

## How to register Online for the After School Activities (ASA) program (Aug 2016)

To register online:

Go to [www.isdlions.de](http://www.isdlions.de) "Registration and Payment" After School Activities

Enter your personal e-mail. (Last minute cancellations will be sent to this e-mail, so be sure this is an email used often)

Create a separate profile for each child

Do not register for other families under your name

Fill out all personal information including health questions

Click continue to proceed to the Activities page

Choose the grade for your child

Tick box for each activity that you wish to have a space.

Then click continue to proceed to the payment page

Read "Terms and Conditions" and tick box

At this time, no option for payment available

Finally, click the Finish box.

**Do not pay anything at this time.**

After the trial period, groups will be formed and you will be notified as to which activities your child has received a place.

You should return to your profile to authorize payment. If you wish to pay by credit card, this option will now be available.

If you wish to pay by "bank transfer", you need to finalize the transaction with your bank.

Please make the transfer to the following account:

Commerzbank: IBAN: DE 76300400000436200000 BIC: COBADEFFXXX

Beneficiary: International School of Düsseldorf

Ref: **ASA and your child's name**

Fees: ASA fee – each activity €75.00 (full-year)

Golf has an additional cost of €150.00

Tennis has an additional cost of €110.00

The International Duke of Edinburgh Award has an additional cost of €225.00

**\*\*No payment at registration, payment due within 5 days (Friday, 23rd September) of notification of placement. Your spot(s) will be given to the next person on the waiting list 10 days (Friday, 30th September) after notification if no payment received.**

Dates to note:

- ASA Trial weeks Friday 26<sup>th</sup> Aug - Sunday 11<sup>th</sup> Sept.
- Registration for the ASA program - Friday 26<sup>th</sup> Aug – Friday 9<sup>th</sup> Sept (20.00)
- **No ASA during the week 12<sup>th</sup> – 16<sup>th</sup> Sept**
- Class list will be posted Friday 16<sup>th</sup> Sept.
- Regular ASA starts on Sunday 18<sup>th</sup> Sept. unless otherwise stated on the schedules.
- Students that re-register for an activity from the previous year will automatically receive placement in that group.
- Until registration closes ALL students will be placed on a waiting list.