

# Registration Procedures for KBC Members and New Students

1. Go to the CEC website, [kingslandcec.org](http://kingslandcec.org)
2. Under the Menu you will select Registration and scroll down to the green Registration box. Select **Apply**.
3. You will be taken to Procure for the Registration process. You will be asked to enter your email address and click GO.

\*If you are a new student and have never logged into Procure, you will get an email with a Confirmation # that will be required in order to set up your account and proceed with Registration.

*If you have trouble logging in or completing registration, please send an email to [mmonroe@kingsland.org](mailto:mmonroe@kingsland.org). We will use the time from your email as your time and date stamp for your child's registration.*

5. You will be asked to complete all of the required information- 1<sup>st</sup> step is Parent Information. When complete, click SAVE & GO TO STEP 2.
6. 2<sup>nd</sup> step is to enter a New Child. Under this screen you will add your child's information and select their 1<sup>st</sup> and 2<sup>nd</sup> class choices, including Lunch Bunch options for children 3 & up. All required information must be complete to proceed.
7. If you have more than one child, you will SAVE & ADD NEXT CHILD and complete the same process.
8. When all children have been entered and information is complete you will select SAVE & GO TO STEP 3 where you will be asked to complete additional information.
9. When finished click SAVE & GO TO REVIEW, here you will review all information you have entered to make sure it is complete.
10. Once all information is reviewed, and you have determined it is correct, you will click the SUBMIT button.
11. This will submit your registration to the CEC office. You will receive a call within 48 hours to let you know if your child was placed in a class, or put on the Waiting List. If your child was placed in a class, you will have 24 hours to log-in to [myprocure.com](http://myprocure.com) and pay their Registration fee. **IF THE REGISTRATION FEE IS NOT PAID WITHIN 24 HOURS YOUR CHILD WILL BE DROPPED FROM THE PROGRAM, AND THEIR SPOT WILL BE GIVEN TO THE NEXT PERSON ON THE LIST.**