

2020/2021 LATCHKEY REGISTRATION – HELPFUL HINTS

Latchkey Registration is coming up – Monday, 3/16 starting at 12noon - online or at the Rec Center.

Registration is first come-first served (not a lottery).

Below is some info we think will be helpful to read through/know/do **BEFORE** registration day.

If you have any other questions, please feel free to contact us.

DO THIS FIRST: Confirm that your child's grade is in your account

- a. Go to recreation@hwmi.org
- b. Click on **Sign In** (in upper right hand area of home page)
 - i. Use the primary email address associated with the account and a password to sign in
 1. If you have forgotten your password, you will be able to reset it after a failed attempt. Select "Reset Password" and a temporary password will be emailed to you.
 2. You can also request a password by emailing Jan @ jalpert@hwmi.org or Bridget at blevine@hwmi.org or calling (248) 541-3030.
- c. Under **Account Maintenance** click on **Family Members**
- d. Click on **View** for your child(ren)
- e. If their current grade is there, you're fine. If it is not listed or is wrong, please contact jalpert@hwmi.org and we will update it.
 - i. You can also call the Rec Center to verify

FOR ONLINE REGISTRATION (recreation@hwmi.org)*:

****If you have never registered online or paid for anything online, you will need to set up an online account. Please contact jalpert@hwmi.org or blevine@hwmi.org for help with this.***

1) Sign in and find Latchkey under "YOUTH"

- A. On home page, go to **Register Now!**
- B. Use the drop-down menu to choose **Youth**
- C. On the Youth page, click on **Latchkey**

2) AFTERNOON LATCHKEY: Each grade is its own course

- a. **Find your child's 2020/2021 Grade** (not their current grade) for the Afternoon Latchkey course
- b. Click on **Register**
- c. Click on the **child** you are registering for that grade
 - i. If you have twins, you can click on both children's names
- d. You will be prompted to **answer questions** about their 2020/2021 grade, Latchkey days, and t-shirt size.
- e. **Add to cart**
 - i. **IF YOU HAVE ANOTHER CHILD OR COURSE TO REGISTER, DO NOT CHECKOUT**
 1. Instead, click on Register Now! again and start again with Step 1)
 - a. Note: If you register for more than one child in your household, you will have to pay \$65 per child. However, at a later date you will receive a \$5 credit for each additional sibling, after the first \$65 is paid.

3) **EARLY MORNING LATCHKEY: All grades register together**

- a. Early Morning Latchkey is a separate course from Afternoon Latchkey, so if you will need Early Morning, please be sure to register.
 - i. Note: you will need to pay the \$25 fee for Early Morning Latchkey registration, but if you also register for Afternoon Latchkey, your \$25 will be refunded at a later date.

4) **Checkout**

- a. Once you have completed all your registrations, from your shopping cart click on "Checkout" to make your credit card payment. Note, if you are placed on a waitlist you will not be charged anything at this time.

FOR FRONT DESK REGISTRATION:

- 1) You will be handing a **completed 2020-2021 LATCHKEY REGISTRATION FORM** to the front desk clerk. Extra copies will be available on registration day.
- 2) All forms of payment are acceptable: **credit card, check or cash.**
- 3) You will pay **\$65 for each child** you register for **Afternoon Latchkey**. The \$5 sibling savings for Afternoon Latchkey registration will be credited to your account at a later date.
- 4) Similarly, you will pay **\$25 for Early Morning latchkey** at registration. If you also register for Afternoon Latchkey, you will be credited the \$25 at a later date.
- 5) **FRONT DESK REGISTRATIONS WILL BE FOR LATCHKEY ONLY on 3/16 @ 12noon.** We will not be able to process registrations for classes, camp, events, pool, etc. during Latchkey Registration time.

FAQs

- **Do I have to hand in the 2020/2021 Latchkey Registration Form if I register online?** No – just use it as a guideline to anticipate the questions to be answered when registering. And it has important info on the back.
- **What happens if my child is on a waitlist?** We will review all registrations and requested days to determine where openings may be to let in waitlisted families. Final determination will be made by mid-April.
- **One of my children is registered and the other is on a waitlist.** Email Jenny jmorgan@hwmi.org with the details.
- **I made a mistake while registering online!** Email Jan jalpert@hwmi.org with the details.