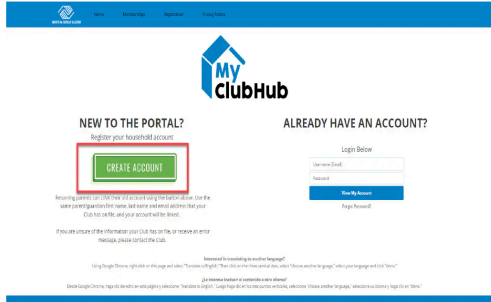


Driving Academy

Parent Portal Registration Guide

SECTION 1: Log In / Create an Account



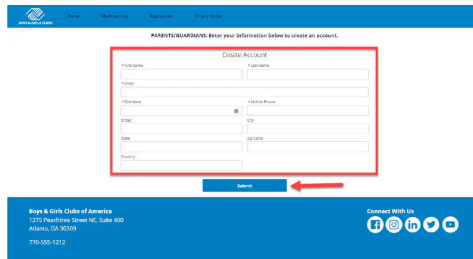
Step 1 — Access the Portal

Navigate to your Club's Parent Portal link using **Google Chrome**.

New Users: Click the green "**Create Account**" button on the left side of the screen.

Returning Users: Enter your **Username (Email)** and **Password** on the right side, then click "**View My Account**".

Forgot Password? Click "Forgot Password?" and follow the email link to reset.



Step 2 — Create Your Account

On the Create Account page, enter your information as the **Parent/Guardian**.

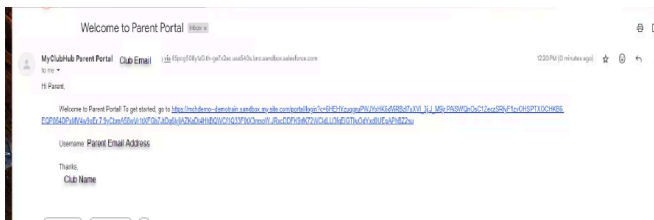
Current & Returning Members: Use the same Primary Contact information (First Name, Last Name, and Email) your Club has on file so your account links correctly.

Click **Submit** and complete the hCAPTCHA verification.

Step 3 — Set Up Your Password

Check your email for a message from the Parent Portal (check your spam folder or search "**Parent Portal**" if not found).

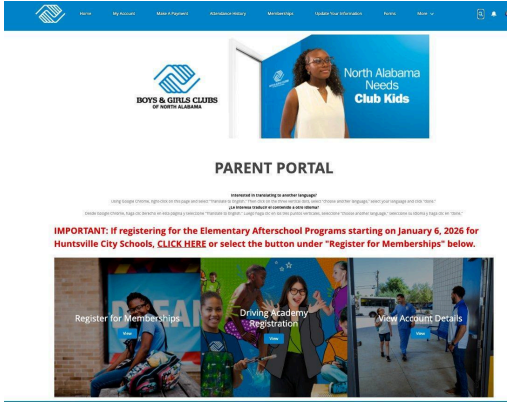
Click the link in the email to set your password. After setting it, you will be automatically logged in.



Step 4 — Log In Going Forward

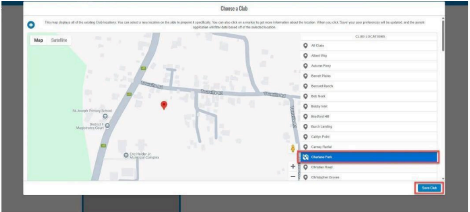
Return to the portal link, enter your **email and password** on the right side, and click **Login**. If you cannot log in, click "**Forgot Password**" to reset it.

SECTION 2: Purchase a Driving Academy Membership



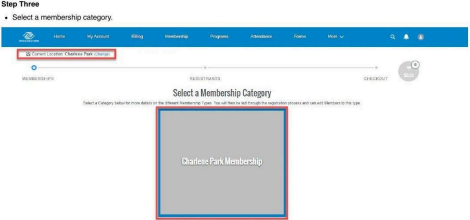
Step 1 — Go to Memberships

Log in to the Parent Portal. Click the "Register for Memberships" button.



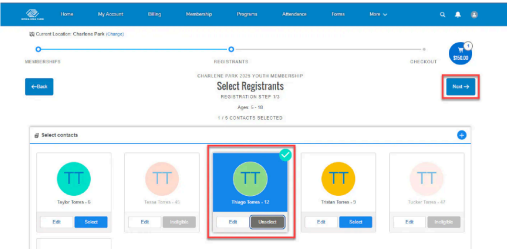
Step 2 — Select Your Location

Choose Off-Campus (Administration Office) Club Locations list and click Save Club. This will become your default location. You can change it later using the "Change" button.



Step 3 — Select Membership Category

Select the Driving Academy Membership category from the list displayed.



Step 4 — Select Membership Type

Choose the Driving Academy Membership type you'd like to purchase and click Select.

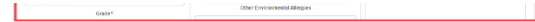
Step 5 — Select Registrants

Select each child you'd like to register for the Driving Academy Membership. Click Next when done.

To add a new household member, click the + icon or select "Add Household Member".

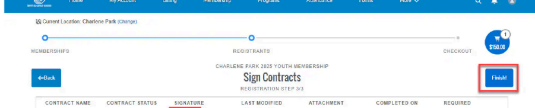
Step 6 — Answer Membership Questions

Complete the membership questions form for each child, then click "Next". If registering multiple children, click each child's name to complete their individual form.



Step Seven

If there are contracts or waivers requiring signature, click Sign to view the documents. Click Confirm after reviewing each document.



Step 7 — Sign Contracts/Waivers

If contracts or waivers are required, click Sign to review each document and then click Confirm. When complete, click Finish.

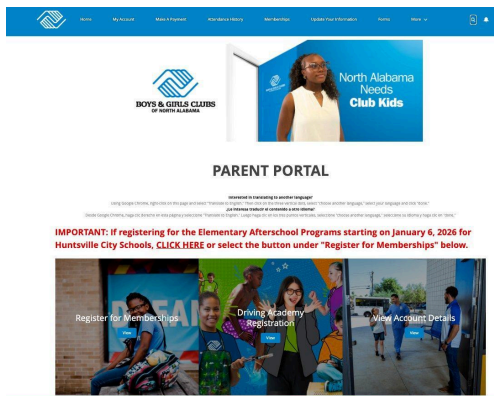
SECTION 3: Enroll in a Driving Academy Course

Driving Academy — Course Options

Full Program | \$50 — Includes classroom instruction and driving instruction. Follow the enrollment steps below.

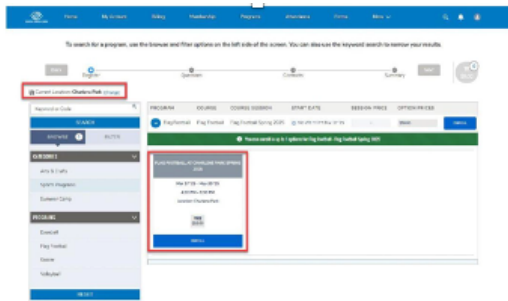
Driving Instruction Only | \$100 per session — 4 driving lessons per session. Must have previously completed the Full Program. Choose from 4 available sessions (see instructions below).

Option A: Full Program — Enrollment Steps



Step 1 — Driving Academy Registration

On the Parent Portal homepage, click the **"Driving Academy Registration"** button.

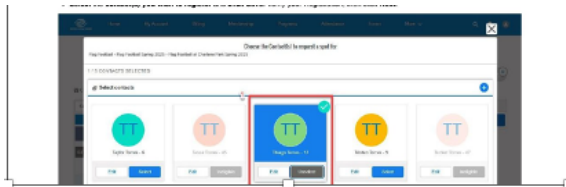


Step 2 — Find the Driving Academy Course

Confirm the Current Location is correct. If not, click **[Change]** to update it.

Use the search panel on the left to locate the **Driving Academy** course. Click the **carrot (>)** next to the program name or click **Options** to expand it.

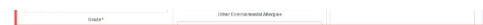
Click **Enroll** to register, or **Enroll**.



Step 3 — Select Registrants

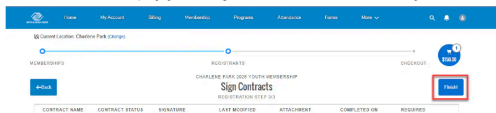
Select the contact(s) you wish to enroll in the **Driving Academy** course and click **Save**. Verify the registration details, then click **Next**.

To add a new household member, click **"Add Household Member"**.



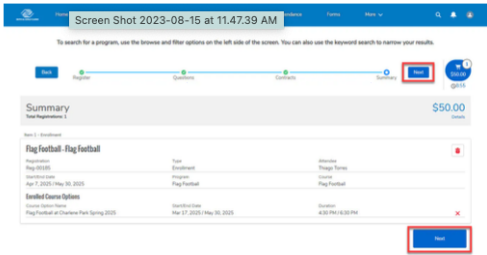
Step Seven

- If there are contracts or waivers requiring signature, click **Sign** to view the documents. Click **Confirm** after reviewing each document.



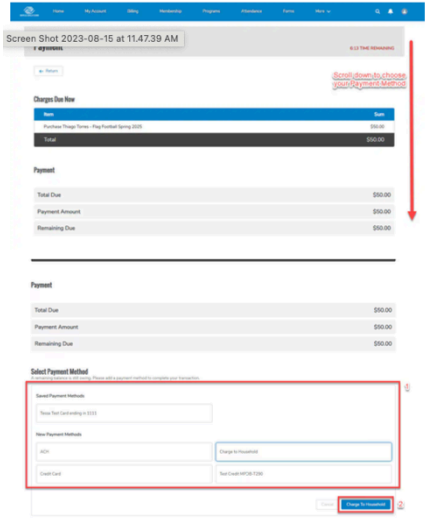
Step 4 — Custom Questions & Contracts

Answer any custom questions for each registered contact, then click **Next**. Sign any required contracts or waivers and click **Next**.



Step 5 — Review Summary

Review the **Transaction Summary**. Click **"Next"** to proceed to payment.



Step 6 — Complete Payment

Select your payment method for current and future charges:

- **Saved Payment Method** — Use a card already on file.
- **Credit Card** — Click "Credit Card" to add new.

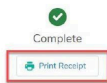
Complete the \$50 payment to finalize your Driving Academy enrollment.

Charges Due Now

Item	Sum
Enrollment Charge Times - Flag Football Spring 2023	\$50.00
Total	\$50.00

Payment

Change to Household	\$50.00
Total Due	\$50.00
Total Paid	\$50.00
Remaining Due	\$0.00



Step 7 — Confirmation

When enrollment is complete, **"Complete"** will appear on screen. Click **"Print Receipt"** to save a copy. Click **"Return"** to go back to the Portal homepage or click any tab to continue.

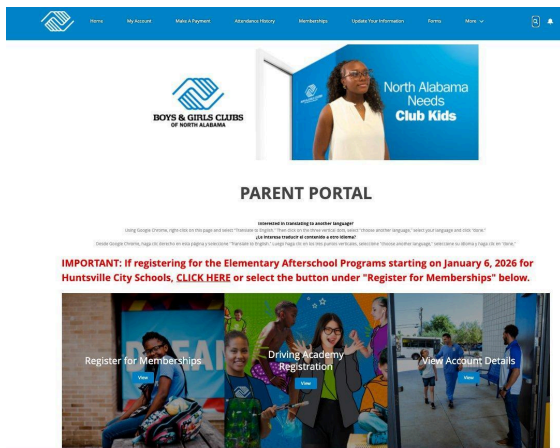
You are now enrolled in the **Driving Academy Full Program**. For questions or issues, contact 256-534-6060



Option B: Driving Instruction Only — Enrollment Steps

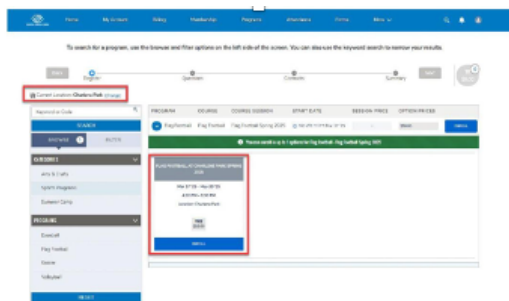
Prerequisite: The Driving Instruction Only option is available only to members who have **previously completed the Driving Academy Full Program**. Each session costs **\$100** and includes **4 driving lessons**.

Session 1	Session 2	Session 3	Session 4
June 1 – June 15 \$100 4 Lessons	June 16 – June 30 \$100 4 Lessons	July 1 – July 15 \$100 4 Lessons	July 16 – July 26 \$100 4 Lessons



Step 1 — Go Driving Academy Registration

From the Parent Portal homepage, click **"Driving Academy Registration"** at the top of the screen.



Step 2 — Find Driving Instruction Only

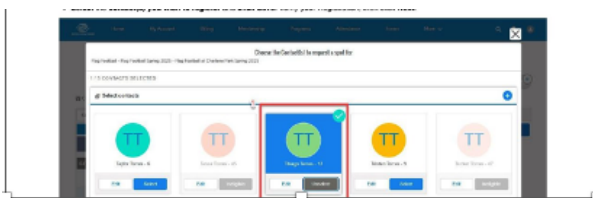
Confirm the Current Location is correct. If not, click **[Change]** to update it.

Use the search panel on the left to locate the **Driving Academy — Driving Instruction Only** program. Click the **carrot (>)** next to the program name or click **Options** to expand it.

You will see **4 sessions** listed — select the session that works best for your schedule:

- **Session 1** — June 1 – June 15 (\$100 | 4 Driving Lessons)
- **Session 2** — June 16 – June 30 (\$100 | 4 Driving Lessons)
- **Session 3** — July 1 – July 15 (\$100 | 4 Driving Lessons)
- **Session 4** — July 16 – July 26 (\$100 | 4 Driving Lessons)

Click **Enroll** next to your preferred session.



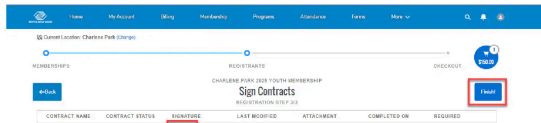
Step 3 — Select Registrants

Select the contact(s) you wish to enroll in the **Driving Instruction Only** session and click **Save**. Verify the registration details, then click **Next**.

To add a new household member, click **"Add Household Member"**.

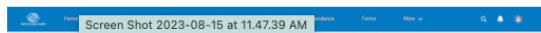
Step Seven

If there are contracts or waivers requiring signature, click **Sign** to view the documents. Click **Confirm** after reviewing each document.



Step 4 — Custom Questions & Contracts

Answer any custom questions for each registered contact, then click **Next**. Sign any required contracts or waivers and click **Next**.



Step 5 — Review Summary

Review the **Transaction Summary**. Confirm the session selected (\$100). Click **"Next"** to proceed to payment.

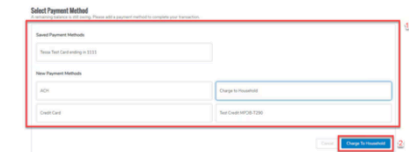


Step 6 — Complete Payment

Select your payment method for the **\$100** session fee:

- **Saved Payment Method** — Use a card already on file.
- **Credit Card** — Click "Credit Card" to add new.

Complete the payment to finalize your Driving Instruction Only session enrollment.

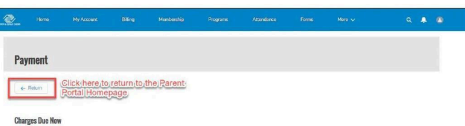


Step 7 — Confirmation

When enrollment is complete, **"Complete"** will appear on screen. Click **"Print Receipt"** to save a copy. Click **"Return"** to go back to the Portal homepage or click any tab to continue.



You are now enrolled in their chosen **Driving Academy — Driving Instruction Only** session. Each session includes **4 driving lessons**. For questions or scheduling, contact 256-534-6060



Need Help? Contact your Club's front desk or visit the MyClubHub Help Center.