

# SUMMER & SCHOOL YEAR REGISTRATION DETAILS



## Registering for Community Arts Preschool NEW FAMILIES

### IMPORTANT STEPS BEFORE REGISTRATION DAY

1. **Ensure you have access to your online account.**

Visit [cityofwalnutcreek.perfectmind.com](http://cityofwalnutcreek.perfectmind.com) and login using your username and password.

Don't have an account? Click the Create an Account link.

Forgot your password? Use the link below the login button.

Having trouble? Call us at 925-295-1490 so we can assist you with setting up your online account access.

A screenshot of the Walnut Creek Arts Rec login page. At the top left is the logo "WALNUT CREEK ARTS REC" with a yellow cross symbol. The main heading is "Login to Your Account" with a Facebook "Log in" button. Below are two input fields for "Email" and "Password", followed by a blue "Login" button. Underneath the button are two links: "Forgot your password?" and "Not a Member Yet? Create an Account". Two red arrows point from the right towards these two links.

2. **Make sure all children you plan to enroll in preschool have been added to your account.**

When logged in to your account, you can add a family member by clicking "Add Family Member" and filling out the required fields.

A screenshot of the Walnut Creek Arts Rec user dashboard. At the top left is the logo "WALNUT CREEK ARTS REC". Below the logo is a navigation bar with three items: "My Profile" with a person icon, "BookMe" with a calendar icon, and "Website Links" with a globe icon. Below the navigation bar is a section titled "Family Members". In this section, there is a "Tax Receipt" button on the left and an "Add Family Member" button on the right.

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3. **Review the registration and tuition information included in this packet and determine the course ID(s) you wish to enroll in.** This will save you time on registration day by searching for the exact course ID rather than clicking through multiple screens. Questions about which class is right for your student? Call the Preschool Coordinator at (925) 943-5846 \*2 so we can assist you.

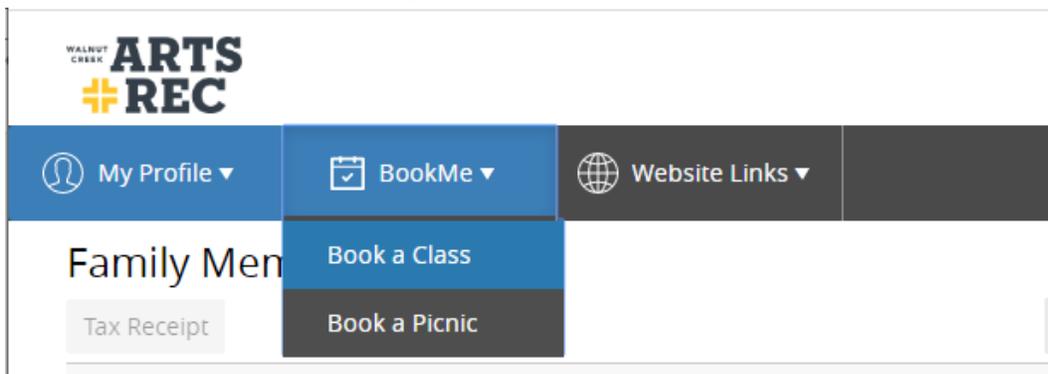
## ON REGISTRATION DAY

### TIPS FROM OUR PRESCHOOL STAFF:

- Register for school year 1<sup>st</sup>, then summer
- If you are registering for 3's at Shadelands, register in that class 1<sup>st</sup>.
- If you want a course that is full, **ADD** your child's name to the waitlist. Waitlist are constantly updated and often have a lot of movement.

## To Register:

1. Visit [cityofwalnutcreek.perfectmind.com](http://cityofwalnutcreek.perfectmind.com) and login to your account.
2. Hover over the BookMe tab and select Book a Class



3. Use the Search bar at the top right and enter the class number.

Select an Activity

All locations

4. Click the Register button in the top right



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5. Select the checkmark next to the student(s) you wish to enroll in this class session and click **Next on the bottom right**. The system will not allow registrations for students who do not meet the age requirements.
6. Answer the required questionnaire and click **Next on the bottom right**.
7. Review the fee, **toggle for pay in full or payment plan** and click **Next on the bottom right**.

### Payment Plan

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#### Select a Plan

A screenshot of a web application's dropdown menu. The menu is titled "Select a Plan" and is currently open. The top option is "Pay in Full", which is highlighted in blue and has a mouse cursor hovering over it. Below it are two other options: "Scholarship Use Only" and "Preschool - Starts 8/1/23". The dropdown menu has a light gray background and a blue border.

Summer preschool plan is listed as follows:

24/25 Preschool Summer - 2 Month Payment Plan

School year payment plan is listed as follows:

24/25 Preschool School Year - 9 Month Payment Plan

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8. Your spot is saved in the class you have selected. **To add another registration, click “Book another event” on the bottom left. To complete payment on the registrations in your cart, click Checkout on the bottom right.**
9. On the Checkout screen, **select or add a credit card for payment and then click “Place My Order.”**