

## Creating an account

1. Click on the “Create Account” at the top of the page



2. The software allows for creating individual, family or company accounts.

The image shows a registration form with the following fields: Name Prefix (dropdown menu), First Name (text box), Middle Name/Initial (text box), Last Name (text box), Name Suffix (text box), Parent/Guardian Name (text box), Job Title (text box), and Affiliated Company/Employer (text box). Below the Parent/Guardian Name field is the text 'Last Name titles such as Jr, II, PhD' and 'Required if registrant is a minor'. Below the Affiliated Company/Employer field is the text 'If applicable'. Two black arrows point to the Parent/Guardian Name and Affiliated Company/Employer fields.

- If the registrant is a **minor** the **parent/guardian** should create a profile for themselves first and add the minor as a member on their account. Complete the parent/guardian field only on the minor member's profile.
- If this is a **company or group registration** the contact person for the group should be added first under a company profile and additional registrants added as members on the account. Company/Employer profiles require the name of the company be entered for the group, enter name exactly as it would appear on printed materials. **Complete this field under all member accounts to link them to the company/employer.** Not required for family or personal accounts.

3. Complete the Billing, Mailing (if different from billing,) phone and email address fields.  
*Companies/Employers should use the billing address of the company or employer.*

## Billing Address

Address 1 *	<input type="text"/>
Address 2	<input type="text"/>
	Apt./Suite or additional address details
City/Town *	<input type="text"/>
State/Province *	<input type="text"/>
	Enter 0 for non US addresses without State
Postal Code *	<input type="text"/>
	Enter zero for non US addresses without postal code
Country *	<input type="text" value="United States"/>

## Mailing Address

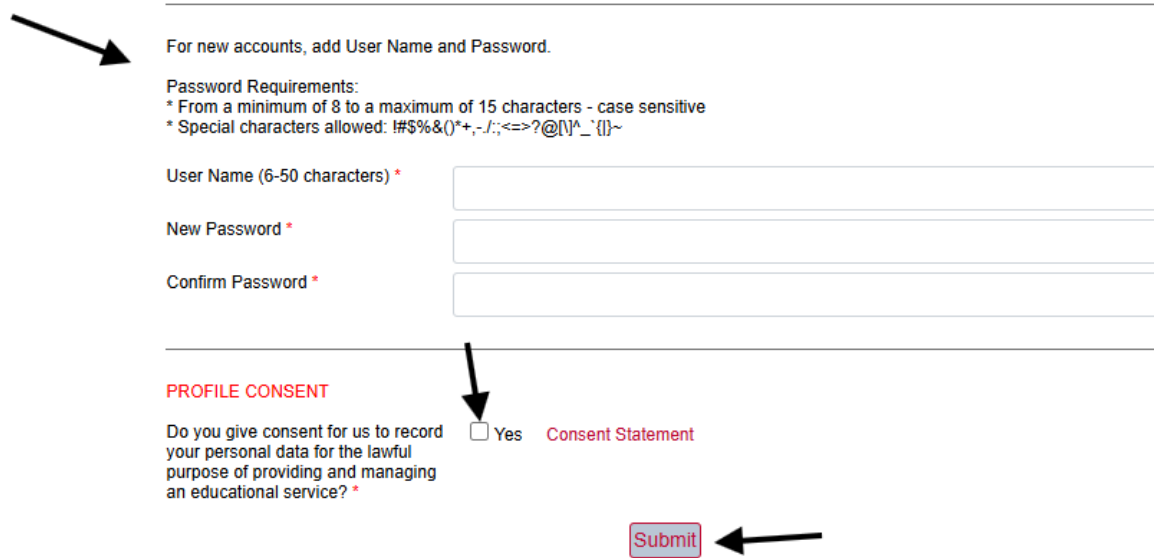
	Same as:
	<input type="text" value="—"/>
Address 1 *	<input type="text"/>
Address 2	<input type="text"/>
	Apt./Suite or additional address details
City/Town *	<input type="text"/>
State/Province *	<input type="text"/>
	Enter 0 for non US addresses without State
Postal Code *	<input type="text"/>
	Enter zero for non US addresses without postal code
Country *	<input type="text" value="United States"/>

	Example: 555 345 2345 (numbers only)			
Work Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="ext"/>
Mobile Phone *	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email Address *	<input type="text"/>			

Want to sign up for updates and exclusive offers? Select all the methods desired to receive offers.

- ☒ Email ☒ Mail  
☐ Phone

4. Lastly choose a Username and password at the bottom.



For new accounts, add User Name and Password.

Password Requirements:  
\* From a minimum of 8 to a maximum of 15 characters - case sensitive  
\* Special characters allowed: !#\$%&()\*+,-./:;<=>?@[\\]^\_`{|}~

User Name (6-50 characters) \*

New Password \*

Confirm Password \*

**PROFILE CONSENT**

Do you give consent for us to record your personal data for the lawful purpose of providing and managing an educational service? \*

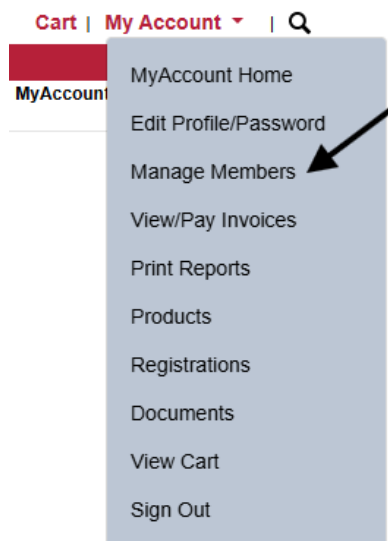
☐ Yes [Consent Statement](#)

**Submit**

5. Check the box to allow your data to be saved and hit “Submit”
6. You will be automatically logged into the registration system. Now that you have an account, you can search for your course on the left and register for courses.

**If you are registering multiple people or a child for a course or workshop you will now be able to add additional registrants as members to the main account.**

7. Click on “My Account” (upper right) and select “Manage Members” from the drop down.



8. Choose to “Add New Member”

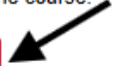
**MANAGE MEMBERS**

Account: XXXXXXXXXX

Members are additional people to which you can add new registrations. This could be a child, a spouse, or even an employee. Use the Add New Member button below to add a new member account. If the person already has an account, but it is not linked to your account as a member, please contact the office and request them to link the account to you as a member account.

For the member accounts listed below, you can register these members in the same manner you would register yourself. However, during the registration process, make sure you select the correct member account before adding the course to the cart. At the bottom of the course detail page just above the Add To Cart button is a list of all your members. Select the correct member name and then add the course to the cart. If you do not use the correct member account name, the registration will be under your name as the person taking the course.

Add New Member




9. Repeat steps 2 and 3 for each member. Some fields will populate from the main account. Update as necessary.

- *Minors require a Parent/Guardian name.*
- *Be sure to add the Company/Employer fields as applicable.*
- *Each member can have an individual Username and password created for them, but it is not required.*

10. Check the box to allow data to be saved and hit “Submit”

## Register for a Class

1. Choose the course from the Categories or Course Search.
2. Select the section by clicking on the Course Title.

SEARCH RESULTS							
Click on Title or Dates column label to change sort. Click on the Title to view Details.							
Title/Facility	Session	Dates	Times	Days	Fee	Status	
 <b>NEW</b> Summer Bridge Program in Math - Grade 5 Online	1258 SU25	6/26/2025 8/07/2025	2:00 PM 2:50 PM	TuTh	\$ 299	Registration Available	
<b>NEW</b> Summer Bridge Program in Math - Grade 5 Online	1258 SU25	6/30/2025 8/06/2025	1:00 PM 1:50 PM	MW	\$ 299	Registration Available	
<b>NEW</b> Summer Bridge Program in Math - Grade 5 Online	1258 SU25	7/14/2025 7/31/2025	4:00 PM 4:50 PM	MWTh	\$ 299	Registration Available	

Back

3. Choose Register/Login (if you are not already logged in) from the bottom.

Fee(s)	
\$ 299	Course Fee
\$ 299	Total Fees

Need to register for someone else? Click here

Back Inquire Register/Login Now

You must login to your account or create a new account to add to your cart.

4. Login (if needed) and Click “Add to Cart” If you have multiple members in your account you will need to select the correct person from the drop-down.

Fee(s)	
\$ 299	Course Fee
\$ 299	Total Fees

Please select the name of the person who will be attending this course:

Need to register for someone else? Click here

Back Inquire Add to Cart

5. Once in your Cart, you have the option to continue shopping for additional classes or to check out.

YOUR CART

Account: [REDACTED]

Last Viewed: Summer Bridge Program in Math Summer Bridge Program in Math Humane Handling and Stunning B

Item Code	Title / Schedule Registrant / Items	Qty	Item Fee	Total Fees	Pay Amount
ETCMATH_SBG52501	Summer Bridge Program in Math - Grade 5 [REDACTED]				
remove	6/26/2025 - 8/07/2025 2:00 PM - 2:50 PM Days: TuTh				
	Course Fee	1	\$ 299	\$ 299	
Sub-Total:				\$ 299	\$ 299.00
TOTAL:				\$ 299	\$ 299.00

Recalculation is required to save Quantity, Pay Amount, OnAccount, or Promo Code changes before Checkout.  
Quantity and Discount changes may reset all Pay and OnAccount Amounts to default values.

Checkout

Continue Shopping