Kenton Ridge High School Band Camp Registration System

Please follow the steps below to ensure that you are able to successfully register your student for the 2020 Pride of Kenton Ridge High School, The Marching Cougar Band Camp.

1. Go to krhscougarband.org
2. Click on the "Members Center" tab that is located on the top right side of the page
3. If you have registered a student on this system before or have already created an account proceed to login otherwise click the sign-up button and create an account
   1. If you are creating a new account, you will be required to verify your email
   2. Once email is verified, click on the members center tab again
4. Once an account is created, you will be taken to the members center homepage
5. Click on the button that is titled "Camp Registration"
6. Once the link is clicked, please choose if you are registering a new or returning student

If the student is new to band:

1. Once the system has fully loaded, there will be a welcome message and a start button
2. Click the start button to begin the registration process
3. The first page that you will fill out is General Information. Please follow the formats as outlined below for each item as the system will not accept information in other formats

Item Name	Format
First Name	Enter in the Students first name
Last Name	Enter in the Students last name
Address	Enter the street address and street name
City	Enter the City Name
State	Enter the State
Zip	Enter the zip code (Must be 5 digits)
Instrument	Select the instrument that will be played
Class of	Select the year the student will graduate (Must be 4 digits)
Student Cell Phone	The phone number must be in the form of 123-123-1234. (The dashes must be added)
Student Home Phone	The phone number must be in the form of 123-123-1234. (The dashes must be added)
Student Email	The email must be in the form of youremail@provider.com

4. Once all information is entered click the save and continue button

5. The next screen shown will request medical information for the student. Please see below for the required formats

Item Name	Format
Medical Insurance Company	Enter in the name of the insurance company
Policy Number	Enter in your medical policy number
Date of Birth	Enter in this format MM/DD/YYYY
Physician Name	Enter physician name
Physician Phone Number	Must be in the following format 123-123-1234
Medical Information	Enter any medical information that should be known
Emergency Contact First Name	Enter the first name of the emergency contact
Emergency Contact Last Name	Enter the last name of the emergency contact
Emergency Contact Phone Number	Must be in the following format 123-123-1234

6. Once all required medical information has been entered, click the save and continue button
7. The system will now request parent information. Please enter in the first name, last name, and cell phone number for a legal guardian. The phone number must be in the format of 123-123-1234 with the dashes for the system to accept the entry.
8. Click save and continue to go to the code of conduct page
9. The Code of Conduct can be viewed larger by clicking anywhere on the physical form or clicking the red icon to download a copy
10. Once the Code of Conduct has been accepted, the system will automatically navigate to the submission page. If it fails to do so, please click the "Save and Continue" button
11. Once at the submission page, click the submit button. If you have completed all steps above, you will be redirected to the web store. If a red box appears, you must hit the back button and look for items that have a red box around them. Once those issues are corrected, return to the submit page to attempt to submit again.
12. Proceed to the Web Store How To for information on how to go through the webstore

If the student is a returning member:

1. The system will navigate to a page displaying the information collected in previous years
2. Please read through and verify all information is accurate
3. If there are any errors in the data, please make the necessary corrections. When making corrections, please ensure that all phone numbers are entered in the 123-456-7890 format and the date of birth is in the form of MM/DD/YYYY format. If entries are not in those formats, the system will not allow submission

4. Once all information has been verified, please scroll to the bottom of the page and check the red box acknowledging that all information is correct.
5. Please click the submit button
6. If not redirected to the online store system, please ensure there are no red boxes around any fields on the page and submit again
7. If there are multiple students associated with a single account, please click the "Next Submission at the bottom of the page to navigate students
13. Once all registration information has been submitted, the system will redirect to the web store
14. Please select if your student plays the Tuba, Percussion, Baritone, Horn, or Tenor Saxophone (If so, there will be an instrument rental fee added to your cart)
15. When entering the Web Store, the Band Camp Fee and Instrument Rental Fee (if applicable) will have already been added to your cart automatically
16. Please choose the items that the student will need/ want to order
17. After all items are added to the cart, please click the small cart icon located at the top right side of the screen.
18. When clicking on the icon, a button will appear that says view cart. Please click view cart
19. Please read through all items that are in the cart. If everything is correct, click the checkout button
20. The system will redirect to our secure checkout system
1. The system will first ask for personal information such as your name and email address
2. It will then as for the deliver method. This must be set to store pickup at Kenton Ridge High School
3. You will now see the payment options you are able to choose one of two options
   i. Credit Card / Debit Card payment online
   ii. Manual Payment (When this payment is selected you are able to place your order for items, but you do not have to pay at the time of order. You may pay many different ways with a manual payment)
      1. Cash
      2. Check
      3. Credit/ Debit cards in person
21. Please now review the order and then click the submit button
22. There will be an email sent to the email address on file with the details of the order