

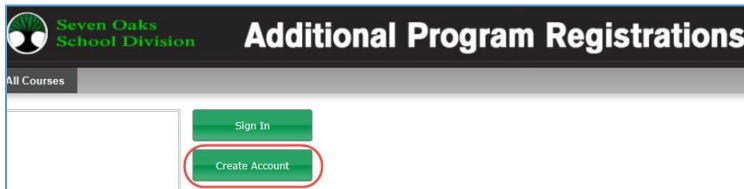
EDGE ON-LINE REGISTRATIONS

- 1) Go to the Seven Oaks School Division website: <http://www.7oaks.org/Programs/Edge>
- 2) To view courses and locations: Click on *Courses*
- 3) To view registration instructions: Click on *How To Register*
- 4) Select the *Click Here to Register* button

NOTE: Parents/Guardians **MUST** create an account **PRIOR** to being able to register students.

CREATE AN ACCOUNT – This information is Parent/Guardian information

- 5) Click the *Create An Account* button



- a. Enter parent/guardian *First and Last Name*
- b. Enter parent/guardian *Address*
- c. Enter parent/guardian *Postal Code*
- d. Enter parent/guardian *Email*
- e. Enter parent/guardian *Phone Number*
- f. Enter parent/guardian *Password*
- g. Enter parent/guardian *Birth Year*
- h. Click *Save*

LINK CHILDREN TO YOUR ACCOUNT – This needs to be done in order to register your child

- 6) Click on *Add New Name To This Account*

[Add New Name to this Account](#)

- a. Enter child *First and Last Name*
- b. Enter child *Address*
- c. Enter child *Postal Code*
- d. Enter **PARENT/GUARDIAN Email**

NOTE: You must enter the same email as you did in Step 5d.

- e. Enter **PARENT/GUARDIAN Phone Number**
- f. Ensure *Subscribe to Email* is checked off
- g. Enter **PARENT/GUARDIAN Password**
- h. Enter child *Birth Year*
- i. Click *Save*

- 7) Check the box *Account found with Email address – Check to create new account*

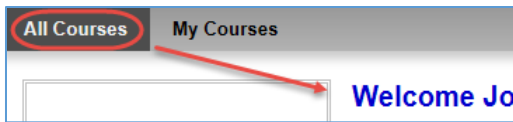
Update ALL Linked Accounts
 Account found with Email address - Check to create new account
*To link the new account with the existing account for this email, set the password to be the same.
[I Forgot My Password](#)

Email address found in an active account
Use "I Forgot My Password" OR check the box to create a new linked account

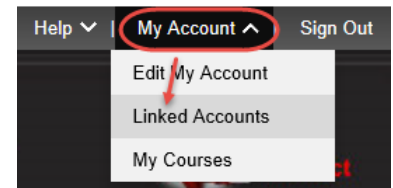
- 8) Click *Save*
 You will now see the child’s name under *Edit My Account* (left hand side of screen); and parent/guardian name under *Linked To* (right hand side of screen).
- 9) To add more children – click *Add New Name to this Account* and repeat steps 6-8

REGISTER YOUR CHILD FOR A COURSE

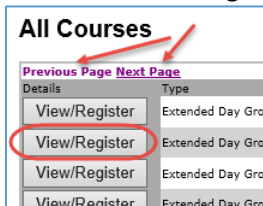
- 10) Click on *All Courses* to see all courses available for registering



NOTE: Make sure *Welcome* and the student name that you want to register is at top of screen. If the wrong name appears select *My Account* at the top right of the window and select *Linked Accounts*. Then check the appropriate child to register.



- 11) You can now click on *View/Register* for the course that you are interested in (remember you can also select *Next Page* and *Previous Page* for more courses)



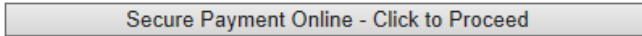
- 12) You will have the chance to view it, then either click *Back* to return to the course list OR click *Register* to register your child for the course
- 13) Once you click *Register*, it will show you the details of who you are registering, address information, email information, course fee amount and pay amount
- 14) If you are going to pay with Cash or Cheque please select *\$0.00 Now; \$5.00 Pay at School*

Course Fee Amount: \$ 5.00
 Pay Amount: \$ 0.00 Now, \$5.00 Pay at School

NOTE: Your child is not registered until payment is received. For immediate registration please leave the Pay Amount equal to the Course Fee Amount and proceed to secure online credit card payment.

15) Click *Cancel* to return to the previous page where you can view and/or register for courses OR click *Pay & Register* to proceed with the registration

16) Read the Important note and the Privacy and Payment information and click *Secure Payment Online – Click to Proceed*



17) Enter the *Cardholder Name, Card Number and Expiry Date*

18) Click *Process Transaction* to proceed or click *Cancel Transaction* to return to the All Courses page.

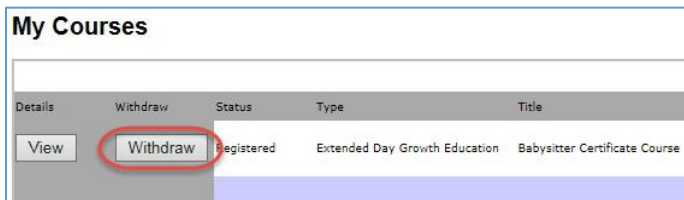
NOTE: If you select *Cancel Transaction* your child will not be registered and your credit card will not be charged.

Need to Cancel Your Child's Registration?

1. Select the *My Courses* tab



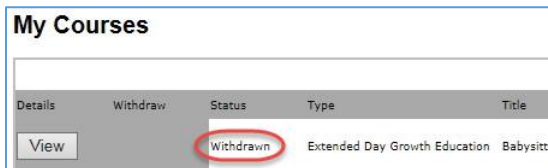
2. Any courses you have registered for will display in the *My Courses* section of the window (with a *Status of Registered*) with a *Withdraw* button next to the course information



3. Select the *Withdraw* button on the next screen



4. You will now see within the *My Courses* section that course now displays with a *Status of Withdrawn*



5. If there was a cost for the course a cheque will be mailed out within one month's time from the Seven Oaks School Division

If you experience any issues with your child's registration please contact Penny Raymond at 204-227-7136 or via email at penny.raymond@7oaks.org