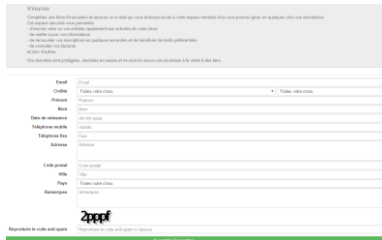


Member's space - Step by step in English

1st step:

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



The image shows a registration form for a parent. It includes fields for Name, Surname, Email, Password, Date of birth, Telephone, Address, City, and Postcode. There is a green bar at the bottom with the text 'Membres de votre école' and a logo.

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

2nd step:

Cotisation confirmée pour B K
Votre numéro de membre : 3
Cotisation : S'inscrire

Vous pouvez désormais vous connecter à l'espace membre pour ajouter vos enfants et les inscrire à nos différentes activités:

<http://key-english-school.cogito-sport.ch>

Utilisateur : **Krisven**
Mot de passe : **obevd**



The image shows a login form with fields for 'FR DE', 'Utilisateur', 'Mot de passe', and a 'Se connecter' button. Below the fields are two buttons: 'Obtenir un accès' and 'J'ai oublié mon mot de passe'.

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:



The image shows a member's space dashboard. On the left is a vertical menu with buttons for 'Accueil', 'Changer le mot de passe', 'Gérer les participants', 'Inscriptions des participants', 'Profil', and 'Ma situation'. On the right, the user's name 'Kris Ber' is displayed, followed by a 'Modifier' button and the text 'Ber Kris'. Below that is a green button 'Ajouter un participant' and the text 'Inscriptions'.

You click on 'gérer les participants' (manage the participants) and 'ajouter un participant' to add your children

4th step:

Type	COURS + GENEVE		
Période	2019-2020		
Cours	Geneva 7-8 ans		
Période	Cours	Groupe	Places disponibles
2019-2020	Geneva 7-8 ans	7-8 ans: Key 1- Lundi 16h30-17h30 Corsier	12
2019-2020	Geneva 7-8 ans	7-8 ans: Maxi Key 1- Vendredi 11h30-13h30 Veseraz	12
2019-2020	Geneva 7-8 ans	7-8 ans: Play With Words- Samedi 9h30-11h30 Châtellane	12
2019-2020	Geneva 7-8 ans	7-8 ans: Play with Words- Samedi 9h30-11h30 Champel	12

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:

Natacha Blanc		Inscription
Modifier	Blanc Natacha	
Modifier	Blanc Charly	
Modifier	Blanc Julien	
Ajouter un participant		
Inscriptions		
Blanc Julien	2019-2020	WP VD Anglophones 7 à 9 ans 13h30-15h30 Att. traitement
Blanc Julien	2019-2020	WP VD Play and Learn 4 à 6 ans- 13h30-15h30 Attente de validation
Blanc Charly	2019-2020	WP VD Juniors 6 à 7 ans- 13h30-15h30 Validé
Blanc Julien	2019-2020	6-7ans: Play with Phonics- Samedi 9h30-11h30 Champel Attente de validation

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.