

## **Bridges Online Registration Instructions and Payment Information**

**\*\*PLEASE NOTE:** All billing statements, payment reminders, policy updates, and official notices will be communicated via the email address provided at registration. It is your responsibility to monitor that email address for all official communications. Non-receipt due to failure to check email, incorrect email address, or messages filtered to spam does not waive financial obligations or deadlines.

### **Registration:**

#### **Step 1:**

**New Families:** On a computer (**do not use a cell phone for Hub access or to register for classes**), create your online account before the opening of registration day. Go to <https://bridgesoh.lovemygroups.com/?flag=login> to set up your family account in the Hub under “**Create new member account**” and answer the questions when prompted. The link to the registration Hub is on the website.

**Current Bridges families:** On April 7th, simply log in to your current account on a computer and then skip down to step 3 on this form if you already have all students needed in your Bridges account. (To add a child, simply head to the “Update Personal Info” tab in the Hub.)

#### **Step 2:**

**New Families:** Click on “**add new record**” to add each child **that will be in Bridges** to your account, after you have added the parent information. **State the grade your student will be in for the upcoming school year (for yearly registration)**. Follow the prompts on the screen, making sure to include all relevant information, such as your child’s email address (if they are old enough to communicate with their teachers independently in their online class site), and press submit when finished. **Administration will be notified, and must activate your account before you can log back into the system to select your classes on or after April 15th.** Once you have been activated, you will receive an email titled “Account Activation” with a link to log in to the Bridges Hub site. Please remember this site (save it to your favorites) and your password for all future registrations in Bridges.

#### **Step 3:**

**Current Bridges and New Families:** Once you have logged into the site, you will have the ability to select your class choices. **There is a red “Choose Classes Now” icon in the lower right corner of the home screen that you will click on to select classes. Follow instructions on the Class Choice Form and press submit when you are finished selecting ALL of your classes (for the whole year), and not before. If the student has a break in classes, they must be enrolled in a paid study hall at a rate of \$50 per period or sit with a parent in the Bridges-supplied parent room.** Due to space limitations, students may not be scheduled for more than two consecutive study hall periods without administrative approval.

**You will not be able to access the class selection button again, or modify your class choices or select classes again, without reaching out to admin after you have pressed the submit button. Contact us for any class changes.**

**Step 4: Once you have submitted your class choices, administration will be notified! You will not receive any verification from the Hub at this time, but if your submission was completed, you will no longer see the “choose classes now” icon in the corner of your homescreen.** We will review your choices, place your student in available classes in the time-stamped order in which registrations are received, and then calculate your Bridges fees. **You will then receive a confirmation email when your student has been placed into their selected classes by an administrator.** If you have not had a response within two days time, please reach out to us to confirm that your registration was processed.

Once you receive your acceptance email, you must log in to the site and process fees via the red banner on the home screen that says “You have urgent reminders to review”. At this time, please determine whether you are making “full payment” or paying “10% plus registration fees only” at the time of registration by selecting the correct option. Payment may be made with cash/check to the bookkeeper or online with card on the Hub (transaction fees apply). Select your payment plan, confirm that you have read the refund policy, and then complete the screen prompts.

## **Payment Information:**

### **Payment Options**

Online payment: via the Hub (5% transaction fee applies)

Cash or check payment (made payable to “Canton Bridges”) can be delivered to an administrator at Bridges school on Mondays or sent to the Canton Bridges Accounting Coordinator: **Catherine Marx**  
Address to send payment: **352 Briar Ave NE, North Canton, OH 44720**  
Contact: **cantonbridges@gmail.com**

### **Full Year Registration:**

Registration fees and at least 10% of the tuition will be due **within two weeks of registration** to secure your student’s place in their classes, and the remaining balance is due by July 27, 2026. The second option is for full payment to be submitted immediately after registration has been processed.

**If the initial down payment has not been received within two weeks of registration, your student will be removed from their classes. If applicable, the next student on the waiting list will receive the spot in the class. Full payment must be made by July 27th. If full payment has not been made by that date, your student will be removed from their classes.**

**All payments are refundable until July 27, 2026, except registration fees, which are always non-refundable upon payment.**

**No class schedules may be altered or refunded after July 27, 2026, with the exception of simply adding classes to a student’s schedule if space is available and with the teacher’s permission. Please choose classes with careful consideration and reach out if you have questions about any class.**

**\*Bridges does not offer a second-semester registration, so choose ALL of the classes you need during the open registration period!**