

## ADVENTURE CLUB ONLINE REGISTRATION

### SETTING UP YOUR ACCOUNT ONLINE

*Adventure Club, a division of Robbinsdale Community Education* has implemented a new and improved registration program. In order to be prepared for our online registration, you will need to log in and set up your password and family contact information.

#### **New Login Set-up:**

1. Access the new site by going to: <http://rdale.feepay.com>

2. Select  (upper, right corner).

3. Complete the *Register a New Account Form* and select 

4. Log in using your email address and password.

NOTE: An email will be sent from *FeePay* with a link to verify your account. Use the




button on that email to verify your account.

5. Once logged in, use  button to add your family members

A. Select your child's grade from the drop down menu then select the School Year from the drop down to indicate your child's grade for that year.

Grade	School Year
5th ▼	Fall of 2014 ▲

B. In the District Information portion: Select the default: "No, they do not have a district ID." No ID is necessary for Community Education registration.

6. After you have finished setting up your Account, please click on the  link in the upper left area of the screen.



You have completed the Account set-up process and are ready for future online registrations in our new system!

## REGISTER A CONTRACT FOR CHILDCARE

Allow approximately 5-10 minutes to complete this registration process. You will need the following information:

- ✓ A credit card or checking/savings account routing number to pay the registration fee

### To Begin:

1. Access the Fee Pay site by going to: <http://rdale.ce.feepay.com>
2. Select  (upper, right corner).
3. Use the login email and password from the Fee Pay account you just created.
4. Browse All Programs and select **either** Adventure Club School Age Care Registration, The Basement (6-9) Registration, or Early Adventures (Pre-K Adv Club) Registration or The Source from the drop down menu.
5. The **first time** you login you will see a message “We were unable to find your Adventure Club School Age Care account.” Scroll down until you see a link **‘Start a registration with a new Adventure Club Account.’** Click this link and continue the registration process.
6. Begin the registration process by choosing the Season and select the location your child will be attending.
7. Read the Policies and the Waiver. You must agree to the terms before continuing the registration.
8. Enter a credit card or checking/savings routing account number for the registration fees. Your account will not be charged until the contract is approved by our staff. If you choose to save this payment type and/or enroll in Auto Payment you may do so at this time.
9. Select the child you are enrolling from your family member list and choose the Schedule Type from the options provided. (Schedule types are: Consistent Schedule, Pick Your Day or Drop-In for School Year season and Pick Your Day for Summer Season)
10. Enter your child’s schedule for Before and/or After school.
11. Continue the registration by answering the questions listed. All required questions must be answered before you may submit the registration.
12. Once all questions are answered you may select the  button.

A confirmation email will be sent from [rdale@ce.feepay.com](mailto:rdale@ce.feepay.com) to confirm your contract request.

**Note:** A second email will be sent once the contract request has been approved by our Adventure Club staff.