Member’s space - Step by step in English

1st step:

Complete the registration form as the PARENT and press the green bar to send.

You will receive an email with a link to confirm the registration. Click on this link.

2nd step:

Once your registration has been accepted by our team you will be sent 2 important thing:

- User name (utilisateur) ........
- Password (mot de passe) .......

When you go back onto the website you can click on ‘me connecter’ (log in) and enter your user name and password sent to your email.

3rd step:

You click on ‘gérer les participants’ (manage the participants) and ‘ajouter un participant’ to add your children
4th step:

Once they are added you need to choose a class for them by clicking on ‘Inscriptions des participants’. You can then choose a class for your children by selecting the type of activity and age. You then need to click on the course you would like and then on INSCRIRE to register.

If you have 2 or more children you select the ‘family pack’.

5th step:

By clicking on ‘gerer les participant’ (manage the participants) you will see if Key English School has confirmed the class. There are 3 different stages:

- **En attente de traitement**: This means Key English School has not yet dealt with the registration
- **Attente de validation**: KES has dealt with the registration but the class is not yet validated
- **Validé**: The camp / class is validated – the class will open.