HOW TO REGISTER & ENROLL FOR CLASSES

1. In order to create a parent account, go to the following link:

<https://app.classmanager.com/portal/monaca-turners-gymnastics/register>

1. On this page, you will be able to create your Parent Account. When creating your password for this site, please make it 12 characters long and must contain numbers/upper & lower case letters. The password must also start with a letter not a number. If your password doesn’t meet these requirements, you will have issues signing on. Once you create your login, it will take you to our registration form to be filled out. Please keep in mind if any of your personal data should ever change (address, phone numbers, etc.) you will now have access to update it at any time. It will be your responsibility to keep this information updated.
2. Once you have set up your password and completed the registration form, please make sure to set up the contact information. This is where you will set up who will receive emails other than the customer who established the account. It would be wise to include both mom/dad and whoever else may transport your child to the gym in case of last-minute mails that go out. Emails are our main form of communication with our parents. To go to the contact box, click on the contact tab at the top of the page. If you are signing in from a device other than a desktop computer, click on the 3 lines in the left-hand corner of your page for the contact drop down box.
3. Now you are ready to enroll in our classes. To enroll for a class you will need to go to the CLASS drop down tab at the top of the computer. Once again, if you are signing in from a device other than a desktop computer, click on the 3 lines in the left hand corner of your page for the Classes drop down box. In the Class drop down box go to enroll. This is where you need to go to enroll your child for classes. Select your class/classes for which you would like to enroll in. You can enroll any siblings at this time as well. Everyone will need to be approved into their classes. Once you have been approved into your class you will receive an invoice for class payment. Class spots will not be held until we receive payment. Keep in mind if you do not get an invoice for your enrolled class within 24 hours, please check your junk or spam box. If your emails are going to your junk or spam box, please create an email contact for both [monacaturnersgym@gmail.com](mailto:monacaturnersgym@gmail.com) and [no-reply@app.classmanager.com](mailto:no-reply@app.classmanager.com) . This should push all MT mailings into your inbox. I also wanted to mention that all prices listed in this portal are member prices. If you are not a member a $30 charge will be added to each class on your bill. If you would like to become a member, please click yes when it asks if you would like to become a member during this gymnastic enrollment session. On your gymnastic invoice, I will give you the member prices and charge you the $35 Monaca Turners Membership Fee. To complete the membership, I will send you a google document link to fill out a Membership form for Monaca Turners. All invoices for new students must be paid 24 hours before the first day of class, otherwise a $25 late fee will be added to your invoice.
4. We only accept debit/credit cards as a form of payment. Once you receive your invoice, scroll to the bottom of the page. Please click on the pay by debit/credit card link. Once you click on that link, it will prompt you for your credit/debit card information so you can finish your transaction.

For setting up your parent account for the first time, I would highly suggest using a desktop/laptop computer. It is hard to navigate thru Class Manager on a smaller device such as a phone. Thanks for your patience and if you have any questions - please contact, Coach Cherie @ [cheriemulford@msn.com](mailto:cheriemulford@msn.com) .