



# The Village School

A NORD ANGLIA EDUCATION SCHOOL

## **Step by Step Registration for ACE Classes**

### **Creating an account**

1. Go to the new registration site, [thevillageschool.asapconnected.com](http://thevillageschool.asapconnected.com)
2. Select login at the top of the page, Then select create a new account
  - a. Parent/Guardian information will be required first
  - b. Click Next and continue to fill out the students information
  - c. Click Next and enter second parent/guardian information

### **My Account**

1. Here you can add photos, edit/update account information, change password, and primary contact information.
2. Billing info, class activities, student documents, and waiver forms can also be viewed from here.

### **Registering for Classes**

1. Select the home button at the top of the page. This will guide you to our welcome letter and important information on registering.
2. View classes on the left. Village School Families will be able to select classes from the following tabs.
  - a. Monday - Friday
  - b. Specialty Classes
  - c. Extended Care
3. Select the class that you want to enroll in and click on Register Now! This will add the class to your cart. Please make sure to read carefully when selecting classes. We want to make sure you enroll in the proper class for your child's grade level.
4. After selecting register now you will automatically be redirected to your shopping cart. You can choose to continue shopping or Checkout at the bottom of the page.

### **Registering Multiple Students in Multiple Classes**

1. When registering two or more students for two or more ACE classes please make sure to register one at a time.
2. Select all desired classes for student A and continue to check out. Repeat this step with student B. This will ensure that you are receiving the correct discounts for each student.

### **Discounts/Tier pricing**

1. Discounts for tier pricing will automatically update as you enroll in classes.
2. Discounts will NOT appear when registering for two or more students at the same time.
3. If at any time you feel that pricing is not correct on the invoice please contact Kayla Guanajuato - [kguanajuato@thevillageschool.com](mailto:kguanajuato@thevillageschool.com)

### **Checking Out**

1. When you are ready to checkout click on your cart.
2. Choose your Payment Option
  - a. Credit Card
  - b. Pay Later
3. Select Process Payment/Complete Transaction