



GAGE CENTER

ONLINE ENROLLMENT HELP

1. On the GAGE Center home page under **"Upcoming Events"** on the right side of the page:
Click on "online registration"
3. This will bring you to the Parent Portal. **Choose Sign Up For Classes (step 3)**
3. **Select "Create an Account"**
4. Enter: **Name, Email Address, and Password.** Select: **Sign Up**
5. Enter: **Phone number and Address**
6. Check the three boxes to **"agree"** to the terms
7. Enter: **Student Name, Birth Date and Gender**
8. If there is more than one student enrolling, select **"Add More Students"**,
if not select: **"Request Classes"**
9. Click on the **"Ledger globe"** located on the left side of the page.
Click **"Autopay Information"** tab. **Complete form and save.**
10. Click on the **"Class globe"** located on the left side of the page.
In the Season box: **Select session date**
In the Program box: **Select "swim"**
Locate the desired class from the class list. Click on **"Request Class"**
11. Select Enrollment Type: **"Active"**. **Submit Request**

Please Note: Your credit card will not be charged until your requested class is approved. At that time you will receive an email confirmation.