

Step-by-Step

# How to Register Online

## For TMSC Summer Programs

- ✓ Follow the link from any course on the summer course page. This brings you to Active Network, our registration and payment site. You can pay by credit, debit or electronic check.
- ✓ Select your child's grade level and the week you're interested in, then select each course you wish to register your child(ren) for. This adds them to your "shopping cart".
- ✓ Once you have added all of your courses to your cart, fill out your child's information for their desired course.
- ✓ Once that is completed, Active will bring you to the registration page which also includes Talcott's required medical form, behavior agreement, and photo release. Fill out all the information for each child and click "Continue to Cart".
- ✓ T-shirts are now added as merchandise during checkout. They are free each week, but you MUST click the icon to select your child's size. If you do NOT want a shirt for a particular week, leave the shirt option unchecked.

### FOR EXAMPLE:

You have 2 children, "Joe" & "Gina", and you have selected "Geocaching" and "Girls Rock!" for them. Fill out the name, birth date, etc for Joe's desired course and click continue, then fill out the same information for Gina's.

You do not need to purchase registration insurance, although you will see it as an option at checkout. This insurance has no affiliation with TMSC, but is offered through Active Network.

- ✓ If additional materials are required for your child's course, they are available to purchase during checkout. Check all required fields, select your payment method and click "Complete Order".
- ✓ Once registration is completed, you will receive a confirmation e-mail within 24 hours.



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