CHAMPIONS®

HOW TO ENROLL ANOTHER CHILD

Use this guide to add another child to your Champions® account. This can only be done on the website, not in the app.

- If your new child attends a different school, make sure you select the correct location before registering.

- You'll need to complete enrollment and schedule setup separately for each child, but the process is the same each time.
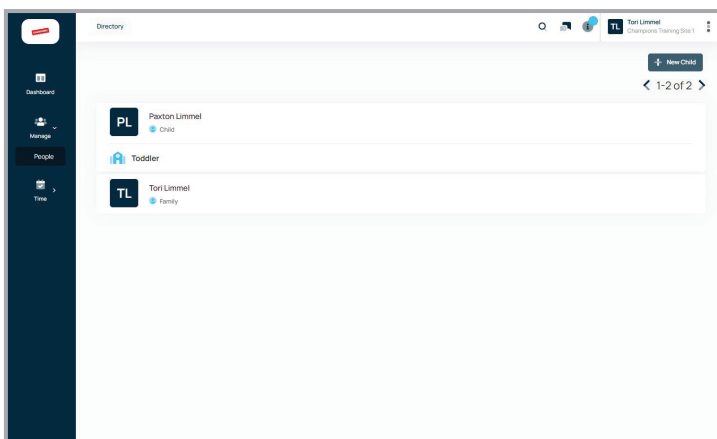
STEP-BY-STEP INSTRUCTIONS

STEP 1:
Sign in at my.discoverchampions.momentpath.com.

STEP 2:
In the left sidebar, click Manage > People, then select "New Child."

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 any discounts, click "+Add Discount," select Coupon Code or Subsidy from the dropdown options, and then enter eligibility information or coupon code.

STEP 8:

Review your order and click "Continue."

STEP 9:

Click "Pay Now," enter payment info, and confirm.

TROUBLESHOOTING

Not seeing "New Child"? Make sure you are using the web version and not the app.

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