Setting Up/Accessing Your Account: 
https://issaquah.villagetheatre.org/TheatreManager/1/login.

- If you have ever purchased with Village Theatre, you already have an account. However, you will probably need to click on Create/Reset My Password. If your email is not on file, then go ahead and create a new account.
- Make yourself (you, the parent) an account first. All other members of your household that will participate in classes, will be separate accounts UNDER yours.
- Add your child(ren) second. Go ahead and add your own address, phone number, and email address on their record(s) too. If your browser has an autofill function turned on – it may complete those fields for you.
- In order for your registration to process, we require the following information for the student(s) ONLY. Make sure you are in the student record when you complete these fields:
  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 – someone that is outside your household like extended family or a neighbor. Name and phone number.
  o T-shirt size – for summer camps only

Registering for classes and camps: 
https://issaquah.villagetheatre.org/TheatreManager/1/login?event=0

- In the upper left part of the screen select the location (Issaquah), and KIDSTAGE Classes. This will bring up a list of courses available for purchase.
- If you click on Buy on the right, it will take you to the next purchase screen where you will then be able to add it to your cart.
- If you click on the course Title on the left, it will take you to a description of the course. You will still need to select Buy Tickets from this screen.
- For each course in your cart, make sure to select the correct member of your household who will be attending that course.
- If a course is not listed, it is not available for online registration. This is true for courses that have already started, or courses that have prerequisites or other conditions that require phone registration. Check the course description on the Village Theatre website http://www.villagetheatre.org/issaquah/Classes-and-Camps.php
- Courses that are full are marked in red where you would otherwise select Buy. Get on the waitlist through the Village Theatre website http://www.villagetheatre.org/issaquah/Classes-and-Camps.php or by calling KIDSTAGE at 425-392-2900 x101.

**Discounts**
- The 10% multiple class discount is automatically applied in your cart when you add more than one class.
- Applicable discounts for Institute and Pathway students are automatically applied in your cart. *Make sure you have selected the correct member of the household to attend the course. Discount is applied to the student name, not the parent name.*

**Financial Assistance and Payment Plans**
- Submit your scholarship application and receive notification of approval *before* registering for courses. Application is available online at https://villagetheatre.org/issaquah/gate/ks-financial-aid.php
- Scholarship is automatically applied to your cart. Your credit card is charged for the remainder of the tuition. *Make sure you have selected the correct member of the household to attend the course. Scholarship is applied to the student name, not the parent name.*
- If you need a payment plan, please contact the office at 425-392-2900 x101. Payment plans must be set up by staff and cannot be done online.

**Releases**
- You must sign a Hold Harmless/Liability Release, and a Media Release. These are available at http://www.emailmeform.com/builder/form/i9WTSA144N5UZ6XBO21G2F. This link also appears in your receipt email.
- *Students may not participate until this step is completed.*

Questions or Concerns? Call us: 425-392-2900 x101 or x227.