

Energym Class Enrollment Process



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Monthly Enrollment

Energym Gymnastics class registration is a Continuous Monthly Enrollment system. This gives people the opportunity to make **smaller payments, eliminate the hassle of registering every 3 months, and ensure your child never loses their current spot in class.** We are a year round program with no long-term commitments.

- Enroll at any time
- Continuous Monthly Enrollment until you let us know
- Payments will automatically be charged to your card on the 20th of the preceding month for the following month's classes
- To Un-enroll, you just need to complete a Drop Request Form with the office no later than the 19th of the preceding month. If you drop request comes in after the 19th, you are charged and enrolled in the next month.

Getting Signed up on the Parent Portal



You now have access to view:

- [Family Information](#) • [Student Information & Enrollments](#) • [Payment Information](#) •
• [View Classes & Class Description](#) • [Special Events](#) •

• **New Students/Families:**

- Go to Parent Portal "**Sign Up**" **Button** located on the HomePage of the Energym Website at www.energymgymnastics.com. Follow the instructions and fill out the online forms to create your account and add your payment information.
- Now you can use the filters to view classes / class descriptions online and **contact us to get registered over the phone.**

• **Current & Former Students/Families:**

- Go to the Parent Portal "**Login**" **Button** also located on the HomePage of the Energym Website at www.energymgymnastics.com.
- Enter your email address that is **currently ON File with Energym** and click on Forgot Password. If you do not know the email, we ask that you please call our office so we can provide that to you.
- From here you will be prompted to acknowledge three of our Waivers and Permission Documents and add/update your payment information
- Now you can use the filters to view classes / class descriptions online and contact us to get registered over the phone.

Year Round Calendar

Our Year Round Calendar shows a Full Year's Perspective (Sept'19 - Aug'20) of Class Closings, Holidays, and the Direct Debit Schedule. Our Calendar Year is based on 48 weeks with 12 months averaging 4 weeks each. This allows for Holidays, Breaks in December, May and August. We do not charge more for 'long' months nor less for 'short' months.



Watch for our expanding Parent Portal

Throughout the year we will be expanding the Parent Portal capabilities to include:

- **Online Registration** for:
 - ⇒ Open Gym and Parent-Tot Open Gym
 - ⇒ Birthday Parties
 - ⇒ Special Events
 - ⇒ Class Registration