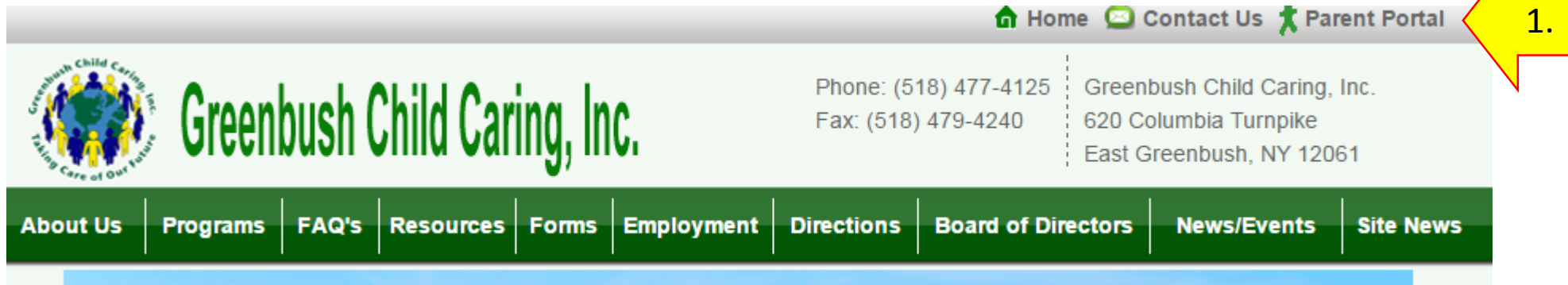


Registering for Half-Day Programs



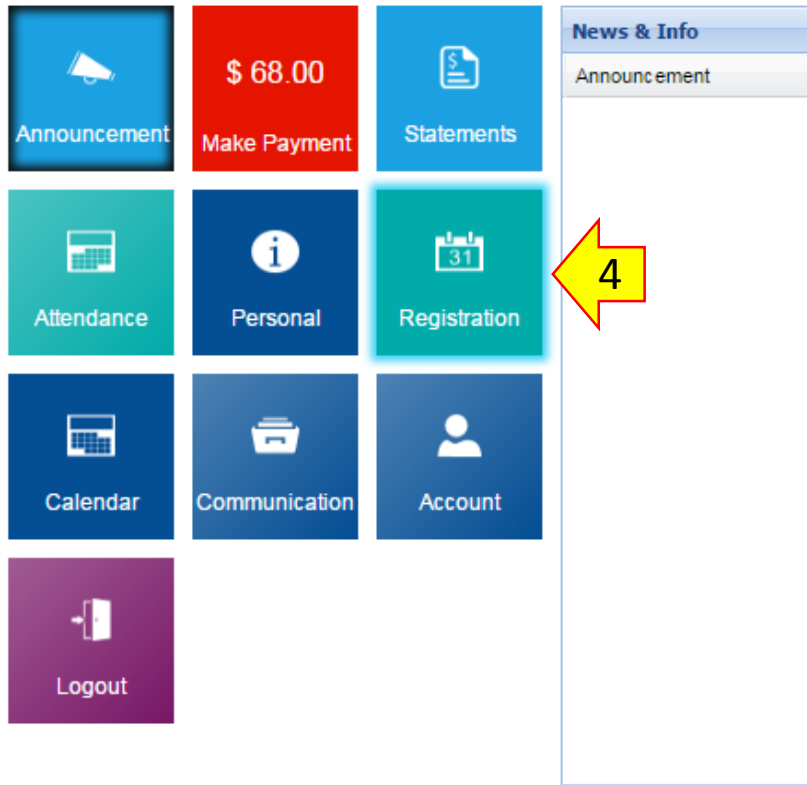
1. Click the [Parent Portal](#) link from our web site homepage.

The image shows a 'Member Login' form. The title 'Member Login' is in a blue, italicized font. There are two input fields: the first is labeled 'Enter your User Name' and the second is labeled 'Enter your password'. A yellow arrow with the number '2' points to the password field. Below the input fields are two orange buttons: 'Reset' and 'Submit'. A yellow arrow with the number '3' points to the 'Submit' button. At the bottom, there is a link: 'Did you forget your password? [Password Reminder](#)'.

2. Log in using your username and password.

If you do not know your log in credentials, please contact the Administrative Office at contactus@gbccinc.org.

3. Click 'Submit'.

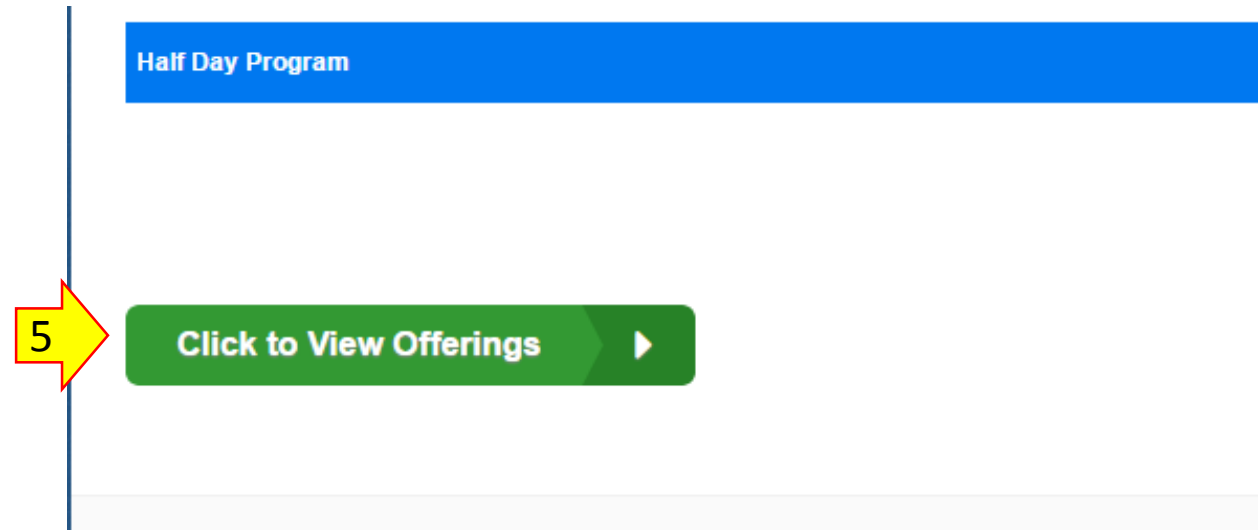


4. From the home screen of the parent portal, click the 'Registration' tile.

5. The next screen will list the programs available for registration.

Click 'Click to View Offerings' next to Half-Day Programs.

**For the purpose of these instructions, 1 child will be registered for the 3/22 half-day in Averill Park.*



The next screen will list the half-day programs that are available for registration. ***Please pay close attention to which school you are selecting.***

Half-Day Programs



Location: Greenbush- Miller Hill-Sand Lake - 3/22 AP Half-Day - Half-Day Programs

When: 02/22/2017 until 03/15/2017

Days: Wednesday @ 11:00 AM to 06:00 PM

Total Enrollment : 1

Registration Fee 0.00

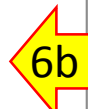
6a. Click 'Unlock'

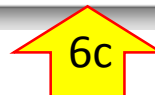


6b. Enter the unlock code that was emailed to you.

6c. Click 'Submit'

Unlock Code

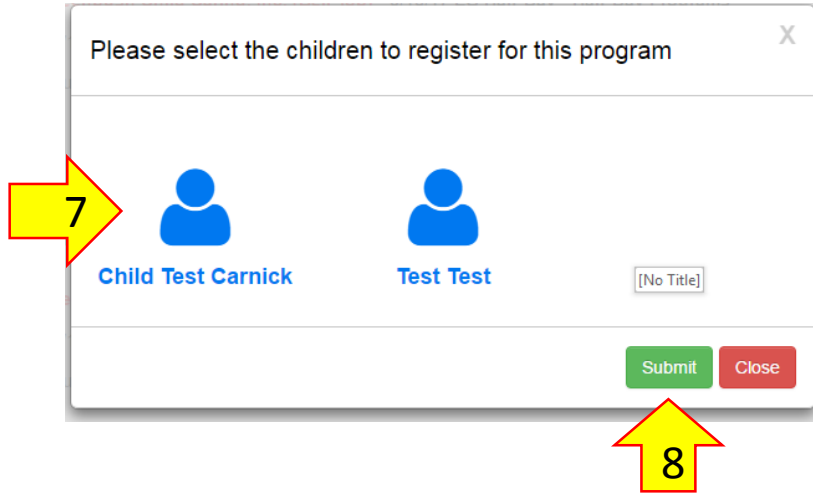
Please enter the unlock code



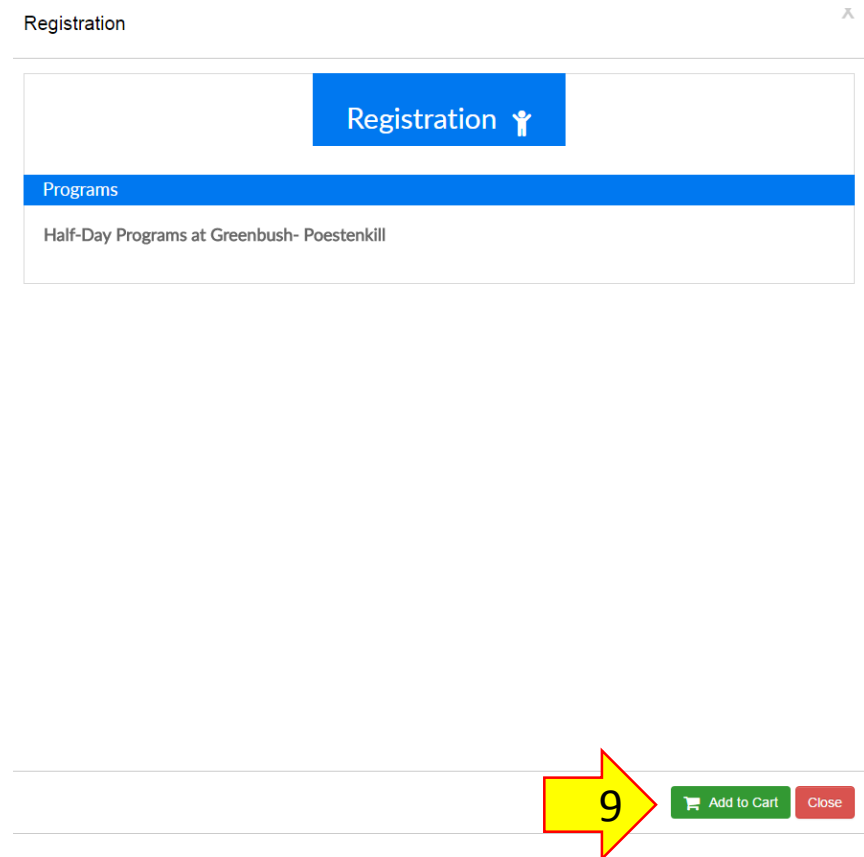
  

7. Select student.

8. Click 'Submit'




9. Click 'Add to Cart'



10

Your Program Selections

	Child Test Carnick Greenbush- Poestenkill - Half-Day Programs 3/22 AP Half-Day: 02/22/2017 - 03/15/2017	Registration Fee: \$0.00 Total: \$0.00
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[Apply Scholarship](#) [+ Add More Programs](#)

10. Please review your registration details on the next page.

11. Click 'Complete Registration'.

**If you need to add another half-day for a sibling click 'Add More Programs' and follow steps 5-9.*

12. Registrations submitted successfully will generate this message. Click 'Close'

Registration Saved Successfully X

[Close](#)

12

If your half-day registration is received successfully, you will receive the email below with your registration details.

If you do not receive a confirmation email, please contact the administrative office as soon as possible to ensure we have the submitted registration.

Thank you for submitting your online enrollment form!

Please be advised that this submission confirmation is not an enrollment confirmation. Please allow 48 hours for your account to be reviewed.

If you have any questions please contact the administrative office at: contactus@gbccinc.org.

Thank you,

Greenbush Child Caring, Inc.

Enrollment:

Carnick, Child Test

Greenbush- Poestenkill Half-Day Programs - Half Day Program - 3/22 AP Half-Day

Requested Begin Date: 02/22/2017

Days: __W__ Cost: 0.00

Payment Received