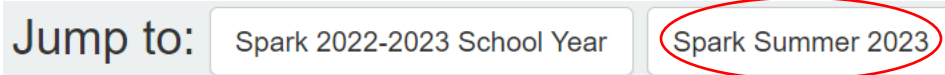


**Below you will find instruction to register for the Spark Summer and School-Year Programs.**

## **Spark Summer 2023 Registration Instructions**

- Step 1: Go to [www.mpsfoundation.org/spark](http://www.mpsfoundation.org/spark) and click on the Parent Portal.
- Step 2: Review our summer program information and family policy manual by clicking on the links in the Parent Portal.
- Step 3: Click the 'SIGN IN' button.
- Step 4: Click on the 'Spark & Spark UP Summer 2023' link to the left of the page.
- Step 5: Click on the 'Spark Summer 2023' button or scroll down and locate the Spark Summer locations.



- Step 6: Click on the 'Learn More' button for the location you would like to register.
- Step 7: Click the green 'Enroll Now' button.
- Step 8: If you registered in our program previously, you have already created an account. Enter your account credentials, login, then click 'New Contract'.
- If you don't already have an account, you will need to create one by clicking 'Create One Now' on the bottom-right side of the account login page.
    - You will be prompted to enter the name/s of the children you will be registering for the Spark Summer 2023 program.
- Step 9: To the left of the page, select the child you will be registering.
- If you are registering multiple children, you will complete this process for each child being registered.
  - If you are not seeing all children you will be registering, you can add additional children by clicking the green '+Add New Child' button.
  - After selecting and reviewing your child's information click 'Looks Good, Start Registering'.
- Step 10: Add a minimum of two additional emergency contacts. Add the additional parent (if applicable) as one of the contacts.
- You may add as many emergency contacts as you wish.
  - You can allow for your emergency contacts to be listed as authorized pickups.
  - It is not recommended that you provide email addresses for emergency contacts as the system will automatically send an email asking them to set up a profile. This process is not necessary for emergency contacts.
  - After you have added all your emergency contacts, click 'Verify Contacts/Pickups & Continue'.
- Step 11: Choose a Season.

- Select 'Spark Summer 2023'.
- Then choose your child's location.
- Click 'Use Location & Continue'.

Step 12: Read and accept permission statements.

- Click the 'I have read and agree to the above terms and conditions' checkbox.

Step 13: Choose the 'Days of the Week\*'

- You must choose all days of the week, select the 'ALL' button.

Step 14: Choose your weeks. Click the check box located to the right of the week you would like to add.

**Do not forget to select previous or next to view months not shown.**

Step 15: Once you have chosen your weeks click 'Complete Schedule Set-up and Continue.'

Step 16: Answer registration questions

- Click 'Complete Questions & Continue' when finished.

Step 17: Add/Update Saved Payment Method

- Click 'Complete Registration'.

**Once your registration has been approved you will be able to make necessary changes. Including adding or removing weeks. You are allowed to make changes to your schedule until **May 12, 2023**. Changes are not permitted after the **May 12, 2023** deadline. Your child must be registered the week the desired course is offered at your child's school to participate.**

## **Spark Adventure 2023 Registration Instructions**

- Step 1: Go to [www.mpsfoundation.org/spark](http://www.mpsfoundation.org/spark) and click on the Parent Portal.
- Step 2: Review our summer program information and family policy manual by clicking on the links in the Parent Portal.
- Step 3: Click the 'SIGN IN' button.
- Step 4: Click on the 'Spark Adventure Summer 2023' link in the middle of the page.
- Step 5: Click the 'View All Courses in Spark Adventure' button at the bottom of the page.
- Step 6: Click on the Spark Adventure course you would like to review and read more about.
- Step 7: Click the blue 'Enroll Now' button to the left of the page to enroll.
- Step 8: If you registered in our program previously, you have already created an account. Enter your account credentials, login, then click 'New Contract'
- If you don't already have an account, you will need to create one by clicking 'Create One Now' on the bottom-right side of the account login page.
    - You will be prompted to enter the name/s of the children you will be registering for the Spark Adventure program.
- Step 9: Choose the attendee/s you would like to add to the enrollment.
- Step 10: Click the blue 'Enroll Selected People' button.
- Step 11: Read and agree to the permission statements and click the blue 'Accept Terms' button.
- Step 12: Answer registration questions.
- Click the blue 'Answer and Enroll People' button when finished.
- Step 13: Go to your cart and click the green 'Checkout' button to finish enrollment; OR 'Continue Shopping' to enroll in another course.

## **Spark School-Year Registration Instructions**

We are excited that you have chosen Spark for your child care needs. Below are instructions to help guide you through the 2023-2024 School-Year registration process. It may be a good idea to print out these instructions prior to beginning the registration process.

- Step 1: Go to [www.mpsfoundation.org/spark](http://www.mpsfoundation.org/spark) and click on the Parent Portal.
- Step 2: Review our fee schedule and family policy manual by clicking on the links in the Parent Portal.
- Step 3: Click the 'login here' button.
- Step 4: Click on the '2023-2024 School-Year Program' link to the right of the page.
- Step 5: Scroll down and locate your child's Spark location under 'Spark 2023-24 School-Year'. Click "Learn More" on your child's site.
- Step 6: Click the green "Enroll Now" button.
- Step 7: If you registered in our program previously, you have already created an account. Enter your account credentials, login, then click 'New Contract'.
- If you don't already have an account, you will need to create one by clicking 'Create One Now' on the bottom-right side of the account login page.
    - You will be prompted to enter the name/s of the children you will be registering for the 2023-2024 program.
- Step 8: To the left of the page, select the child you will be registering.
- If you are registering multiple children you will complete this process for each child being registered.
  - If you are not seeing all children you will be registering, you can add additional children by clicking the green '+Add New Child' button.
  - After selecting and reviewing your child's information click 'Looks Good, Start Registering'.
- Step 9: Add a minimum of two additional emergency contacts. Add the additional parent (if applicable) as one of the contacts.
- You may add as many emergency contacts as you wish.
  - You can allow for your emergency contacts to be listed as authorized pickups.
  - It is not recommended that you provide email addresses for emergency contacts as the system will automatically send an email asking them to set up a profile. This process is not necessary for emergency contacts.
  - After you have added all your emergency contacts, click 'Verify Contacts/Pickups & Continue'.
- Step 10: Choose a Season
- Select 'Spark 2023-24 School-Year'.

- Then choose your child's location.
- Click 'Use Location & Continue'.

Step 11: Read and accept permission statements.

- Click the 'I have read and agree to the above terms and conditions' checkbox.
- Click the 'Accept Terms and Continue' button.

Step 12: Choose enrollment selections.

- Choose any combination of options to meet your family's needs.
- Click 'Complete Schedule Setup & Continue'.

Step 13: Answer registration questions

- Click 'Complete Questions & Continue' when finished.

Step 14: Add/Update Saved Payment Method

- Click 'Complete Registration'