

STAR Nova Enrichment Classes Registration Instructions

Please look over the following tips to have a successful NOVA registration.

All of these steps can be completed before signing up for classes so that you are fully ready to add classes to your cart.

1. Create a login account

- Go to starinc.org
- Click Login Now
- Select Register your account on the smaller pop up window
- Fill out information to create a login

2. Activate Account

- Once you have completed registration, you will need to check your inbox for an activation email that will ask you to activate your account

3. Once your account is activated, you should add your student/s

- Once logged in, you will click on the button in the right corner that will say 'Hello (Account holders name)'. For example, my page will say 'Hello Alexis'
- In the drop down menu, select students
- If new to the system you will select 'Add student'
- If the name of your student/s already appear, then you do not need to add them again
- Please accurately fill out the students information (**PLEASE select Kenter Canyon as your home school as you can not sign up for Kenter classes or change this later without sending an email to alexisr@starinc.org**)

4. Once you add your student/s, fill out the additional information section for each student

- On the students page there will be a three dot menu on the same line as the student/s name
- Select the three dots and click on 'Additional info'
- Fill out all of the additional info requirements per student
- Make sure to save it once done

5. Add your credit card in the system

- In the right corner, click on (Hello 'User Name') and select 'My Profile' from the drop down menu
- On the left hand side, select my card
- Select 'Add new cards'
- Enter card information and save it
- If you already have a card in the system, please double check that it is the right card and is not expired

All of this information will now automatically populate for you when adding classes to your cart, adding students to classes, and completing the payment. If you do not do these steps ahead of time, you will be asked to complete them during the registration process.

Registration Day! YAY!!

1. **Login to your account at starinc.org**
2. **When it is 9am, please refresh your page so you can see the live classes**
3. **You may add all of the classes you would like to your cart at once**
 - If you would like to sign your student/s up for 3 different classes you can place them all in your cart before you pay
 - For those with siblings, you can add both students classes to the cart and then assign each student to their respective class
 - If you would like both siblings to do the same class you can change the quantity (QTY) of the class to 2 and then add the students. **You can only change the quantity on the class page and not once it is in your cart**
4. **You must assign a student to each class you are registering for**
 - Once your classes are in the cart, and you are ready to checkout there will be a button that says 'add/select student'
 - When you select a student for a class, a verification window will pop up
 - If you have already filled out the additional info, you can scroll to the bottom and click 'I verify'
 - If you have not already filled out the additional info, you will need to do so to proceed (For info on how to do so, please see step 4 on the previous page)
 - Once you add your student/s to all of the classes in your cart, make sure to check the box that says 'I agree to all POLICIES'
 - Now you may click checkout
5. **On the checkout page you will see the total and can pay**
 - If you have already entered your card information, then it will auto populate
 - If you have not added your card, you will need to do so then
6. **Complete the payment**

IMPORTANT REMINDERS:

- Double check that you have added your student/s, additional info, card for payment
- Make sure your student/s is within the grade level requirement for the class
- Make sure your student's grade and home school is correct
- When finding NOVA classes, the filters near the top of the page should say 2022-2023, Kenter Canyon and NOVA
- If you need assistance please contact registration@starinc.org

Thank you!

Best,

Alexis Roberts
STAR Site Director
alexisr@starinc.org
310.678.8343