CHAMPIONS

HOW TO REGISTER WITH A SUBSIDY

Use this guide to register your family with a subsidy. This can only be done on the website, not in the app.

- Register once per location if your child attends more than one school.

- If you want to enroll in a program at a different school, make sure to use the same email so we can link accounts. See Enroll at Multiple Locations.

- Need to register another child? See Add Another Child.

- Already registered and need to make updates? See Change Your Ongoing Schedule and Add Programs and Camps.

STEP-BY-STEP INSTRUCTIONS

STEP 1:
Go to my.discoverchampions.com.

STEP 2:
Search by ZIP code, choose your location, then click "**Enroll.**"

STEP 3:
Enter your child's information.
Click "**Continue.**"

STEP 4:

Fill in parent/guardian information. Select the Primary Caregiver. Click "**Continue.**"

STEP 5:

Add at least three contacts: Family Member, Authorized Pick-Up, and Emergency. Click "**Continue.**"

STEP 6:

Choose your program, select attendance days, and pick your Monday start date. Click "**Continue.**"

STEP 7:

To add your subsidy, click "**+ Add Discount**" and select "**Subsidy Approval Queue**" from the dropdown options.

STEP 8:

Enter subsidy eligibility information and upload your subsidy authorization or certificate.

STEP 9:

Once submitted, a member of our team will review your subsidy eligibility. Check your email for a confirmation, then follow the link to activate your account, set your password, and finish setting it up.

STEP 11:

If you have a parent copay, you will want to update your payment method used for Autopay after you activate your account. Sign in at my.discoverchampions.momentpath.com.

STEP 12:

On the web home page, click your profile in the top-right corner and select your name.

STEP 13:

Click the "**Billing**" tab,

STEP 14:

Under Payment Info, add or update your payment method if needed.

STEP 15:

Select "**Update Autopay**" to set up Autopay. If you need a specific copay amount, your site director can help.

STEP 16:

Click "**Save.**"

TROUBLESHOOTING

- **Can't find your location?** Confirm your ZIP code or try searching by school name.
- **Form won't continue?** Look for missing required fields with an asterisk.
- **No activation email?** Check spam or contact your site director.
- **Need to register at another school?** See Enroll at Multiple Locations and contact your site director to link accounts.
- **Need to register another child?** See Enroll Another Child.

QUESTIONS? Email ChampionsHelp@KC-Education.com, call 800-246-2154, or contact your site director.