InSite Parent - Registration

Last Modified on 02/18/2021 9:27 am EST

Parents can register for upcoming programs using the InSite Parent application. Simply click the Registration icon and walk through the registration process.

For the Registration icon to display, Activity ID 1832 must be set to All Permissions for the Family Portal (Not Allowed) role.

- 1. Click the Registration icon
- 2. Locate the correct Category, Semester and select Click to View Offerings



3. Locate the Program from the list and click Enroll



4. Select the student(s) and click Submit



5. Complete the required information and click Add to Cart

≡ Registration
Registration
Mason Bright Required Fields
First Name
A Mason
Last Name
8 Bright
Birthday
11/19/2014
Kelcy Carter Required Fields
First Name
*
Add to Cart Close

6. Once in the cart, parents can add more programs, apply scholarships, or checkout/submit payment

Your Program Selections	
8	Mason Bright
_	DCW Transactional- CENTER 1 -
	Summer Camp -
	Completed K -
	Completed Grade 3
	2020 Summer: 06/08/2020 - 08/28/2020
	Edit Program Information Registration \$0.00 Fee: Camp Fees: \$100.00
	Total: \$100.00
+	Add More Programs

7. Click Complete Registration to finalize the registration process

Ξ	Registration
	Payment Information Edit
	Confirmation Questions Edit
	O1. Business Question
	Subtotal \$0.00 Camp Fees \$100.00
	Amount Due\$100.00
	Complete Registration
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8. Enter the submitter's name/electronic signature and click Submit

\equiv Registration	
Electronic Signature X	
Please enter your electronic signature to submit registration	l
Please enter your electronic signature to	l
Submit Close	
A V Done	
Q W E R T Y U I O F	>
ASDFGHJKL	
◆ Z X C V B N M ③)
123 😄 🖳 space go	

9. A confirmation screen will appear stating the Registration Saved Successfully

≡ Registration
Camp Days option.
Registration Saved Successfully X
Close
Completed Grade 3 2020 Summer: 06/08/2020 - 08/28(0)

10. A summary of the registered programs will display. The registration screen can now be closed

