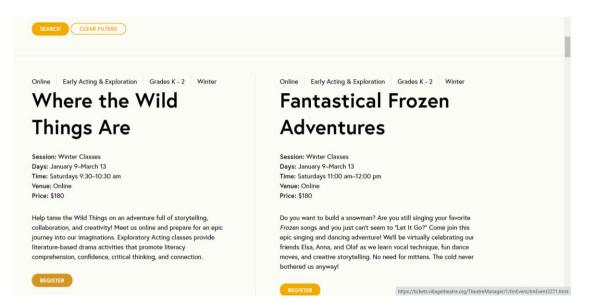
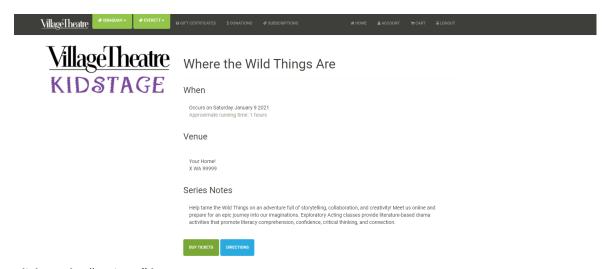
KIDSTAGE Classes and Camps Online Registration

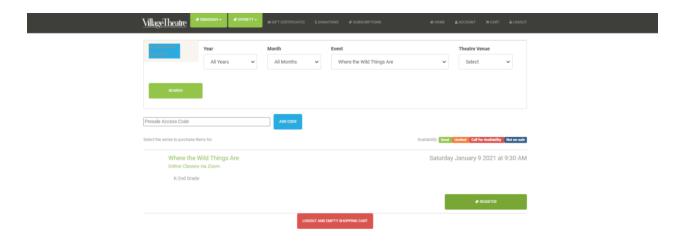
 Click the button for the current session of classes, and choose your first class, and click "Register":

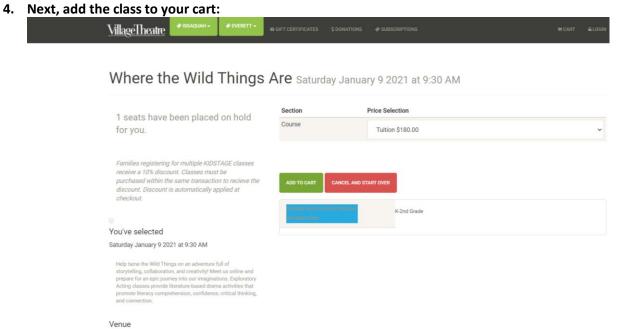


2. Click on the "Buy Tickets" button:



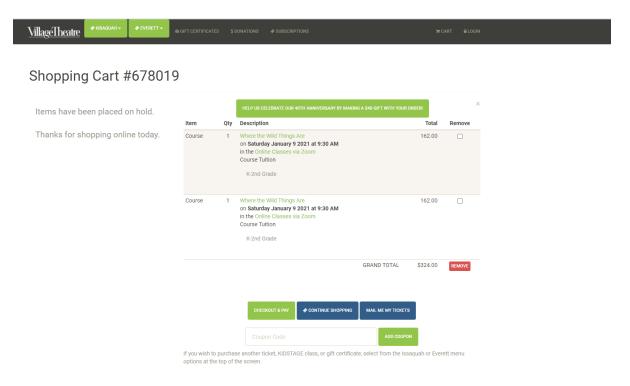
3. Click on the "register" button:





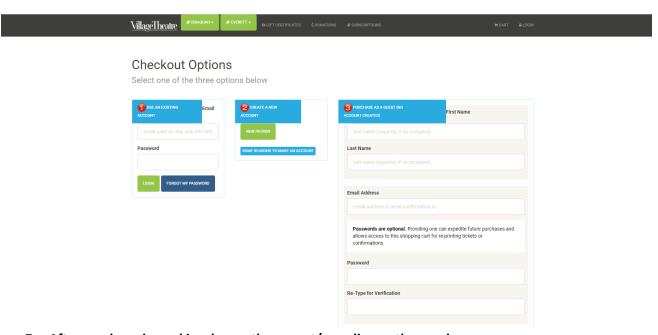
5. Next, you may either continue to add classes to your cart by clicking "Continue Shopping," or you may click on the "Checkout & Pay" button:

Note: if you wish to receive the 10% discount for multiple classes/camps, click "Continue Shopping" so that they are purchased in the same order. Discount will automatically apply on the payment screen.



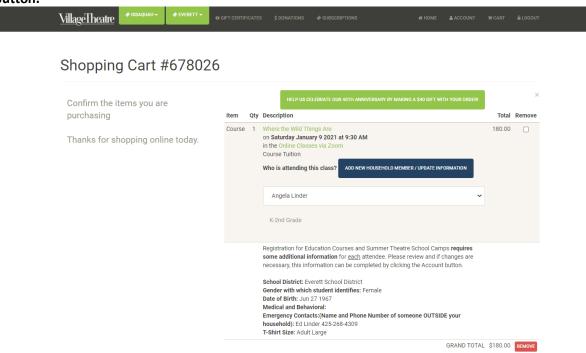
- 6. Login:
 - a. If you have never purchased online before, click on "Create a New Account."

 NOTE: Create the account with parent/guardian information only--ignore fields asking about birth date, medical info., t-shirt size, emergency contact information.
 - b. If you already have an account, or wish to check out as a guest, those options are available, too:

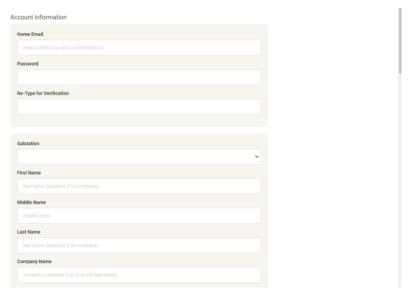


- 7. After you have logged in, choose the parent/guardian as the purchaser.
- 8. Choose the student as the attendee from the drop-down menu under "Who Is Attending This Class?" NOTE: if your student has been awarded financial assistance, the discounted amount

will not be applied UNLESS you choose the student on this drop-down menu. Or add the student(s) to your account by clicking the "Add New Household Member/Update Information" button.



9. If adding a student(s), click "New Patron." Or update an existing student/parent/guardian's information by clicking on their name, then fill in the required information:



10. NOTE: when adding a student, enter the parent/guardian address, phone number, and email address on student record. If your browser has an autofill function turned on – it may complete those fields for you.

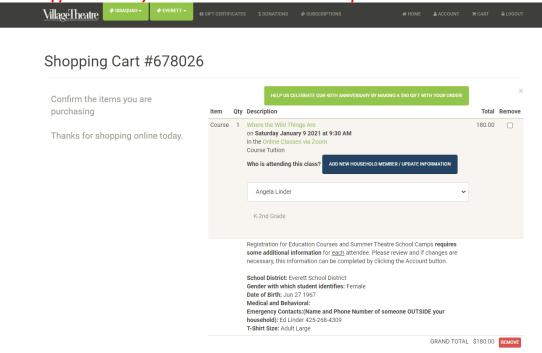
NOTE: in order for your registration to process, we require the following information for the student(s) ONLY:

- o Date of birth
- o School district in which the student resides
- o Gender with which the student identifies
- o Any health or behavioral concerns. For example, "Prone to nosebleeds. Allergic to peanuts. Carries an epi-pen."
- o Emergency contact information Name and phone number for someone besides you.
- o T-shirt size for summer camps only
- 11. Click "Update Account" and then repeat this process until all students are added. When finished adding all students, click the "Cart" option on the black banner, to return to your cart.



12. If you just added a new student(s), choose the student attending class/camp from the drop-down menu under "Who Is Attending This Class?"

NOTE: if your student has been awarded financial assistance, the discounted amount will not be applied UNLESS you choose the student on this drop-down menu.



- 13. Next, click the "Checkout & Pay" button at the bottom of the screen to continue and pay for your order. Follow instructions on the next two pages.
- 14. If you have any questions, please email us at KIDSTAGE@VillageTheatre.org or call 425-740-5035
- 15. Thank you for registering with KIDSTAGE!