

Enrollment Guide

Go to capkids.org/enroll and select the link for the school your student attends (students may only attend courses available at their school).

Para cambiar el idioma de la página de registro al español, haga clic en la flecha hacia abajo situada junto a la pestaña “SIGN IN” en la esquina superior izquierda de la página web y seleccione “Spanish (United States)”

- Es posible que deba actualizar la página para que el cambio de idioma entre en vigor.

SELECT COURSE

- Select the course in which you want to enroll your student by clicking Add.
 - If you are enrolling your student in an advanced course, be sure to read the guidelines outlined in the course description.
 - If you are enrolling multiple students in separate courses, you may select the second course.
 - If you are enrolling multiple students in the same course, you may change the quantity under Your Selections.
- After selecting the course(s), click Continue under Your Selections in the right column.

CREATE ACCOUNT

- Before continuing to your cart, enter your email in the box labeled LOOKUP ACCOUNT.
 - If this is your first time enrolling a student(s), you will need to create an account.
- After entering your email, a link will be sent to you to verify your account.
 - Enter all required information and click Accept Invitation.

REGISTER STUDENT

**Be sure to have your student's Duval County Public School ID number available as this will be required during the registration process.*

- Once you have created your account, sign in on the registration page.
- Under Who Are You Registering? click Select One and select Register A New Person.
- Fill in your student's information and click Continue.
 - For the birthdate, be sure to include the forward slash (/) as it is not automatic.
 - Example: 04/08/2006
 - If you are registering multiple students, you will be prompted to enter each student's information. Complete steps 7 and 8 for each student.
- Under REGISTRATION FORMS, fill out the required information and click Continue.
 - If you are registering multiple students, you will be prompted to the next student's page to fill out their information.
- If you would like to add another parent/guardian, you may do so on the Primary Parent/Guardian page after filling out your student's information. If no changes need to be made, click Continue.

- Under Waivers and Agreements be sure to read the Waiver of Liability, Enrollment in the Program, Terms and Conditions, and Active Agreement and Waiver.
 - The final form is for use of Active Network that runs our registration process.
- Once you have read these documents click the check box next to each.
- Enter your name in the blank box next to Electronic Signature to verify that you have read and agree to these documents and click Continue to Cart.

PAY FOR COURSE

- After reviewing your cart, select whether you would like to pay in full or with a payment plan.
- Fill in your payment and billing information and click Complete.
- When your transaction is complete, you will receive a confirmation email.

Thank you for enrolling your student in a Cathedral Arts Project course and sharing our mission of unleashing the creative spirit of young people!