



# REGISTRATION PROCESS



- COMMUNITY PARTNERS
- STEAM BUS
- NEWS
- LOCATIONS
- ATLANTA FULTON LIBRARY SYSTEM
- DREW CHARTER SCHOOL
- HEARDS FERRY ELEMENTARY
- ICA GEORGIA
- INTERNATIONAL CHARTER SCHOOL OF ATLANTA
- ISON SPRINGS ELEMENTARY
- LIBERTY TECH CHARTER SCHOOL
- NORTHWOOD ELEMENTARY
- RESURGENCE HALL ACADEMY
- SPALDING DRIVE ELEMENTARY
- ST. BENEDICT'S EPISCOPAL

## STEP 1

Go to the Generation Infocus website and select your location under the locations tab.

## STEP 2

Once your location is selected scroll down to the "Register Here" button to begin the registration process.

### LOCATIONS

- ATLANTA FULTON LIBRARY SYSTEM
- DREW CHARTER SCHOOL
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- INTERNATIONAL CHARTER SCHOOL OF ATLANTA
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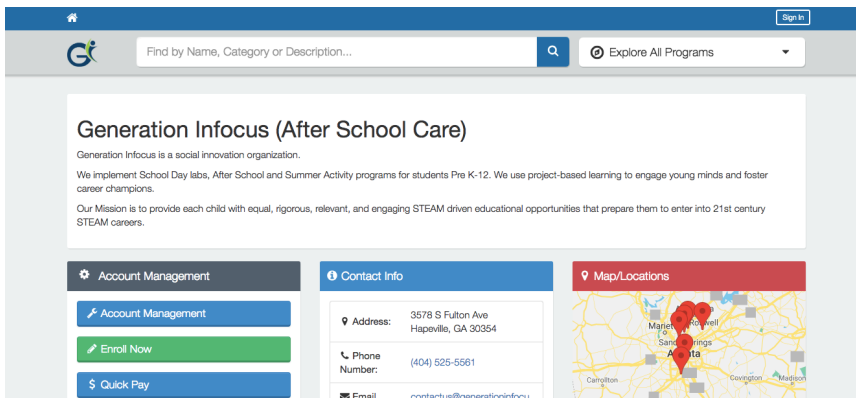
FOR PROGRAM RATES OR IF YOU NEED ASSISTANCE WITH REGISTRATION PLEASE CALL US AT 404-525-5561 OR EMAIL YOUR SITE DIRECTOR.

Register for After School

REGISTRATION FOR THE 2018-2019 SCHOOL YEAR NOW OPEN

Please take a moment to read the **Parent Account Help Sheet** before getting started.

REGISTER HERE



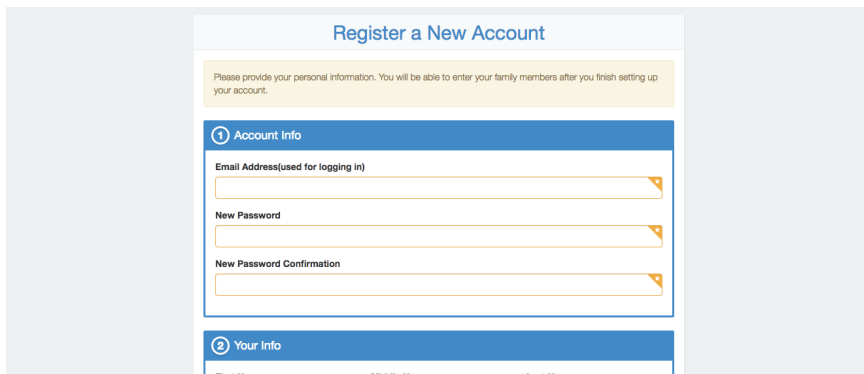
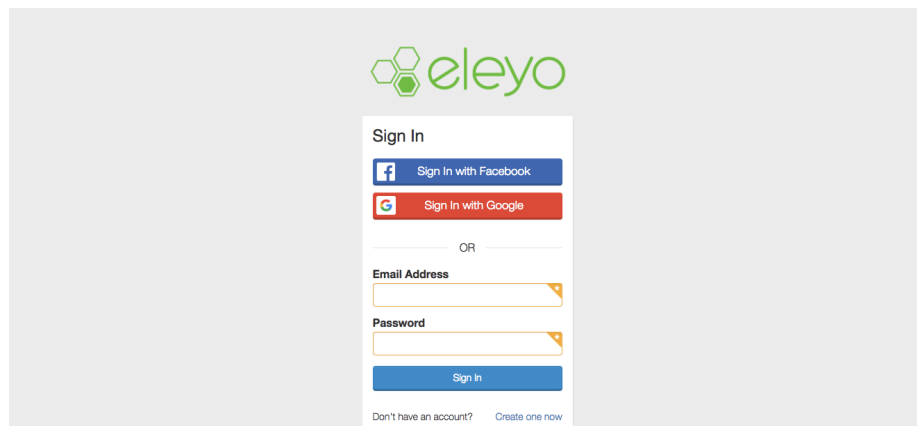
## STEP 3

Once selected. Choose "Enroll Now"

## STEP 4

The screen will then take you to the login screen.

Select “Create Your Account”



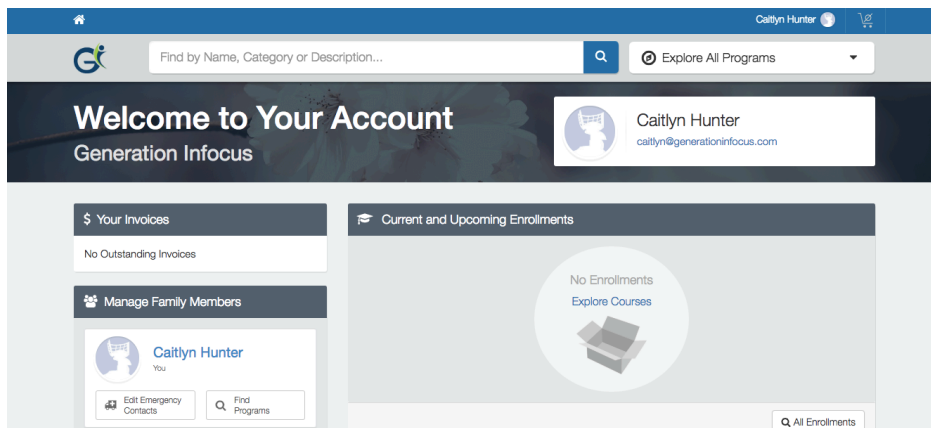
## STEP 5

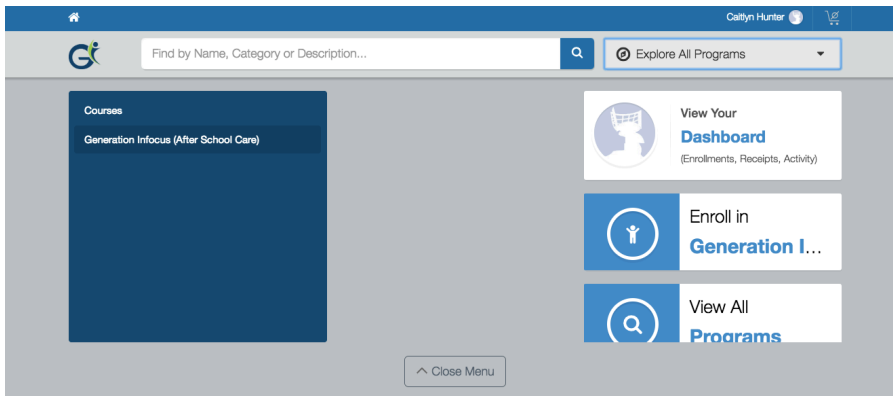
Complete the forms listed and create your account.

## STEP 6

Once your account is completed you will be able to login in to your account.

Once on the account dashboard select “Explore All Programs”.



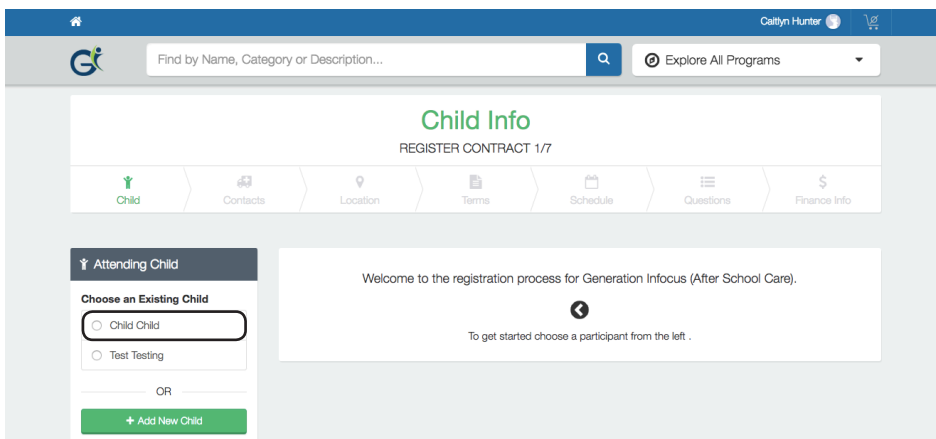
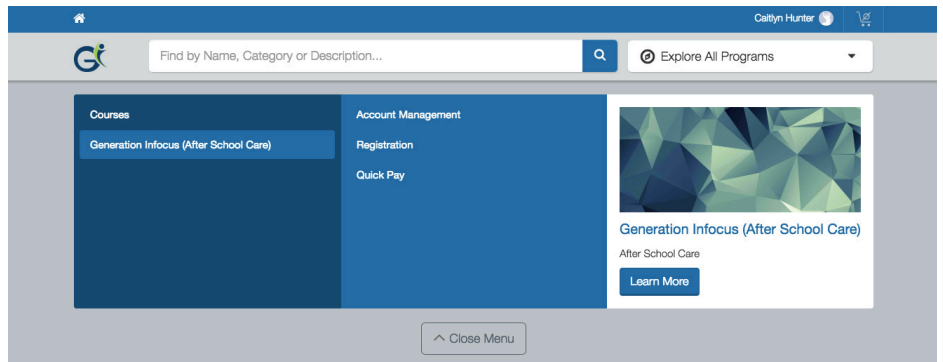


## STEP 7

Once selected a drop down menu will appear. Select “Generation Infocus After School Care.”

## STEP 8

An additional menu will appear. In the menu select “Registration”.



## STEP 9

The Child Info screen will appear.

Select the name of the student you would like to complete a contract for.

## STEP 10

After your child is selected the system will ask you to confirm the information for your child.

Once confirmed select "Looks Good. Start Registering."

The screenshot shows the 'Child Info' page in a registration system. The title is 'Child Info' and the subtitle is 'REGISTERING CHILD IN GENERATION INFOCUS (AFTER SCHOOL CARE) 1/7'. A navigation bar at the top includes 'Child', 'Contacts', 'Location', 'Terms', 'Schedule', 'Questions', and 'Finance Info'. The 'Child' step is highlighted. Below the navigation bar, there are two main sections: 'Attending Child' and 'Verify Child Info'. The 'Attending Child' section has a 'Choose an Existing Child' section with radio buttons for 'Child Child' (selected) and 'Test Testing', and an 'Add New Child' button. The 'Verify Child Info' section shows a child's profile with a photo, name 'Child Child', date of birth '01/09/2012', gender 'Female', grade 'Grade 2nd (for fall of 2018)', and race 'Not Provided'. There is an 'Edit Child Info' button. At the bottom, there is a blue button that says 'Looks Good. Start Registering.'

The screenshot shows the 'Season/Location' page in a registration system. The title is 'Season/Location' and the subtitle is 'REGISTERING CHILD IN GENERATION INFOCUS (AFTER SCHOOL CARE) 3/7'. A navigation bar at the top includes 'Child', 'Contacts', 'Location', 'Terms', 'Schedule', 'Questions', and 'Finance Info'. The 'Location' step is highlighted. Below the navigation bar, there are two main sections: 'Program \*' and 'Season \*'. The 'Program \*' section shows 'Generation Infocus (After School Care)' and a text box with the instruction 'Please complete all terms and agreements and make a payment at the end of the registration.' The 'Season \*' section shows '18/19 School Year (School Age Care)'.

## STEP 11

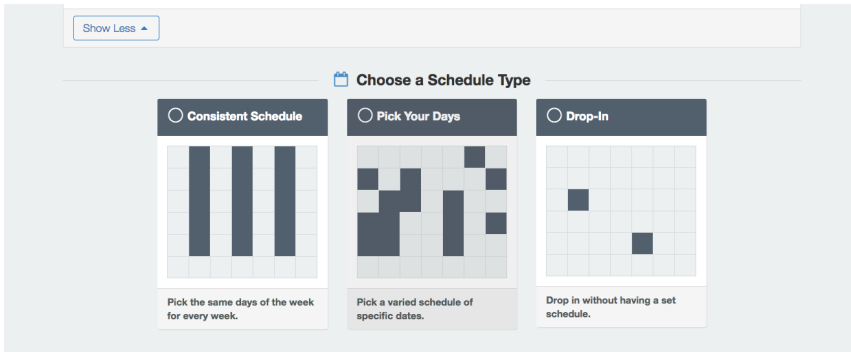
You will then be taken to the program page.

Select your location and proceed to the next step.

## STEP 12

Complete the terms and conditions to your location.

The screenshot shows the 'Terms and Conditions' page in a registration system. The title is 'Terms and Conditions' and the subtitle is 'REGISTERING CHILD IN GENERATION INFOCUS (AFTER SCHOOL CARE) 4/7'. A navigation bar at the top includes 'Child', 'Contacts', 'Location', 'Terms', 'Schedule', 'Questions', and 'Finance Info'. The 'Terms' step is highlighted. Below the navigation bar, there is a section for 'Terms and Conditions for Generation Infocus (After School Care) at Heards Ferry Elementary 1 / 6'. There is a 'Print' button. Below this, there is a 'Liability Release' section with the text 'LIABILITY RELEASE' and a paragraph: 'I hereby assume all risk of accident, harm or injury to the child which may arise from participation in Generation Infocus after school programs and electives and therefore indemnify, defend, release Generation Infocus owners, managers, teachers and other'.



## STEP 13

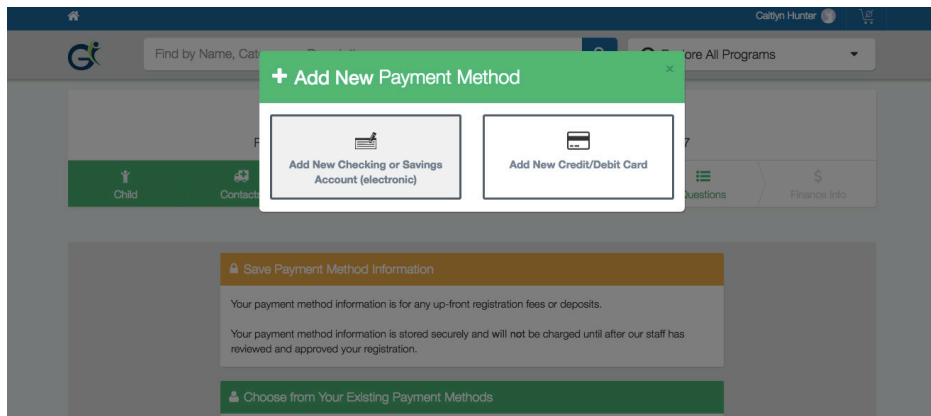
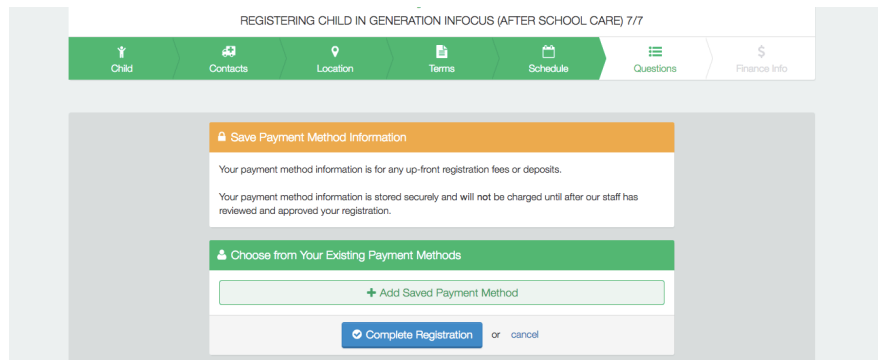
Once completed select your schedule type.

**\*If your child is attending 3 or more days select “Consistent Schedule.”**

**\*If your child is attending 2 days or less select “Drop-In”.**

## STEP 14

After choosing your schedule type and dates the system will prompt to provide payment information.



## STEP 15

Choose a payment type and fill out the information requested.

**\*Providing this information DOES NOT put the account on autobilling. Autobilling can be applied to the account once registration is complete\***

# THAT'S IT!

# I'M DONE! NOW WHAT?

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Your registration is now complete. The contract(s) have been sent to our system and are awaiting approval from our Main Office. Once the contract is approved the registration fee is charged and an invoice is sent to your email address for services.

As a reminder, Generation Infocus is a pre paid service provider. Services must be paid in full prior to participating in our after-school programming.

The payment calendar for your location can be found on the Generation Infocus website. To locate the calendar, go to [generationinfocus.com](http://generationinfocus.com) and select your school name. Scroll down to the Frequently Asked Questions section. There you will find a link titled "Click Here" to download the 2018-2019 calendar.

If you have any questions or concerns please contact our Main Office at 404-525-5561

Our Main Office hours are as follows:

Monday - Thursday: 10:00am - 5:00pm

Friday: 10:00am - 4:00pm

Saturday - Sunday: Closed