

Bridges Online Registration Instructions

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.lovemymygroups.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 is also on the website.

Current Bridges families: On April 2nd, simply login 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 on 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 9th.** Once you have been activated, you will receive an email titled “Account Activation” with a link to login to the Bridges Hub site. Please remember this site (save it to your favorites) and your password for all future registration 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. **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 accepted, 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 by which registrations are received and then calculate your Bridges fees. **You will then receive a confirmation email when your student has been placed by an administrator into their selected classes.** 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 login 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,

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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 and that you have read the refund policy and then complete the screen prompts.

Payment Options

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

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

Full Year Registration:

Two payment plan options are available. Registration fees and at least 10% of the tuition will be due **within two weeks** to secure your student’s place in their classes and then the remaining balance is due by July 1st. The second option is for full payment to be submitted immediately after registration has been processed.

If the initial payment has not been received within two weeks of registration, then the next student on the waiting list will receive the spot in the class. Full payment must be made by July 1st in order to attend classes.

All payments are refundable until June 30th, with the exception of registration fees (\$70.00 per student), which are nonrefundable.

No class schedules may be altered or refunded after this date, with the exception of simply adding classes to a student’s schedule, if space is available and with the teacher’s permission. Any class changes requested after the June 30th deadline will incur a \$15.00 processing fee per class change. Please choose classes with careful consideration and reach out if you have questions about any class!

***Bridges is no longer offering a second semester registration, so choose ALL of the classes you need during the open registration period before the beginning of the school year!**