

## Kids/Family Signup Instructions

We are use a billing system called Zen Planner which makes life pretty easy for everyone involved.

### **Here are instructions for registering and setting up your account:**

1. Go to:

<https://aikidomultnomahaikikai.sites.zenplanner.com/sign-up-now.cfm>

2. Click the button for "Children's program member"

3. Where it says "are you a guardian of the participant" select yes. Then fill out the rest of the form for you and your child.

4. The system will walk you through signing a waiver.

5. The system will walk you through entering payment information. Accounts will auto pay by default. Please contact us if you need to change your payment information going forward. If you have more than one child enrolled, enter the discount code now. See below for info.

### **If you have more than one child enrolled:**

1. After you've done the steps above, go back to the signup page you started from and choose the children's program membership again. If time has gone by or you are on a different computer, you'll need to log in to your account.

2. At the top of the signup form, there is a drop down that says "who is signing up". Choose the option "add a family member" and then proceed as you did above.

3. During payment setup, you may use our family discount (20% off) by entering FAM into the payment form where it asks for a discount code.

Thanks for working through this and please contact me if you have questions or encounter problems.

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