

CHAMPIONS®

HOW TO ENROLL AT MULTIPLE LOCATIONS

Use this guide when your child attends Champions® programs at more than one school or when you have children at different locations. This can only be done on the website, not in the app.

- Register once per location.
- Always use the same email for each registration so your accounts link and you can easily switch between schools.

STEP-BY-STEP INSTRUCTIONS

STEP 1:

Go to my.discoverchampions.com.

STEP 2:

Search by ZIP code or 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:

Add any discounts. Click “+Add Discount,” then select either Coupon Code or Subsidy and enter eligibility information or coupon code.

STEP 8:

Review your order and click “Continue.”

STEP 9:

Click “Pay Now,” enter payment info, and confirm.

STEP 10:

Repeat the same registration steps for your second location using the same email.

STEP 10:

After registering at both locations, use Switch Communities to move between schools.

TROUBLESHOOTING

Can't find your location? Make sure your ZIP code is correct or search by school name.

Can't switch schools? Look for 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.