

Important Information for Online Registration:

Open Registration for our 2015-2016 School Year classes at Bellevue will begin on Monday, July 27th. Open Registration for Issaquah classes will begin on Tuesday, July 28th. Signups will begin via Online Registration at 7:00am. Email registrations and waitlist requests will be accepted beginning at 9:00am. Online Registration will always have highest priority. Please see our website at www.GymEast.com for class schedules and information. If the class you prefer is already full, but you are willing to take a spot in a class that has space, please register online for the available opening and then send an email request at 9:00am to be placed on the waitlist for the class you prefer.

If you have not signed in online before, you should do this ahead of time to be sure you have no problems when it is time to register online. Be sure to sign in under the "Returning Customer" side of the sign in page and use the email address that we have on file in your account, which is the address at which you received this notice.

To sign on to your account:

- 1: Go to our website at www.GymEast.com and follow the links for Online Registration to get to our Secure Sign In page.
2. Be sure to sign in under the Returning Customer on the right side of the sign in screen. PLEASE DO NOT CLICK ON THE "NEW ACCOUNT" BUTTON on the left!
- 3: (If you do not know your password) Click on the "password forgotten" link and enter your email address that we have on file in your account, which is the address at which you received this notice. Your password will be sent to you immediately.
- 4: Once you receive this password, sign in to your account.

NOTE: After you have signed in, you should see your child(ren) already listed along with their current classes and camps. If you do not, you may have created a new account, and you will need to contact us to correct this

To sign up for class when registration begins:

- 1: Sign in to your account as directed above in steps 1-4.
- 2: Using the pulldown menu at the top of the screen, select the location and the program type you want to sign up for.
- 3: Click on the day and time of the class you prefer and then click on "Register" on the next page.
- 4: Choose the student who will take this class. You may need to add a new student if you are registering a child who has not taken classes here before. The class should now show under Pending Registrations. You may need to scroll down to see this! Repeat these steps for each child you wish to register.
- 5: Once you have chosen your fall classes, you **MUST CLICK ON CHECKOUT** and then on the next screen you must pay for your registrations and **CLICK ON FINISH** or

your choices will not be reserved for you. You will see a waiver to sign for each child you are registering and then the payment screen. You will then proceed through the standard payment process. Please note that if you have a previous balance on your account, your credit card will be charged the full amount of your balance due during this sign up process. You will see a progress bar as the payment process completes, then a message that an email receipt has been sent.

6: Sign out.

7: Check to be sure you have received the email receipt.

8: That's it, you are done!

Please remember the following:

- **Email Receipt:** You will receive an email confirmation of your fall schedule signup. **If you do not receive this confirmation, your child is not signed up!** See the next section for how to verify enrollment.
- **Verify the Registration:** You can confirm that your child is registered correctly by going back into your account. When you login, you will see all your current registrations, so the fall class you selected will show up in this list. If it is not there, it may be in the section titled Pending Registrations. If you see it there, you just need to click on the Checkout and Finish buttons (see below).
- **Click the Checkout Button AND then the Finish Button!** You must proceed through the full payment process and click the Checkout Button AND the Finish Button to complete the registration. *If you have any prior balance due, your credit card will be charged for the full amount during this checkout process.*
- **If you are still having trouble,** we recommend that you send an email registration request at 9:00am. You may also give us a call and we can assist you, however, please note that it may be some time before we are able to return your call.
- **Online registration will have highest priority!**

Please contact us with any questions or concerns by Friday July 24th at 10:00am for Bellevue classes or by Monday July 27th at 10:00am for Issaquah classes.

Thanks!

Gymnastics East

Bellevue: 425-644-8117

Issaquah: 425-392-2621