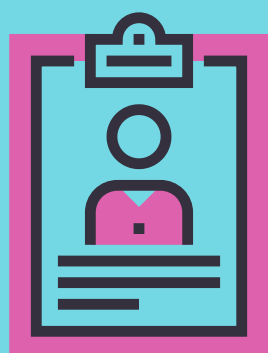




HOW TO REGISTER YOUR CHILD

ON WWW.KEY-ENGLISH-SCHOOL.CH/ESPACE-MEMBRE/



1.) BECOME A MEMBER

Scroll down and click "devenir membre". Fill out the form with your PARENT information. Click submit. You will receive a confirmation e-mail shortly. Click the link to confirm your membership.

2.) ACCESS THE MEMBER AREA

Glad to have you on board! Our team will send you a unique username (utilisateur) and password (mot de passe). On www.key-english-school.ch/espace-membre/, click on "me connecter", enter your login info and click "connexion".



3.) ADD YOUR CHILD TO YOUR PROFILE

Click on "ma famille" (my family) and then the green button "ajouter" (add). Enter your email and your child's name and birthdate. Click "enregistrer" (register).

4.) SELECT A COURSE

On the left side of the screen, click on "inscriptions aux activités" (registration for activities). Select the course appropriate to your location and child's age from the dropdown menus. Click "inscrire" to register. Another dropdown menu will pop up. If you are registering 2 or more children, choose "OUI". Otherwise, select "NON" and click "enregistrer". Verify that the course information is correct then hit the green button on top marked "enregistrer les inscriptions". That's it!



5.) CHECK YOUR CHILD'S REGISTRATION STATUS

You can go to "ma famille" to see the status of the registration.

En attente de traitement: registration pending

Attente de validation: registration is completed, but the class is waiting to be validated

Validé: the class is validated and you're all set!



STILL HAVING TROUBLE?

We're here for you! Check out our comprehensive video tutorial.