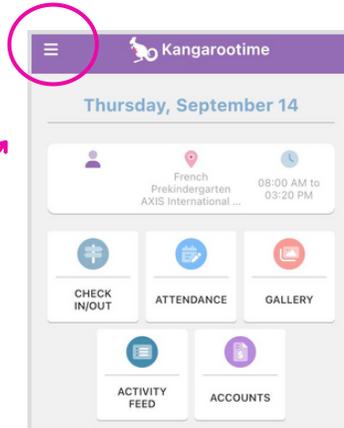


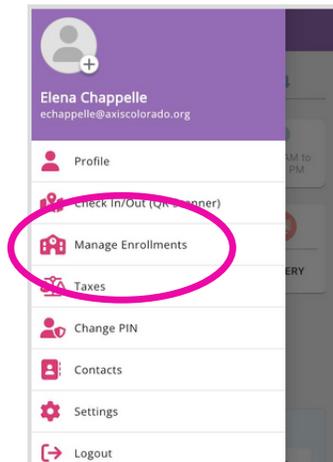
How to Enroll Your Student for School's Out Day

Step 1: Launch your KT Connect App.

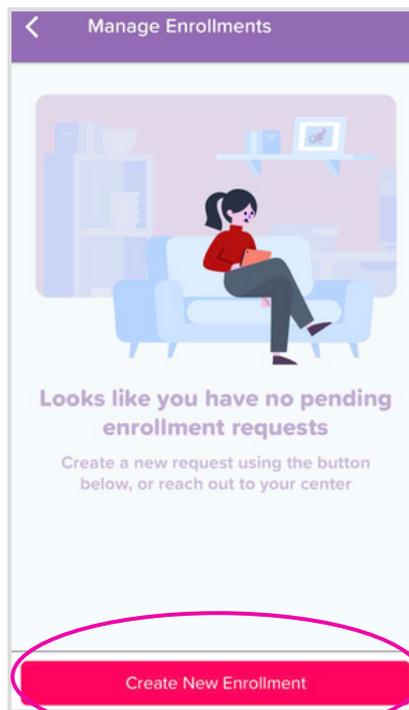


Step 2: Select the 'Hamburger' menu (3 line icon) in the top left corner.

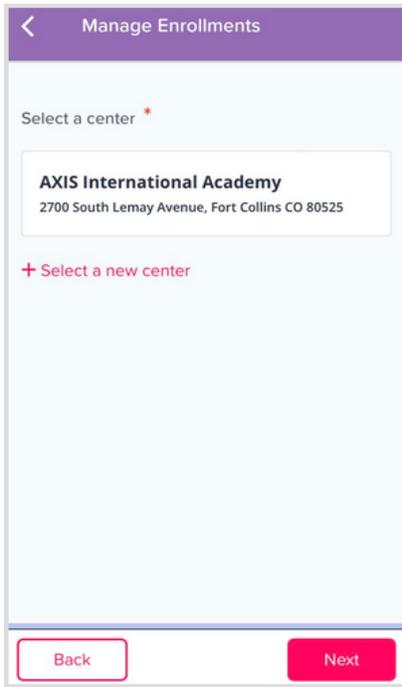
Step 3: Select **Manage Enrollments**.



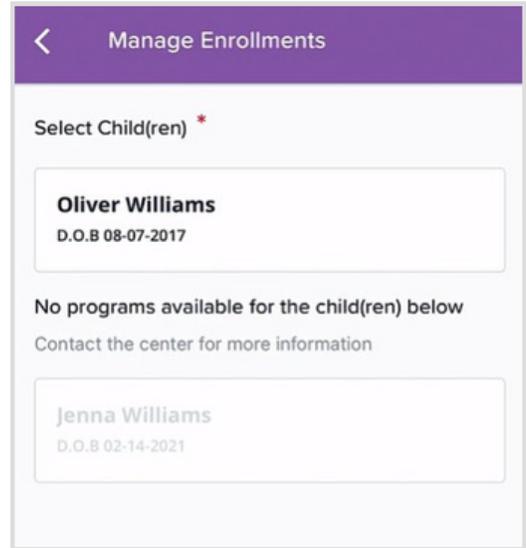
Step 4: To create a new enrollment request, select the **Create New Enrollment** button.



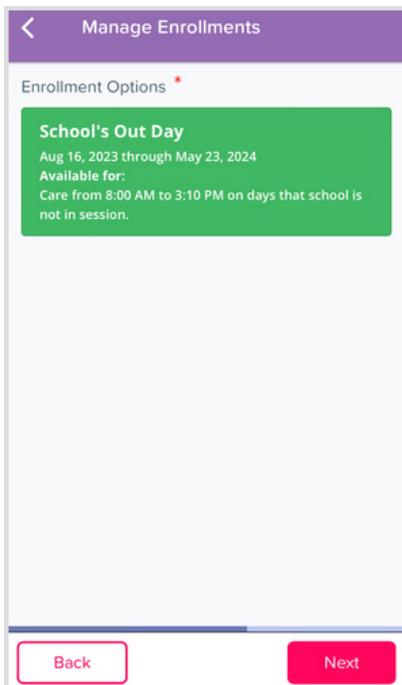
Step 5: Select **AXIS International Academy** as your center and click Next button.



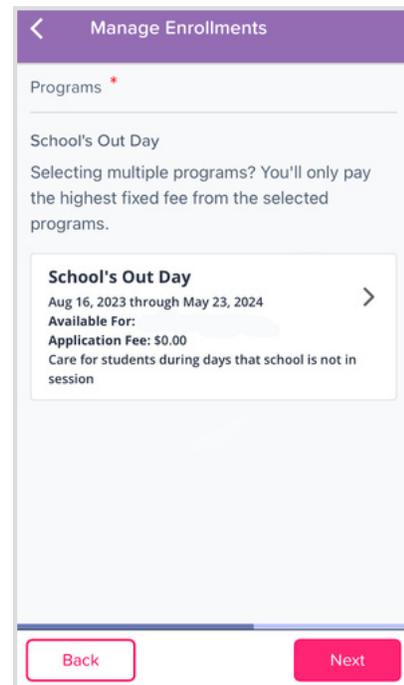
Step 6: Click to select ALL students you wish to register for School's Out Day. Then click Next button.



Step 7: Select **School's Out Day** as your desired program and click Next.



Step 8: Select **School's Out Day** again on the next screen and click Next.



Step 9: Double check that correct child(ren) are selected with a green check mark.

Step 10: Review all details of enrollment and click Submit.

Select a start date, and day of the week. Click Next.

The screenshot shows the 'Manage Enrollments' screen with the following sections:

- School's Out Day**
- Program Details**

Available Places	13
Application Fee	\$0.00
Operating Day	Mon, Tue, Wed, Thu, Fri
Start Date	08-16-2023
End Date	05-23-2024
- Select Child(ren)**

Student Name (with green checkmark)
- Select Days**

Start Date: [Select a date]
- Buttons: **Cancel** and **Save**

The screenshot shows the 'Manage Enrollments' screen with the following sections:

- School's Out Day**
- Select Child(ren)**

Student Name (with green checkmark)
- Select Days**

Start Date: 9-22-2023

Schedules: Aug 16, 2023 - May 23, 2024

Sun Mon Tue Wed Thu **Fri** Sat

Please select a minimum of 1 day(s) and maximum of 5 days from above
- Buttons: **Cancel** and **Save**

The screenshot shows the 'Manage Enrollments' screen with the following sections:

- Selected Center Information**

Center Name: **AXIS International Academy**

Address: 2700 South Lemay Avenue, Fort Collins CO 80525
- Selected Child(ren) & Program(s)**

Child Name	Date of Birth
Program: School's Out Day	
Start Date: 09-22-2023	End Date: 05-23-2024
Class Assignment: School's Out Day	Schedule: Fri

* By checking the box, I agree to the terms and conditions. I confirm that the above information correctly reflects my child(ren) bookings. I understand that these are the usual
- Buttons: **Back** and **Submit**

Reminders

- Completing this step enables your ability to register for School's Out Day, but a staff member must complete the full registration manually.
- You will receive an automated email letting you know that your enrollment request has been received.
- After your request has been processed/completed by AXIS staff you will get another automated email and you will be able to see your scheduled School's Out Day session under the attendance tab on your KT Connect app main screen.
- Please note that if you need Before Care (7:00 AM - 8:00 AM) or After Care (3:20 PM - 5:30 PM) on a School's Out Day you must schedule that as regular through KT Connect.