

For several years, Kerri Lamb spent hours putting in the class selections for each of our students. It wasn't until last year when I offered my help that I realized how much time this takes! In an effort to lift the burden of having one person sit in front of a computer for hours keying in the information, I have asked my husband, Gary, to help us automate our registration process.

What this process entails is each of you putting in your children's' class selections into an e-mail sent from Gary. When you receive and open up this e-mail, you will see a "form" in the body of the e-mail. You will not be able to enter in any information until you hit the "reply" button. After hitting reply, you will be able to simply type in the required registration information. It is CRUCIAL that you type in the correct codes for the class selections, so please double check your codes prior to sending! When you have completed the "form," simply push the "send" button at the end of the e-mail, and all your information will go directly into the e-mail system's database, completing the first step of your registration.

In or around the same time you receive your "registration e-mail" from Gary, there will be a second e-mail from Kerri with "paper" attachments, such as a Health Information Form, Dress Code Guidelines, etc. These will need to be completed the "old fashioned" way by printing them off and writing in your information. Please note that these completed forms will need to be brought to Co-op next Friday, April 23, along with your \$25 non-refundable registration fee.

As previously mentioned, this e-mail from me is just an introduction to the process! It is our hope to be able to start the online/e-mail registration portion on Monday evening. More details will accompany Gary's "e-mail registration form," so if you have questions, please wait until you have received that before contacting me.

May God be honored in our Co-op!

Julie Slaughterbeck