

Registration Instructions

To get to the registration page follow the prompts on the webpage or go to:
<https://goo.gl/7bL27P>

1. Click "Create New Profile"
 - Choose Household Profile
2. After reading introduction/instructions, scroll down to start creating your profile.
3. Fill in all the appropriate fields (designated by red *). Once complete, click the "Continue" button at the bottom of the page. Note - You are filling this information in as the parent.
4. Hit "Continue" again.
5. Fill in the second form regarding address, phone number ect. Note - Again, you are filling this out as the parent.
6. Once finished, hit the "submit" button.
7. Now you will register your child.
8. Click "Add youth member to household"
9. Fill in all the appropriate data fields (designated by a red *) for the child you would like to add to your profile. Click the "Save Profile" button at the bottom of the page.
10. Repeat steps 8 & 9 for each individual you would like to add to your profile. (If you are registering more than one child)
11. Once all individuals have been added, click on the select button (small circle), next to the student you would like to register, and select "Register"
12. Now you will choose the classes to register for.
13. Click "Add to Cart" button on each class in order to register.
14. Please be sure to pick both an AM class and a PM class.

15. Once you have picked both classes, click the Checkout button located in the top right corner of the screen.
16. This page will show all participants you are registering for the CFK and your total bill. You will need to “Agree” to the Refund Policy for each participant by clicking the box in the right column of each name. Once all information is confirmed click the Checkout button at the bottom of the page.
17. Next you will need to fill out your payment information. If you need alternative payment options, please print your registration form and bring it in to the Aims Cashier’s office in Loveland or in Greeley and make a payment in person with cash or check.
18. Next read and fill out a Waiver of Liability form for each participant you are registering. Fill in the data boxes and the bottom of the waiver and click the "Submit" button. (If this does not show up, we will email this form to you.)
19. You are now READY for CFK. Please check your email account for a confirmation of your registration and receipt for your payment. Thank you for your participation and support.