

Directions for registering for Power Scholars Academy 2024

Please note that registration is available from March 22-May 6 **only for students invited by their teacher.** You will have received a flier with information on how to register.

1. Activate the QR code or the link to register and you will be directed to a site where you will need to enter your email. I suggest you click on “forgot password” even if you registered for Power Scholars in the past. Keep password and log in for future use.
2. You will receive an email directing you to change your password. Once the password is changed, log back into the site again.
3. You are now in the **family portal** and will see a list of programs. Click on the program you are registering for (**your flier tells you the site to select**).
4. On the dropdown menu choose the number of children that you are registering (remember, this is **only for invited students**) and then click **“Add to cart”** button.
5. Click on the cart at the top of the screen. Your program will appear. Click **“Next”**. You will now see the application to fill out for the site selected. Click **“Select Child”**. If your child has been in Power Scholars, their name may appear. If not, please choose “I’ll be adding a new child.” Click **“Next”**.
6. Read all directions carefully and fill out the form as completely as possible. **Sections with a * are required to complete the application. Do not list a person in more than one section for the Guardian, Emergency contact, or Authorized pick up. Note: If your child will need transportation, please enter a pickup and drop off location address.** Click **“Next”**.
7. On the next screen, you will be asked to review (Click **“Previous”** to double check information). Once reviewed, click **“Submit Order”**.
8. You should now see **“Thank You”** which means the application was submitted. An email confirmation will be sent to your email.

There is no fee for any part of the program. You will be notified if your child has been accepted with a follow up letter from your child’s teacher. Registration is first come, first serve so you are encouraged to apply early to ensure a place for your child.

Questions or concerns contact your child’s school or email Kelly Knapp Director of Youth Educational Programs at kellyknapp@ymcacva.org