

CHAMPIONS®

HOW TO CHANGE YOUR SCHEDULE

Use this guide to update your child's schedule for an existing program. This can only be done on the website, not in the app.

- Submit cancellations by Wednesday to avoid fees for the following week.

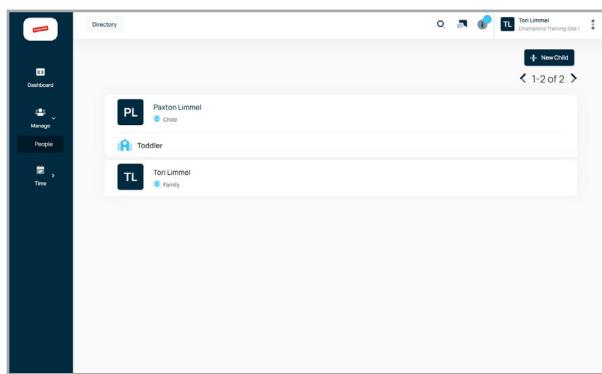
STEP-BY-STEP INSTRUCTIONS

STEP 1:

Sign in at my.discoverchampions.momentpath.com.

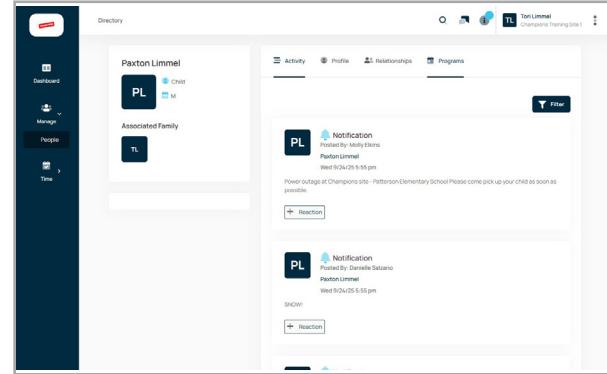
STEP 2:

In the left sidebar, click **Manage > People**, then select your child.



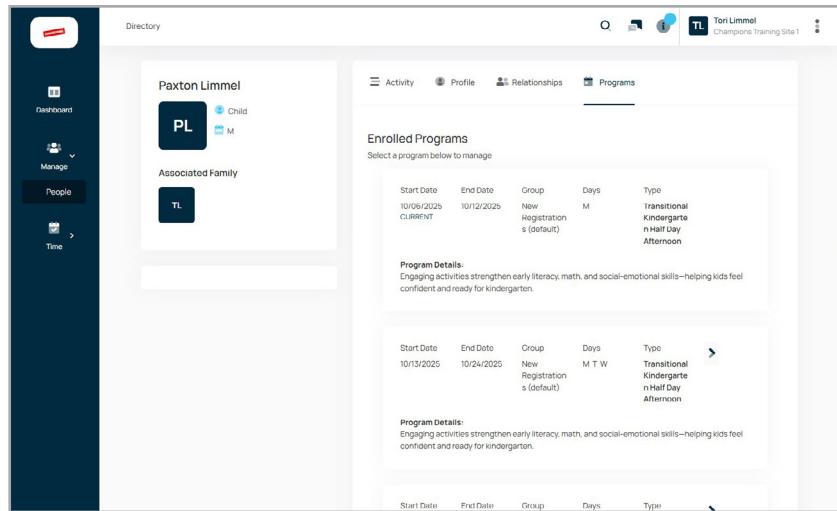
STEP 3:

Select the "Programs" tab.



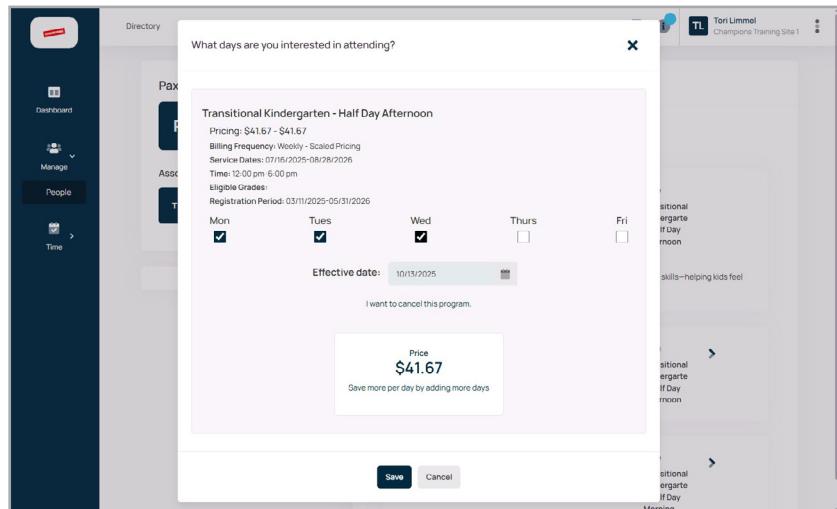
STEP 4:

Select the program you want to update. Click “Continue.”



STEP 5:

Choose the days you need, set your Monday start date, click “Save,” and then “OK.”



TROUBLESHOOTING

Not seeing the program? Confirm you are in the correct school.

Need to switch schools? Use Switch Communities in the top-right menu to move between schools.

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