Registering for School Age Services program – NEW STUDENTS - You must have a login for our Customer Service System. If you do not have an account with CA or a login for your account please follow the instructions on page 3 below.

**Be sure you have Popup Windows Enabled**

From the home screen select **Classes**

If the Site does not default to School Age Services click on Change and select School Age Services from the drop down menu

![Image of Class Schedules](image-url)

Click on the calendar and select 06/10/2019 and click **Search**

![Image of Selected Date](image-url)

Click on the Appropriate School

Click on **Enroll**

Click on the appropriate family member and click continue shopping to enroll additional children or Register to

![Image of Family Members](image-url)
### Review

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Participant Name</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Fee</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atholton SAS Space Res...</td>
<td>Leslie Barnett</td>
<td>Space reservation for ...</td>
<td>1</td>
<td>No Fee</td>
<td>Remove</td>
</tr>
<tr>
<td>Atholton SAS Space Res...</td>
<td>Scott Clark</td>
<td>Space reservation for ...</td>
<td>1</td>
<td>No Fee</td>
<td>Remove</td>
</tr>
</tbody>
</table>

**Cart Amount**: $0.00  
**Tax**: $0.00  
**Total Due Later**: $0.00

No payment is due at this time. Any associated fees will be collected later.

### Booking confirmation

**Thank You!**

You have made a booking for the following:

- "Atholton SAS Space Reservation" - June 10 2019 (08:30 AM - 04:30 PM)

[Return to Main Menu]
Creating a Guest Account

PLEASE NOTE: If you have done any business with Columbia Association since 2012 you may already have an account. Please email Marilyn.Watring@ColumbiaAssociation.org to get your account number.

Click here to access the Customer Service System

Click on Quick Gest

Click on Change and select School Age Services from the Drop Down Menu

Enter the PARENT’S Information

Click on the + to enter a user name and password

Click on the icon for My Account

Click on Add Sub Guest
Enter the required fields and click **Submit Changes**.

*You can repeat the process until all children are entered.*