



# Instructions for registering yourself and your DCS students in the [online course enrollment system, Active.com](https://campscui.active.com/orgs/DallasCommunitySchool)

**Step 1:** Go to <https://campscui.active.com/orgs/DallasCommunitySchool> and click the **ADD** button on the first page.

## Session Selection

SELECT YOUR SESSION BELOW. YOU CAN REGISTER MULTIPLE PEOPLE AT THE SAME TIME.

### FILTER BY

SESSION LIST

CALENDAR

LOCATION

All locations

Create An Account

01/08/2018 - 03/23/2018

DCS

Information Entry (Add once for each child) \$0.00

ADD

### YOUR SELECTIONS

You have no sessions selected.  
Get started by adding a session on the left.

**Step 2:** Next to “Quantity” select the total number of DCS students you will be registering.

## Session Selection

SELECT YOUR SESSION BELOW. YOU CAN REGISTER MULTIPLE PEOPLE AT THE SAME TIME.

### FILTER BY

SESSION LIST

CALENDAR

LOCATION

All locations

Create An Account

01/08/2018 - 03/23/2018

DCS

Information Entry (Add once for each child) \$0.00

ADD

### YOUR SELECTIONS

Create An Account Delete

01/08/2018 - 03/23/2018

Information Entry (Add once for each child)

Quantity

1

2

3

4

5

6

7

8

CONTINUE

**Step 3:** Enter a DCS student’s first and last name, birthdate (MM/DD/YYYY) and gender and click “Continue”. You can register your children in any order.

2 | PARTICIPANTS & OPTIONS Add sessions

Create An Account Remove  
01/08/2018 - 03/23/2018  
DCS  
Information Entry (Add once for each child) \$0.00

Who are you registering?

\* Name  First name  Last name

\* Date of birth  MM/DD/YYYY [Why do we ask this?](#)

\* Gender  Male  Female

CONTINUE

Create An Account Remove  
01/08/2018 - 03/23/2018  
DCS  
Information Entry (Add once for each child) \$0.00

Create An Account Remove  
01/08/2018 - 03/23/2018  
DCS  
Information Entry (Add once for each child) \$0.00

**Step 4:** Under “Who are you registering?” Select “Register new person” and enter the full name, birthdate and gender of the next child. Continue to register each child as a new person until all the students have been registered. If you need to register an extra person, click “EDIT” next to one of the registered people and select “Register a new person”. You can also edit or remove people as needed.

**Create An Account** Remove  
 01/08/2018 - 03/23/2018  
 DCS  
 Information Entry (Add once for each child) \$0.00

Who are you registering?

- \* Person  Select one
- Super Parent
- Register a new person

**CONTINUE**

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**Create An Account** Remove  
 01/08/2018 - 03/23/2018  
 DCS  
 Information Entry (Add once for each child) \$0.00

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**Create An Account** Remove  
 01/08/2018 - 03/23/2018  
 DCS  
 Information Entry (Add once for each child) \$0.00

**2 | PARTICIPANTS & OPTIONS** Add sessions

Super Parent Edit Remove  
**Create An Account**  
 01/08/2018 - 03/23/2018  
 DCS  
 Information Entry (Add once for each child) \$0.00

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Kid 1 Test Edit Remove  
**Create An Account**  
 01/08/2018 - 03/23/2018  
 DCS  
 Information Entry (Add once for each child) \$0.00

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**Create An Account** Remove  
 01/08/2018 - 03/23/2018  
 DCS  
 Information Entry (Add once for each child) \$0.00

Who are you registering?

- \* Person  Select one
- Super Parent
- Kid 1 Test
- Register a new person

**CONTINUE**

**Step 5:** Enter your name, address and phone number in your own Parent registration. Under “Grade” select “Adult 18+”

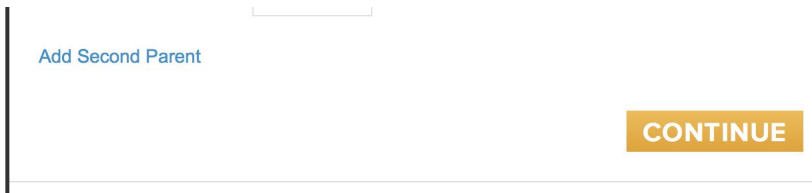
**3 | REGISTRATION FORMS**

**Super Parent**  
[Update basic information](#)

\* First name   
 \* Last name   
 \* Grade   
 as of 2017-2018 school year  
 \* Country   
 \* Address   
 Address line 2   
 \* City   
 \* State   
 \* ZIP   
 \* Home phone number

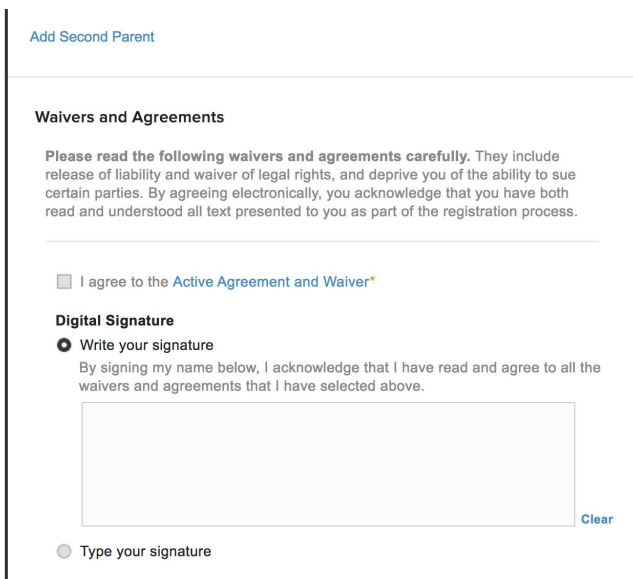
\* Grade  Select one  
 Pre-School  
 Pre K  
 K  
 1st  
 2nd  
 3rd  
 4th  
 5th  
 6th  
 7th  
 8th  
 9th  
 10th  
 11th  
 12th  
 Adult (18+)

**Step 6:** The basic information for all family members will auto fill as you finish registration information for all students. You have the option to add a second parent or guardian in the system so that both parents can use the system and get email updates. However, it is not **NECESSARY** to add a second parent or guardian.



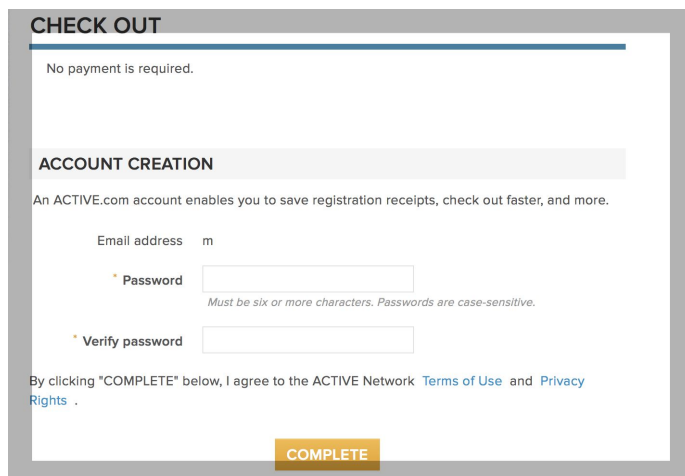
The screenshot shows a form titled "Add Second Parent" with a blue link "Add Second Parent" at the top left. A yellow button labeled "CONTINUE" is positioned at the bottom right of the form area.

**Step 7:** You will need to read and agree to the Active Agreement and Waiver (basically saying that you won't hold Active.com responsible for any discomfort, injuries, etc. experienced by your child(ren) in any of the DCS enrichment classes). You can digitally sign it or just type your name. Continue to the final step!



The screenshot shows a form titled "Add Second Parent" with a sub-section "Waivers and Agreements". It contains a paragraph of text explaining the waivers and agreements. Below this, there is a checkbox labeled "I agree to the Active Agreement and Waiver\*". Underneath, there is a "Digital Signature" section with two radio buttons: "Write your signature" (which is selected) and "Type your signature". The "Write your signature" option includes a text box for the signature and a "Clear" link. A "CONTINUE TO CART" button is located at the bottom of the form.

**Step 8:** The Last step is "Check out" - you will need to **enter a new password** at this time (the first time you register in the system) and agree to the Active Network terms of use and privacy rights policy. Click "Complete".



The screenshot shows a form titled "CHECK OUT" with a sub-section "ACCOUNT CREATION". It includes a message "No payment is required." and a paragraph explaining the benefits of an ACTIVE.com account. There are three input fields: "Email address" (with a dropdown menu), "Password" (with a note "Must be six or more characters. Passwords are case-sensitive."), and "Verify password". Below the fields, there is a line of text: "By clicking \*COMPLETE\* below, I agree to the ACTIVE Network Terms of Use and Privacy Rights". A yellow button labeled "COMPLETE" is at the bottom of the form.

**Congratulations!** You and your children (DCS students) are now registered and will be ready to select and register for actual classes when we open the enrollment system for winter term enrichments (around Dec. 12)!