

Welcome to  by Bellxcel

We are very excited to roll out our new software for Kids Club. We know this will be a change, however we feel this is best for the program.

A few new changes to be aware of is when you enroll your child you will be paying right away. You will have to enter a payment into the system for your child to be enrolled.

There is an App that comes with this and we will be sending that information out shortly.

*\*\*Click on the link that has been provided on this email.*

The family portal will open

- Program catalog

## Program Catalog

Filter

[Clear All](#)

### Programs

- Step 1 - Secure Your Spot! (1)
- Step 2 - School Selection 24-25 (8)

### Locations

No locations available

### Sessions Date Range

From	To
<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>

*\*\*You do not need to put in anything for the session dates*

**Start with Step 1:** Step one-secure your spot. Then click on how many children you are enrolling and then *click ADD TO CART.* (this will add your enrollment fee to the cart)

**Next Step 2:** Which session do you need. Please read these very carefully. If you just need before then just find the school you are attending and click before. **IF** you need before and after-find the school and click before and find the school again for after (2 different). Once you have found your sessions then *click ADD TO CART.*

Example: Dogwood Elementary - Before School  
Dogwood Elementary - After School

## NEXT steps:

After you have completed all the Steps you will then click on the cart at the top of the page.

- Review your charges

## Click NEXT – enter your email

- Review the # of children enrolled and the session that you are enrolling them in

## Click NEXT

Complete the Registration application for each child.

- Select child- click the down arrow to add a child- you will add one child at a time. If doing more than one it will prompt you to add another child.
- Watch the guidance at the top of the page to help you through the process

### FAMILY PORTAL



- When completing the application please be sure to answer all the questions that are required.
- You will be required to verify your child again in **Step 2 the registration application**- just find your child's name and click it (if you register 2 children you will have to verify each child twice)
- Their name and birthdate will pop up – verify and then click next

## Submit

Review the number of children enrolled & the school selection you are needing are correct.

- Then to the right decide if you want credit card or Checking (click the appropriate circle)
- Enter your information regarding the payment you have chosen
- Then submit order

You must enter a payment in the system and pay your enrollment fee to hold your spot.

If you have any questions please reach out to Holly Wilmes.

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