KIDSTAGE Classes and Camps Online Registration

1. Click the button for the current session of classes, and choose your first class:

- **Singing for MT: Broadway Classics**
  - Cope Gillette Theatre, Everett
  - 6th Grade to age 20

- **The Dance Workshop**
  - Cope Gillette Theatre, Everett
  - 6th-12th Grade

2. Click on the “register” button:

**Advanced Tap**
- Saturday January 12 2019 at 10:00 AM

You’ve selected:
- Saturday January 12 2019 at 10:00 AM
- Tap is an essential skill for all musical theatre performers. Improve your technique, rhythm, flexibility, coordination, and style.

Venue:
- Cope Gillette Theatre, Everett
- 2730 Seminole Ave
- Everett WA 98201

How many attendees do you want to enroll?

- 1

[REGISTER] [CANCEL AND START OVER]

[COLLEGE NIGHTS/REGISTRATION INFORMATION]

7th grade to age 20
3. Next, add the class to your cart:

Next, you may either continue to add classes to your cart by clicking on the green location boxes (Issaquah, or Everett) on the black bar (top), or you may click on the “Checkout & Pay” button:

5. Login:
   a. If you have never purchased online before, or if you’ve purchased with Village Theatre before, but you’ve forgotten the email address that is connected to your account from previous purchases, click on “New Patron.” Enter your information, and click “Create Account.”

   IMPORTANT NOTE: Create the original account with parent/guardian information only--ignore fields asking about birth date, medical info., t-shirt size, emergency contact information.
b. If you have an account, and know the email address attached to that account, but cannot remember your password, click the “Create/Reset my Password” button:

6. After you are logged in to your cart, add the students to your account by clicking the “Make Changes to Account Information” button:

7. On the next screen (see below), click the “New Patron” tab under “Household Member” menu (top, left on screen)

   *IMPORTANT NOTE: 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.

   *IMPORTANT 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

8. 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:

9. In the cart, you will see your class(es) listed. Under each class, there is a drop down menu under “Who is attending this class?” Click on the drop-down menu to pick the STUDENT who is attending.

   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.

10. Next, click the “Checkout & Pay” button at the bottom of the screen to continue to pay for your order. Follow instructions on the next two pages.

11. If you have any questions, please contact our office at 425-740-5035

12. Thank you for registering with KIDSTAGE!