see YOUR ORDER. (Ignore the number of items, which includes supply fees.) Click on the CHECKOUT button.

16. Click on CONTINUE MY PURCHASE.

You may be prompted for your or your children's personal information. Enter or check the necessary information. (For PHONE, please use your cell phone number.) Click on the CONTINUE MY PURCHASE button.

17. Note that one of your children is now highlighted in blue on the far left. Check the box. Supply the pertinent information. If your child has medical or other conditions that are not listed, please supply these in the OTHER box.

18. Enter the necessary information, including accepting the four agreements. (The Code of Conduct will be sent to you shortly before classes begin so that you can review it with your children.) Click on the CONTINUE MY PURCHASE button.

19. Answer the volunteer question. Do not answer "Yes" until you have completed all of the necessary forms. (See step 13.)

20. For LEGAL GUARDIAN, use the dropdown box to select your name and then click EDIT to enter the necessary information. (Or you can add a different person.) Click on the SAVE button.

21. Click CONTINUE MY PURCHASE to highlight the next child. Enter the necessary information.

22. Continue until you have answered the questions for all of your children.

23. When you have redundantly entered all of the information for your children, click the CONTINUE MY PURCHASE button until you see the PAYMENT SCREEN.

24. CHOOSE YOUR PAYMENT METHOD. Enter the necessary information.

25. Click on PAY NOW. (If you have chosen installments, only the 20% deposit should be due at this time.)

16. You will see a CONFIRMATION message, and you should also receive a confirmation email.

You are registered!

You can always check your classes by logging into your Amilia account, either on your computer or by downloading the phone app.