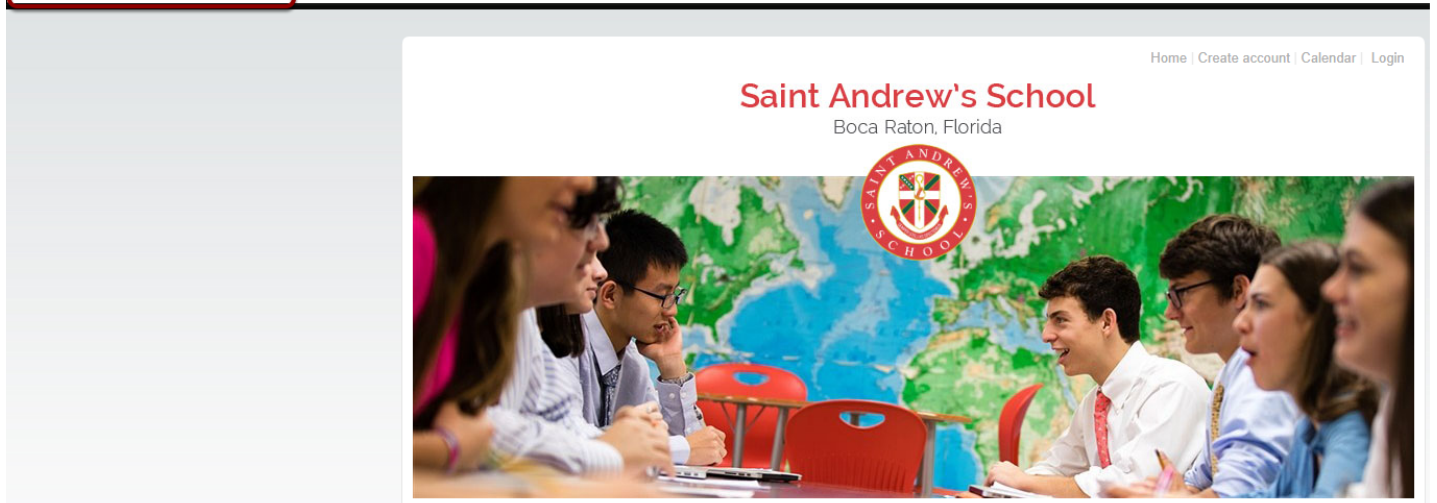


How Do I Register for a Saint Andrews Course

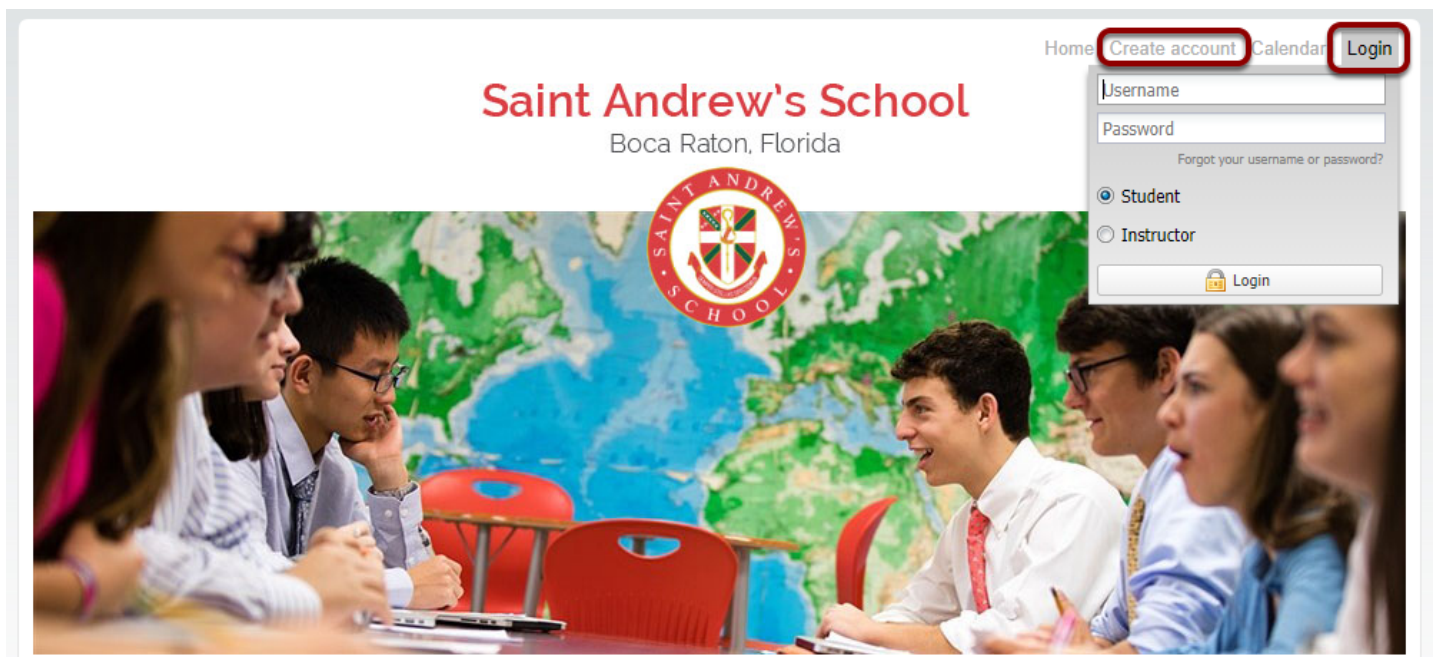
This lesson will show you how to use our registration software.

1) Make sure you are on our registration site at:
<https://saintandrews.gosignmeup.com>

<https://saintandrews.gosignmeup.com>



2) The first thing you will want to do create an account separate from MySA. Or login if you have already created a new account.



3A) To create an account, please fill in all required information. Click on "Agree and Create Account" to proceed.

Welcome Visitor

User Registration

Please enter information required.

Student Information	Parent 1 Information
Student First Name *	Parent 1 First Name:
Student Last Name *	Parent 1 Last Name:
Affiliation * Select only from the list	Parent 1 Email:
Student Email *	Home Address *
Confirm Student Email *	Home City *
Username *	Home State *
Password *	Home Zip *
Confirm Password *	Home Phone *
Student Cell phone *	Parent 1 Cell phone:
Grade (2015 -16):	
School:	
Current Teacher(s) (if applicable):	
Insurance policy #:	
Doctor's Name *	
Doctor's Phone *	
Known Allergies:	
Current Medications:	

Parent 2 Information
Parent 2 First Name:
Parent 2 Last Name:
Parent 2 Email:
Home phone:
Parent 2 Cell phone:

Student Information
Authorized Pick Up Name:
Authorized Pick Up Phone:

Emergency Information
Emergency Contact:
Emergency Contact phone:

3B) Click on "Agree and Create Account" to proceed.

Registration Policy

Payment in full is required at registration for all courses. Registrants have the ability to transfer classes as long as it is prior to the close date and there is availability. All student accounts in the business office must be current and the online registration completed, prior to his or her first day. 100% attendance is required for credit bearing courses.

In the event of a refund after initial registration a 10% processing fee will be assessed regardless of the date requested.

If a student chooses to withdraw from a class fewer than 2 weeks (14 days) prior to the first day of class, an additional 10% withdrawal fee will be applied.

All refund requests must be submitted in writing to summerterm@saintandrews.net.

Saint Andrew's reserves the right to cancel course offerings due to insufficient enrollment. In the event of class cancellation by Saint Andrew's payment will be transferred to your Student Billing account in the Business Office.

Lab fees are included in tuition rates.

I give Saint Andrew's School permission to charge my card or account per the payment choice at registration and store my information securely in the electronic vault.


In case of accident or illness, I request that Saint Andrew's School attempt to contact me at the phone numbers given. If a parent cannot be reached, I hereby authorize the school to contact the physician noted and, if necessary, to transport my child to his/her physician, or to the nearest hospital. I also give Saint Andrew's School the right and permission to use, re-use, electronically reproduce, publish and re-publish photographs and video that may feature my son/daughter. I also grant permission to use my son/daughter's name in connection with the school if they so choose. I release and discharge Saint Andrew's School from any and all claims arising out of or in connection with the use of the photographs or video, including any and all claims for libel. In addition, I have read and understand the refund and payment policy and agree and adhere to it. I agree to the additional refund stipulations if applicable.

Do you agree to the terms and conditions of our [Registration Policy](#)?

Agree and Create account



You must agree to our Registration Policy

4) On the home page, you can search for courses in different ways.















1 Search 

Welcome Anthony Test **Browse Courses**

2 Show All **+ Summer Term 2015**

From  Until 

Sort by: **Default** | Course name | Course start | Location | Course time | Course date

<u>RSI Room & Board 1.5 Weeks</u> Please make sure to sign up for all weeks you are planning to attend (up to 3). The fee includes all meals and most... More  Starts: Sun, 6/7/2015 12:00 AM  Sessions: 11  Pricing: \$1,548.00 (Faculty)  Location: Dorms  Status: 20 open seats left Add to cart	<u>RSI Week 1 Room & Board</u> Please make sure to sign up for all weeks you are planning to attend (up to 3). The fee includes all meals and most... More  Starts: Sun, 6/7/2015 12:00 AM  Sessions: 7  Pricing: \$985.00 (Faculty)  Location: Dorms  Status: 20 open seats left Add to cart	<u>Biblical Studies 1A AM</u> The course offers students the opportunity to engage in biblical exegesis of The Bible. Students will critically evaluate... More  Dates: This course meets daily from 8:30 am - 12:30 pm starting June 8 through June 26.  Pricing: \$540.00 (Faculty)  Location: Saint Andrew's School - Upper School  Status: 21 open seats left Add to cart
---	---	---

- 1) You can search for specific courses using the search bar.
- 2) You can search for courses by searching through the categories/locations on the left hand side.
- 5) Once you find the course you are looking for, you can add it straight to your cart by clicking on "Add to cart". Or See more information by clicking on the Course Name.

Search

Welcome Anthony Test

Browse Courses

From Until

Sort by: Default | Course name | Course start | Location | Course time | Course date

RSI Room & Board 1.5 Weeks

Please make sure to sign up for all weeks you are planning to attend (up to 3). The fee includes all meals and most... [More](#)

Starts: Sun, 6/7/2015 12:00 AM
Sessions: 11
Pricing: \$1,548.00 (Faculty)
Location: Dorms
Status: 20 open seats left

Add to cart

RSI Week 1 Room & Board

Please make sure to sign up for all weeks you are planning to attend (up to 3). The fee includes all meals and most... [More](#)

Starts: Sun, 6/7/2015 12:00 AM
Sessions: 7
Pricing: \$985.00 (Faculty)
Location: Dorms
Status: 20 open seats left

Add to cart

Biblical Studies 1A AM

The course offers students the opportunity to engage in biblical exegesis of The Bible. Students will critically evaluate... [More](#)

Dates: This course meets daily from 8:30 am - 12:30 pm starting June 8 through June 26.
Pricing: \$540.00 (Faculty)
Location: [Saint Andrew's School - Upper School](#)
Status: 21 open seats left

Add to cart

- 6) Here is the courses information page. You can see more information about the course here.

Home > All > RSI 1.5 RSI Room & Board 1.5 Weeks

RSI 1.5 RSI Room & Board 1.5 Weeks

Please make sure to sign up for all weeks you are planning to attend (up to 3). The fee includes all meals and most activities. The 1.5 week Room & Board is intended for students taking Public Speaking for... Summer Classes are NOT included and should be signed up for separately.

Contact
Emily Faber
561-210-2603

Location
Dorms

Dates and Times
Starts: Sun, Jun 7, 2015 12:00 AM
Sessions:
Sun, Jun 07, 2015 12:00 AM - 12:00 AM
Mon, Jun 08, 2015 12:00 AM - 12:00 AM
Tue, Jun 09, 2015 12:00 AM - 12:00 AM
Wed, Jun 10, 2015 12:00 AM - 12:00 AM
Thu, Jun 11, 2015 12:00 AM - 12:00 AM
Fri, Jun 12, 2015 12:00 AM - 12:00 AM
Sat, Jun 13, 2015 12:00 AM - 12:00 AM
Sun, Jun 14, 2015 12:00 AM - 12:00 AM
Mon, Jun 15, 2015 12:00 AM - 12:00 AM
Tue, Jun 16, 2015 12:00 AM - 12:00 AM
Wed, Jun 17, 2015 12:00 AM - 12:00 AM
Registration closes: Fri, Jun 5, 2015 12:00 AM

Instructor(s)
Emily Faber

Add to cart

Pricing
\$1,548.00 - Faculty

- 1) The top area shows some social media links where you can share this course with others. It also has the path you took to get here in case you want to go back. You can see the Course Number and the name of the course.
- 2) This area shows a description of the course
- 3) This area shows the contact, credits, location and any visual icon for the course if any.
- 4) Dates and Times shows additional information including when the course starts and the sessions of the course or whether this is an online course.
- 5) Instructors shows the instructors that will be instructing the course, including a bio if they have one.
- 6) This area is where you can add the course to your cart by clicking "Add to Cart". You will also have to mark required information here including pre-requisites or materials.
- 7) You can continue adding courses to your cart, or click on the cart to see what is in there.

Welcome Anthony Test

Search

1 item

Browse Courses

Show All

+ Summer Term 2015

From Until

Sort by: Default | Course name | Course start | Location | Course time | Course date

RSI Room & Board 1.5 Weeks	RSI Week 1 Room & Board	Biblical Studies 1A AM
Please make sure to sign up for all weeks you are planning to attend (up to 3). The fee includes all meals and most... More	Please make sure to sign up for all weeks you are planning to attend (up to 3). The fee includes all meals and most... More	The course offers students the opportunity to engage in biblical exegesis of The Bible. Students will critically evaluate... More
Starts: Sun, 6/7/2015 12:00 AM	Starts: Sun, 6/7/2015 12:00 AM	Dates: This course meets daily from 8:30 am - 12:30 pm starting June 8 through June 26.
Sessions: 11	Sessions: 7	Pricing: \$540.00 (Faculty)
Pricing: \$1,548.00 (Faculty)	Pricing: \$985.00 (Faculty)	Location: Saint Andrew's School - Upper School
Location: Dorms	Location: Dorms	Status: 21 open seats left
Status: 20 open seats left	Status: 20 open seats left	
Checkout	Add to cart	Add to cart

8) After clicking on your cart you can see what is inside of it and the total price. You can also delete the items by clicking the "x" or "Empty Cart". To continue click on "Go to Cart".

Welcome Anthony Test

Search

From

Until

Show All

+ Summer Term 2015

Sort by: [Default](#) | Course name | Course start | Location | Course time

RSI Room & Board 1.5 Weeks

Please make sure to sign up for all weeks you are planning to attend (up to 3). The fee includes all meals and most... [More](#)

Starts: Sun, 6/7/2015 12:00 AM

Sessions: [11](#)

Pricing: \$1,548.00 (Faculty)

Location: Dorms

Status: 20 open seats left

Checkout

RSI Week 1 Room & Board

Please make sure to sign up for all weeks you are planning to attend (up to 3). The fee includes all meals and most... [More](#)

Starts: Sun, 6/7/2015 12:00 AM

Sessions: [7](#)

Pricing: \$985.00 (Faculty)

Location: Dorms

Status: 20 open seats left

Add to cart

Biblical Studies 1A AM

The course offers students the opportunity to engage in biblical exegesis of The Bible. Students will critically evaluate... [More](#)

Dates: This course meets daily from 8:30 am - 12:30 pm starting June 8 through June 26.

Pricing: \$540.00 (Faculty)

Location: [Saint Andrew's School - Upper School](#)

Status: 21 open seats left

Add to cart

1 item

RSI Room & Board 1.5... \$1,548.00

Sub-total: \$1,548.00

Empty cart

Checkout

How Do I Register for a Saint Andrews Course

Page 6

9) When you continue you will be taken to the Checkout section. In the Review area you can review all the items. Make sure it is all correct and click on "Proceed to Next Step" to enroll in the course.

Welcome Anthony Test

1

2

3

4

Log in/ Create Account Review Payments Receipt & Confirmation

Review your current order [Add more courses](#)

Course Name	Date(s)	Time(s)	Price	
RSI 1.5 RSI Room & Board 1.5 Weeks - 2555 <i>Faculty</i>	6/7/2015	12:00 AM - 12:00 AM		
	6/8/2015	12:00 AM - 12:00 AM		
	6/9/2015	12:00 AM - 12:00 AM		
	6/10/2015	12:00 AM - 12:00 AM		
	6/11/2015	12:00 AM - 12:00 AM		
	6/12/2015	12:00 AM - 12:00 AM	\$1,548.00	⌕
	6/13/2015	12:00 AM - 12:00 AM		
	6/14/2015	12:00 AM - 12:00 AM		
	6/15/2015	12:00 AM - 12:00 AM		
	6/16/2015	12:00 AM - 12:00 AM		
6/17/2015	12:00 AM - 12:00 AM			

Sub-total:

\$1,548.00

Coupon Code [ID:](#)

Coupon Code [Apply coupon](#)

Discount:

\$0.00

Sales Tax:

\$0.00

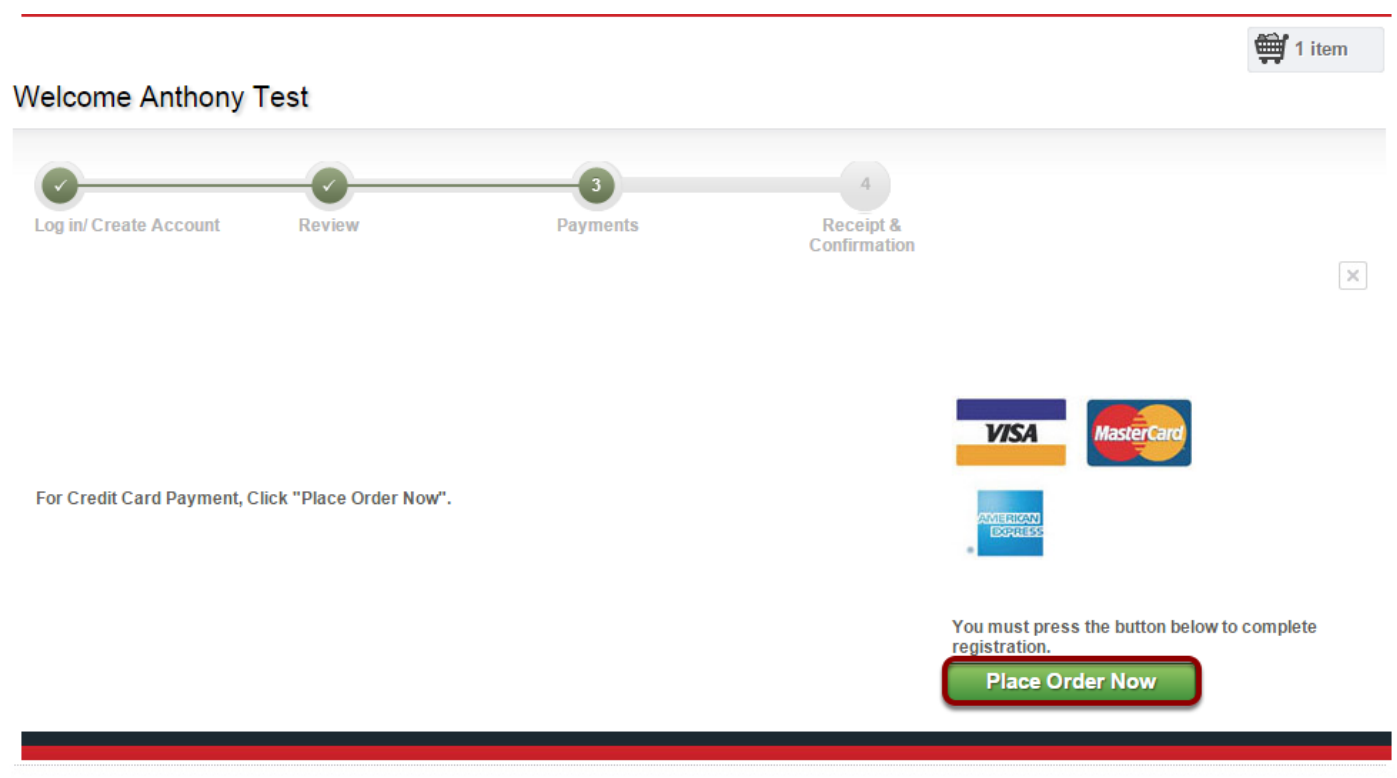
Total:

\$1,548.00


Proceed to Payment

Please answer any of the required questions/pre-requisite requests before you proceed. *Note if there is no payment required, this will enroll you in the course.

10) For credit card payments click on "Place Order Now" to be taken to the payment screen.




11) This is the payment page. Please enter in all of your payment information. Once you make sure everything is correct, click on "Pay Now" to register.



Saint Andrew's School

PAYMENT



Order Information





* Required Fields

Description: Course Registration:CJ RJM32Y8183440

Invoice Number: CJ RJM32Y8183440

Total: US \$1548.00

Payment Information



Card Number: * (enter number without spaces or dashes)

Expiration Date: * (mm/yy)

Card Code: * [What's this?](#)

Billing Information

First Name: *

Last Name: *

Address: *

City: *

State/Province: *

Zip/Postal Code: *

Email: *

Phone:

Pay Now

12) This is the confirmation that payment was accepted. You can "Return to registration page" to continue.

[Return to registration page](#)

Thank you for your order!

You may print this receipt page for your records. A receipt has also been emailed to you.

Order Information

Merchant: [blurred]
Description: [blurred]
Date/Time: [blurred]

Billing Information


[blurred]

Total: US \$1.00

American Express **1039**

Date/Time: [blurred]
Transaction ID: [blurred]
Authorization Code: [blurred]
Payment Method: [blurred]

13) You are now registered! You will be taken to the order confirmation page where you can print this for your records.



Saint Andrew's School

Boca Raton, Florida

Registration Site

Empty

Welcome Anthony Test

✓

✓

✓

4

Log in/ Create Account

Review

Payments

Receipt & Confirmation

X

Thank you for enrolling!

Order Receipt

Enrollment Details:

Date:

4/13/2015 3:24 PM

Registration number:

CMR8Z53U6344853

Username:

anthony@gosignmeup.com

Participant Information:

Anthony Test

Street

city , ca , 92626

anthony@gosignmeup.com

5555555555

Payment Details:

Order Details

Course name	Course#	Dates	Status	Price
RSI Room & Board 1.5 Weeks	RSI 1.5	6/7/2015 12:00 AM - 12:00 AM 6/8/2015 12:00 AM - 12:00 AM 6/9/2015 12:00 AM - 12:00 AM 6/10/2015 12:00 AM - 12:00 AM 6/11/2015 12:00 AM - 12:00 AM 6/12/2015 12:00 AM - 12:00 AM 6/13/2015 12:00 AM - 12:00 AM 6/14/2015 12:00 AM - 12:00 AM 6/15/2015 12:00 AM - 12:00 AM 6/16/2015 12:00 AM - 12:00 AM 6/17/2015 12:00 AM - 12:00 AM	Enrolled	\$1,548.00
Total:				\$1,548.00
Discount:				\$1,548.00
Discounted Total:				\$0.00
Total Amount Paid:				\$0.00

Print Receipt

Continue Shopping For Courses

Back To User Home

You will also get a confirmation email sent to you.