Family/Group Registration

1. Select Add to Cart.

2. Select Checkout

3. Once you have reached the Shopping Cart, confirm your total and hit “Checkout”
4. Select Family/Group Checkout

5. If you have an existing Family Login, enter your log in information under “I already have a program participant account.” If not, go to “Create a New Family/Group Account”.

6. Follow instructions under “Create a Group Account”

A. FirstName

B. LastName

C. contact@email.com

D. Family Name (vce- is mandatory)  
Example (vce-smithfamily)
7. Select Continue

8. Enter Required Information

![Family/Group Information form]

A. Automatically filled

B. Automatically filled

C. Choose type (home, office, mobile)

D. Area Code

E. Telephone No.

F. Choose type (home, office, billing, shipping)

G. Street Address

H. City

J. Zip Code

9. Select Continue
10. Select Add a Member

11. Enter Required Information

A. Family Member First Name
B. Family Member Last Name
C. Gender
D. DOB (enter the family member’s Date of Birth. This is used to ensure they meet the age requirements for this program)

12. Select Save
13. To Add another family member, Select Add a Member

14. Repeat Steps 11-12 until all members have been added to your Family/Group

15. Once completed, select Continue Checkout
16. Select Add/Remove Members in cart
17. Select the members to be enrolled

18. Select Enroll Members

19. Once your cart shows the proper total, select “Checkout”
20. Answer the registration questions for each individual member, then select Continue Checkout
21. Check the box next to the Policy Confirmation, select Continue Checkout to be forwarded to the payment page.
22. Confirm your payment amount and then hit “Continue”
23. Enter your credit card information and then scroll down and enter your email address and hit continue.

This will complete your transaction. You will receive an email confirmation of your enrollment.