

Bridges Online Registration Instructions

Step 1: On a computer (do not use a cell phone for Hub access or to register), create your online account. 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.

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 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, and not before. You will not be able to modify choices or select classes again after you have pressed submit, without administrative assistance.**

Step 4: Once you have submitted your class choices, administration will be notified. We will review your choices, place your student in available classes, in order by which they arrive, and calculate your Bridges fees. **You will then receive another confirmation email when your student has been accepted into their chosen classes.**

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 of paying 10% plus registration fees only at registration. Payment may be made with cash/check. Select your payment plan and that you have read the refund policy and then complete the screen prompts.

Payment Options

Cash or check payment only (made payable to Canton Bridges) can be submitted to an administrator at school or sent to the Bridges registrar:

Darby Smith - 847 Clearmount Ave SE, North Canton, OH 44720

Contact: darbysmith805@gmail.com

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Full year class registration in the spring:

Two payment plan options are available. Registration fees and 10% of the tuition will be due **immediately** to secure your student's place and then you can pay the balance by August 15th (January , or the second option is for full payment to be submitted upon registration.

Full payment must be made by August 15th to hold your student's place in their class. If payment has not been submitted, the next student on the waiting list will receive the spot instead. Students may not attend classes until full payment is made.

All payments are refundable until August 15th, 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, to allow the student into the class.

Second semester class registration in the winter:

Second semester registration opens on December 1st and closes on January 2nd, 2023 Full payment is due by January 9th in order to attend second semester classes on January 30th, 2023 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 9th.