



## **Enrichment Enrollment Guide**

To enroll, visit [flexacademies.com](https://flexacademies.com). Click “Enroll Now” in the upper right corner.

Once your account is created, use the link: [login.icaresoftware.com](https://login.icaresoftware.com) to access using the password and email you selected.

### **Children**

Fill in all fields. For Site, select your child's school. For Age-Based Room, select Enrichment. For start date, select today's date. Click SAVE to continue enrollment.

click to  
upload  
photo

# New Child

ChildrenContactsRegistration DataProgram/Class Enrollment

**PERSONAL**

**ENROLLMENT**

Last Name *	<input type="text" value="Test"/>		
First Name *	<input type="text" value="Child"/>		
Birth Date *	<input type="text" value="04/18/2015"/>	<input type="button" value="Calendar"/>	
	<span style="color: #007bff;">6 Year</span>		
Gender *	<input type="text" value="Male"/>	<input type="button" value="Dropdown"/>	
Site *	<input type="text" value="Beech Tree (10)"/>	<input type="button" value="Dropdown"/>	
Age-Based Room *	<input type="text" value="Enrichment"/>	<input type="button" value="Dropdown"/>	
Start Date *	<input type="text" value="09/12/2021"/>	<input type="button" value="Calendar"/>	

# FLEX

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## Contacts

Complete all fields. For Site, select your child's school. Click SAVE to continue enrollment.

Children **Contacts** Registration Data Program/Class Enrollment

### Enter your information

**PERSONAL** Save

Photo 

Last Name \*

First Name \*


Relationship \*  ▼

Main Contact  ON

Can Pick-Up  ON

Lobby Password\*

Mobile Phone \*

 Carrier  ▼

Work Phone

## Registration Data

The screenshot shows the FLEX interface with a navigation bar at the top containing 'Children', 'Contacts', 'Registration Data' (highlighted in blue), and 'Program/Class Enrollment'. Below the navigation bar, the text 'User-defined fields' is displayed on the left, and a 'Next ▶' button is on the right. Underneath, there are two expandable sections: '+ ALLERGIES' and '+ REGISTRATION', both currently collapsed.

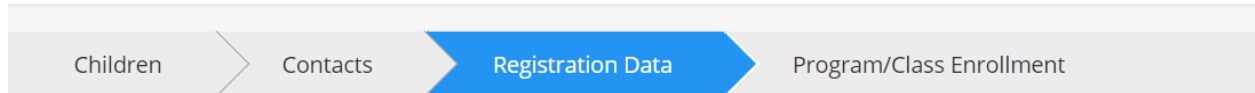
Click on + sign next to Allergies. List your child's allergies or write "None" if no known allergies. Click on checkmark to save allergy information.

This screenshot shows the same FLEX interface, but the '+ ALLERGIES' section is now expanded. The expanded section has a blue header with a minus sign and the text '- ALLERGIES'. Below the header, there is a form field labeled 'Allergies' with the text 'None' entered. To the right of the text input are two buttons: a blue checkmark button and a blue plus sign button. Below the expanded section, the '+ REGISTRATION' section remains collapsed.

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Click on + next to Registration to continue completing registration. List medical conditions and dietary restrictions, or write "None." Select from drop down menu for photo or video permission. Click on each checkmark to save information. Click Next to continue.



## User-defined fields

Next ▶

+ ALLERGIES

- REGISTRATION

Medical\_conditions

Dietary\_restrictions

GivepermissionforPhotovideo

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Upload Electronic Documents. Note: Medication Administration is only required if your child(ren) required medication to be administered in our program.

## ELECTRONIC DOCUMENTS

**Drivers License or Photo ID**

[Upload Scanned Document](#)

 **Complete**

Instructions: Upload your Driver's License or Identification card

**Medication Administration**

[Download blank form](#)

[Upload Filled Form](#)



**Complete**

Instructions: null

**Permission and Waiver Agreement**

[Download blank form](#)

[Upload Filled Form](#)



**Complete**

Instructions: Please read and upload the signed document

## Program/Class Enrollment

All Enrichment classes for your child's school will populate. Click on the eye symbol located under Detail to see additional information (day, time and price) about an Enrichment. Click on the Enrichment you want to enroll your child in.



Test, Child

Children > Contacts > Registration Data > **Program/Class Enrollment**

**Note:** Please click a Program/Class name and confirm the enrollment. [Add another contact](#) [Add sibling](#) [Done](#)

Program/Class name	Site	Start Date	End Date	Detail
Peaceful Picassos Grades K-6 (P)	Beech Tree(10)	10/06/2021	12/01/2021	
STEM FUNdamentals with LEGO Materials Grades K-6 (P)	Beech Tree(10)	10/06/2021	12/01/2021	

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STEM FUNdamentals with LEGO  
Materials Grades K-6 (P)

Beech Tree(10)

10/06/2021

12/01/2021



## Description



### SCHEDULE

	Mon	Tue	Wed	Thu	Fri
Start Time	N/A	N/A	4:05PM	N/A	N/A
End Time	N/A	N/A	5:05PM	N/A	N/A

### DEFAULT BILLS

Amount/Rate	Period	Account	Description
\$190.00	Onetime	TUITION	TUITION + STEM FUNdamentals with LEGO Materials + One Time(F

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Click Add to Cart.

### STEM FUNdamentals with LEGO Materials Grades K-6 ⓘ ×

**Note:** This enrollment requires prepayment. After enrolling, go to the Shopping Cart and pay to confirm the enrollment.

Ongoing  Select Weeks ⓘ  One Day

Room	Capacity/Enrolled	Start Date	End Date
Enrichment	20/0	10/06/2021 <span>⊞</span> <span>ⓘ</span>	12/01/2021 <span>⊞</span> <span>ⓘ</span>

[View slot details](#)

	Mon	Tue	Wed	Thu	Fri
Start Time	No Schedule	No Schedule	4:05 PM	No Schedule	No Schedule
End Time	No Schedule	No Schedule	5:05 PM	No Schedule	No Schedule

**DEFAULT BILLS**

Note: Child enrollment date should be between the Program/Class Start and End Date also it should be greater than child's registration date (as in the Profile Page). If an entered slot is full, use the Waitlist button to waitlist the child.

[Waitlist](#) [Add To Cart](#) [Cancel](#)

If you have completed enrolling in Enrichments for your child/children, follow the steps on this screen. If you want to enroll your child in multiple Enrichment classes, or enroll additional children in Enrichment classes, see steps below.

ⓘ Enrollment added to cart successfully. [Click here](#) to view your cart and make a payment to confirm enrollment. ×

To enroll your child in additional Enrichments, close the box shown above, and select additional Enrichments.

To enroll additional children in Enrichments, close the box above and select Add Sibling.



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click to  
upload  
photo

## Test, Child

Children > Contacts > Registration Data > **Program/Class Enrollment**

**Note:** Please click a Program/Class name and confirm the enrollment. [Add another contact](#) [Add sibling](#) [Done](#)

Search Programs/Classes

Select site

Select Program or Class

Program/Class name	Site	Start Date	End Date	Detail
Peaceful Picassos Grades K-6 (P)	Beech Tree(10)	10/06/2021	12/01/2021	
STEM FUNdamentals with LEGO Materials Grades K-6 (P)	Beech Tree(10)	10/06/2021	12/01/2021	

When you have finished selecting all Enrichment classes, follow these steps.



Enrollment added to cart successfully. [Click here](#) to view your cart and make a payment to confirm enrollment.

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Check each box next to each enrichment to confirm enrollment and show total amount due. Payment is due at time of enrollment. Click Pay.

## Cart

	Child Name	Payer Name	Program/Class Name/Activity	Start Date	End Date	Amount	Action
<input checked="" type="checkbox"/>	Child Test	Parent Test	Peaceful Picassos Grades K-6	10/6/2021	12/1/2021	\$115.00	
<input checked="" type="checkbox"/>	Child Test	Parent Test	STEM FUNDamentals with LEGO Materials Grades K-6	10/6/2021	12/1/2021	\$190.00	
						Total Amount to pay: \$ 305.00	<b>PAY</b>

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For Payment Method, select Credit Card. To make a payment and save a credit card, select Manage Cards. To make a payment without saving a credit card, select Pay Without Saving.

## Enter Payment for Parent Test ✕

**Account Balance \$0.00** Apply Coupon

Select Child:  ▼      Payment Amount:

Payment (Ledger) Date:  ⊞      Memo:

### Payment Method

**Credit Card**      Direct Deposit

▼

Direct Deposit Status:  OFF      ✉ 🔍      Manage Cards      Pay Without Saving      Make Payment

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A Confirmation Receipt will populate on the screen after your payment is processed.

## Confirmation Receipt



Center	Flex
Transaction Date	9/12/2021 3:18:06 PM
Payment (Ledger) Date	9/12/2021
Payer Name	Test, Parent
Child Name	Child Test
Amount	\$305.00
Payment Type	Credit Card Payment
Approval No.:	<del>4270102211</del>
Remark	CC Payment; Credit Card Direct Payment (P)

Thank you for the payment. For further details, please check your registered email ID icaretest346@gmail.com.

Done

Print

The Confirmation Receipt will be emailed along with separate emails confirming each Enrichment enrollment.