

Bridges Online Registration Instructions

Step 1: On a computer (**do not use a cell phone for Hub access or to register for classes**), create your online account. Go to <https://bridgesoh.lovelymygroups.com/?flag=login> to set up your family account in the Hub under “**Create new member account**” and answer the questions when prompted.

Step 2: 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), or if you are registering for the second semester classes in the middle of the year then state the grade they are currently in.** 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), 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.** 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 activities/registration in Bridges.

Step 3: Once you have logged back into the site, you will then 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 (Bridges encourages registration for full year and first and second semester classes during the spring/summer registration period so that you do not miss out on a class that has filled up by waiting until December to register for second semester classes), and not before. You will not be able to modify choices or select classes again without administrative assistance 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 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 received.

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, 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 or online on the Hub (transaction fees apply). Select your payment plan and that you have read the refund policy and then complete the screen prompts.

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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 Bridges bookkeeper: **Catherine Marx**

Address to send payment: 352 Briar Ave NE, North Canton, OH 44720

Contact: catmarx54@gmail.com

Full year class registration in the spring:

Two payment plan options are available. Registration fees and 10% of the tuition will be due **within two weeks** to secure your student's place in classes and then the remaining balance is due by August 14th. The second option is for full payment to be submitted upon registration.

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 August 14th in order to attend classes.

All payments are refundable until August 14th, with the exception of registration fees, which are nonrefundable. No class schedules will 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.

Second semester class registration reopening in the winter:

Second semester registration opens again on December 1st and closes on January 5th, 2024 for any classes that still have openings. Full payment is due by January 8th in order to attend second semester classes on January 29th, 2024 or the next student on the waiting list will receive the class position. Registration fees are always nonrefundable and all payments are nonrefundable after January 8th.