

## Registration Instructions

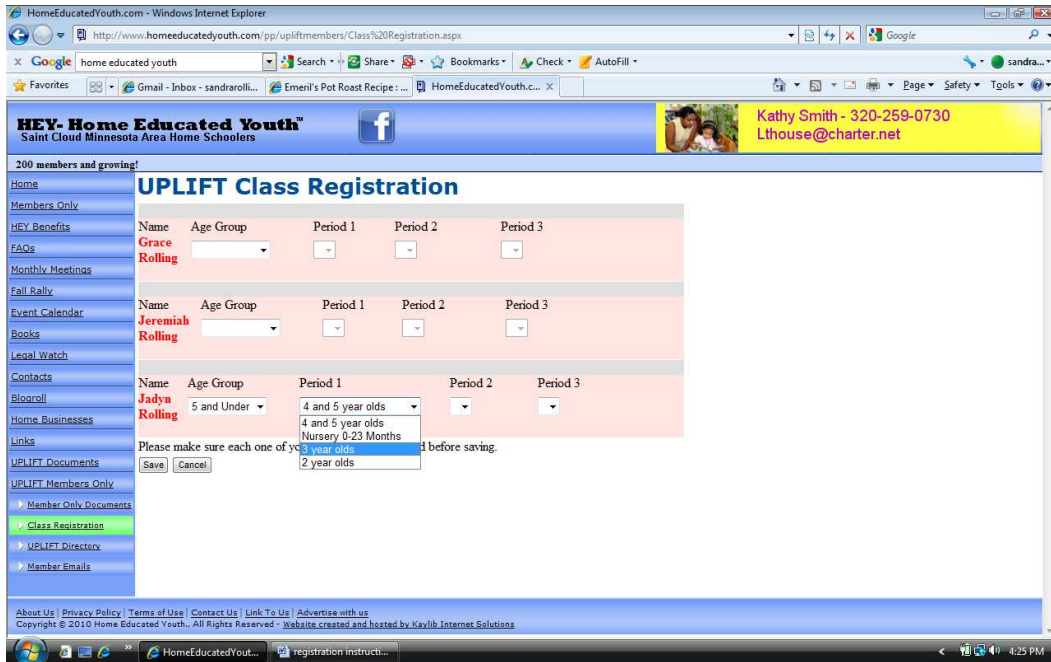
1. On the HEY webpage, click on the UPLIFT Members Only button on the bottom left hand side of the page.
2. Log in to the UPLIFT Members Only page. You will then be on the Members Only Documents page.
3. Click on the Class Registration button, third from the bottom on the left. The names of your children should be visible with drop down boxes next to each one.
4. Select an Age Group using the drop down box based on your child's age as of September 1st of the current school year. If your child is a preschooler, you will select 5 and Under. If your child is 6-8 select Primary, 9-11 Middle, 12-14 Junior and 15-18 Senior.

The screenshot shows the HEY Home Educated Youth website in Internet Explorer. The page title is "UPLIFT Class Registration". The navigation menu on the left includes: Home, Members Only, HEY Benefits, FAQs, Monthly Meetings, Fall Rally, Event Calendar, Books, Legal Watch, Contacts, Blogroll, Home Businesses, Links, UPLIFT Documents, UPLIFT Members Only, Member Only Documents, Class Registration (highlighted), UPLIFT Directory, and Member Emails. The main content area has a table with the following structure:

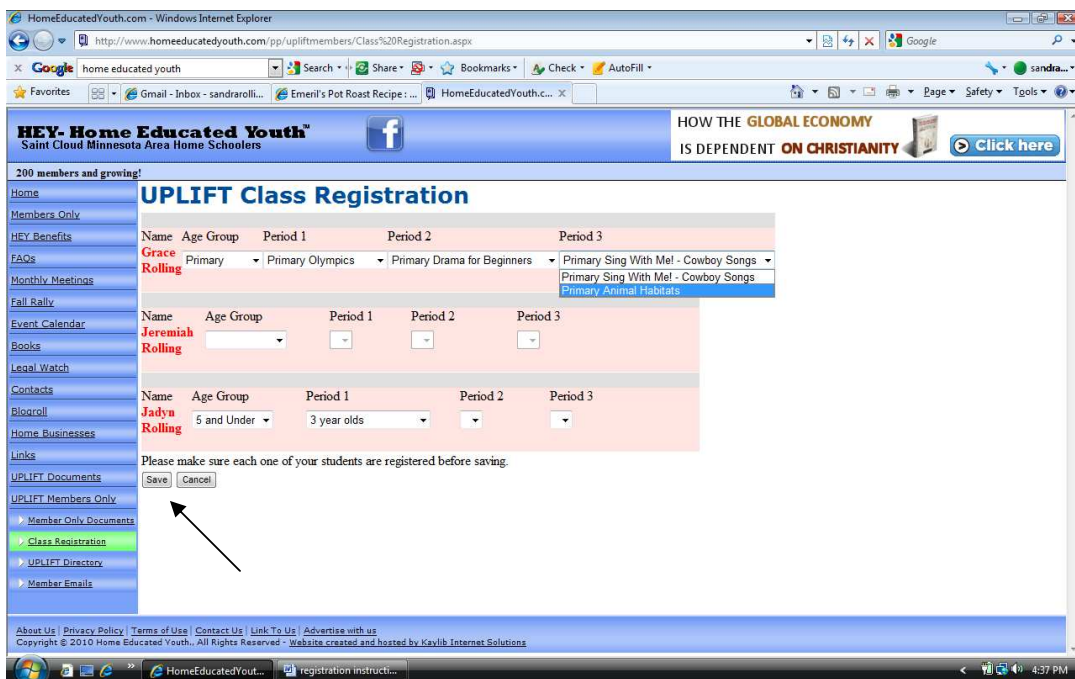
Name	Age Group	Period 1	Period 2	Period 3
Grace Rolling	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]
Jeremiah Rolling	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]
Jady Rolling	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]

A dropdown menu is open for Jady Rolling, showing the following options: 5 and Under, Primary, Middle, Junior, and Senior. Below the table, there is a note: "Please make sure all of your students are registered before saving." The top right of the page features contact information for Kathy Smith: 320-259-0730 and Lthouse@charter.net. The bottom of the page includes a footer with links for About Us, Privacy Policy, Terms of Use, Contact Us, Link To Us, and Advertise with us, along with copyright information for 2010 Home Educated Youth.

- Available classes will appear in a drop down box under each period. If you are registering a preschooler, you will only need to select a class for Period 1.



- If you are registering a school age child, select a class from the drop down boxes in each Period.



7. Double check all classes for all children. Once you save your registration you will not be able to make changes. When you have accurately registered all students who will be attending in the upcoming semester, click the Save button in the bottom left corner of the registration page (see arrow).
8. Registration fees are \$15.00 per child, nursery through high school, plus any class/materials fees listed in the class description. Payment should be made by check written to UPLIFT.
9. If you have questions or need help completing your registration, please contact Rachael Bragge.