

KCR B&A 2020 – 2021

MONTHLY CALENDAR SUBMISSION

We are excited to move monthly calendar submissions ONLINE this year! To ensure the monthly calendar registration goes smoothly please reference the procedures and tips we have included here.

Registration Website

- Direct website: apm.activecommunities.com/kcranchmetrodistrict
- Through Ken-Caryl Ranch website, ken-carylranh.org:
 - Click on the blue icon 'Register'
- Sign into your account
 - If you have trouble logging in, choose 'forgot password'

Finding the Monthly Calendar

- ✓ Type the month into the activities search bar and search. Example: September
- ✓ Click on the facility that your student is attending. Example: Ranch House



WELCOME, USER | my account | my wish list | sign out



Activity Search

> [Home Page](#) > Activity Search

September View As: Sort By:

Filter By: Displaying: 1-3 of 3

Site:	Name	Number	First Meeting or Date Description	Day(s)	Fee and Action
All	Before & After School Care - September - Community Center	49365	Tue, Sep 8	--	Check details for fees <input type="button" value="Add to Cart"/>
Location: All	Before & After School Care - September - Dakota Lodge	49083	Tue, Sep 8	--	Check details for fees <input type="button" value="Add to Cart"/>
Meeting Dates: In progress/future	Before & After School Care - September - Ranch House	49364	Tue, Sep 8	--	Check details for fees <input type="button" value="Add to Cart"/>

Days of the Week: Sun Mon Tue Wed Thu Fri Sat

Starting Date:

Page 1 of 1 < Prev 1 Next >

20 results per page

How to Enroll & Submit the Calendar

✓ This will bring you to a new page. Click on the blue 'Enroll Now' button.

Home Activities Reservations Memberships Gift Cards My Cart

Program Detail

Before & After School Care - September - Ranch House Enroll Now

Price

- Before Care - Resident: \$15.00 If Resident (discountable)
- Before Care - Non-Resident: \$20.00 If Non-resident (discountable)
- After Care - Resident: \$15.00 If Resident (discountable)
- After Care - Non-Resident: \$20.00 If Non-resident (discountable)
- Before and After Care Discount - Resident: \$3.00 If Resident, from Aug 6, 2020 - Aug 25, 2020
- Before and After Care Discount - Non-Res: \$8.00 If Non-resident, from Aug 6, 2020 - Aug 25, 2020
- Before and After Care Discount Drop in - Resident: \$8.00 If Resident, from Aug 26, 2020 - Sep 30, 2020
- Before and After Care Discount Drop in - Non-res: \$8.00 If Non-resident, from Aug 26, 2020 - Sep 30, 2020

Status
Open

✓ This will bring you to a new page. You must choose the 'participant' this is for. Click the drop-down arrow to choose your child. (purple arrow)

✓ Click the blue 'Continue' button (red circle)

Home Activities Reservations Memberships Gift Cards My Cart

Select Before & After School Care - September - Ranch House Participant

Assign Participant

Select any member from the list below.
If the name of the participant does not appear in the list, click Add Family Member

*Participant (Required) ▼

When you are finished, click Continue

To cancel this transaction, click Cancel

✓ The next page will be a calendar view. Click on each check box for the mornings and/or afternoons you would like to enroll your student in this month.

✓ When you have completed the calendar, click 'Add to my Cart'

Before Care - September - Ranch House Select All Deselect All

Session: After Care - September - Ranch House Select All Deselect All

Month of September, 2020

Sun ✓	Mon ✓	Tue ✓	Wed ✓	Thu ✓	Fri ✓	Sat ✓
		8 <input checked="" type="checkbox"/> <input type="checkbox"/>	9 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	10 <input checked="" type="checkbox"/> <input type="checkbox"/>	11 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	12 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
13 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	14 <input checked="" type="checkbox"/> <input type="checkbox"/>	15 <input checked="" type="checkbox"/> <input type="checkbox"/>	16 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	17 <input checked="" type="checkbox"/> <input type="checkbox"/>	18 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	19 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
20 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	21 <input checked="" type="checkbox"/> <input type="checkbox"/>	22 <input checked="" type="checkbox"/> <input type="checkbox"/>	23 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	24 <input checked="" type="checkbox"/> <input type="checkbox"/>	25 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	26 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
27 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	28 <input checked="" type="checkbox"/> <input type="checkbox"/>	29 <input type="checkbox"/> <input type="checkbox"/>	30 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>			

✓ Before Care - September - Ranch House
✓ After Care - September - Ranch House

✓ Before Care - September - Ranch House
✓ After Care - September - Ranch House

✓ Before Care - September - Ranch House
✓ After Care - September - Ranch House

✓ Before Care - September - Ranch House
✓ After Care - September - Ranch House

To add this program to your shopping cart, click Add to my Cart

- ✓ The next page will give you a detailed breakdown of what you are enrolling in. Click the blue 'Continue' button. (no image here)
- ★ If you are wanting to enroll multiple students, at this point click on 'Activities' (purple arrow below) to repeat the previous steps to complete a new calendar for your additional student(s).
- ✓ After completing these steps and 'adding to your cart' you will be brought to the 'Check Out' page. Click the green 'Check Out' button. (red circle below)

Home Activities Memberships Gift Cards My Cart(1)

Home > Shopping Cart

Shopping Cart

1 item, \$54.00 in total.

Before & After School Care - September - Ranch House - 49364 \$54.00

FLEXREG

4 day(s) added from Sep 8, 2020 through Sep 9, 2020

Order Summary

Subtotal \$54.00

Due Now **\$54.00**

Check Out

- ✓ From here choose or input your card information. Click the green 'Pay' button.

Check Out

Payment Information

Payment Method

ACT* KenCarylRanchMetro or Active Network will show up on your credit card statement for this payment.

Please choose a credit card.

[Redacted Card]

CVV/CVC *

Add a new credit card

[Saving Credit Card Security Guarantee](#)

Billing Address

[Redacted Address]

Mailing Name *No mailing name*

Address [Redacted Address]

[Update billing address](#)

[Create a new payer](#)

Order Summary

Subtotal \$40.00

Due Now **\$40.00**

Gift Card


Pay

- ✓ Next you will see a confirmation page with your receipt number.
- ✓ You will receive an email, or you can download a printable receipt.

Confirmation

Your receipt #1011358.001 has been completed!

You will receive a confirmation email shortly. [View printable receipt](#) ↗

Receipt Summary		
	Before & After School Care - September - Ranch House - 49364	\$40.00
	FLEXREG	
	2 day(s) added from Sep 8, 2020 through Sep 9, 2020	
	Subtotal	\$40.00
	Total	\$40.00

FAQ'S: Please Read!

- ★ **When can I complete each monthly calendar?**
 - ★ Each month will be available online to complete on the 1st of the previous month and the deadline is the 25th of the previous month.
 - ★ *Example: The October calendar will be available online starting September 1st and the deadline to complete this is September 25th.*
- ★ **After submitting my calendar(s) can I add on additional dates?**
 - ★ Yes, you can! You can go online and complete the same steps outlined above. You will see the days you have already registered for, just need to add your additional days. This can only be done 7 days in advance.
 - ★ If you wish to add additional days the week of or day of, you must reach out to your B&A program directly first to confirm there is space. You must receive confirmation prior to attending. This addition will be added to your account.
- ★ **What if I submit my calendar or add on any days past the 25th monthly deadline?**
 - ★ For any care added after the deadline, this [will be charged as the 'drop-in fee'](#).
- ★ **Can I cancel any days through the online registration site?**
 - ★ No, to cancel a staff member must do this for you. Contact KcrYouthprograms@kcranch.org to initiate and inform the staff about any cancellations.
 - ★ Credits are only given with a 7 days notice. Refunds are not available.