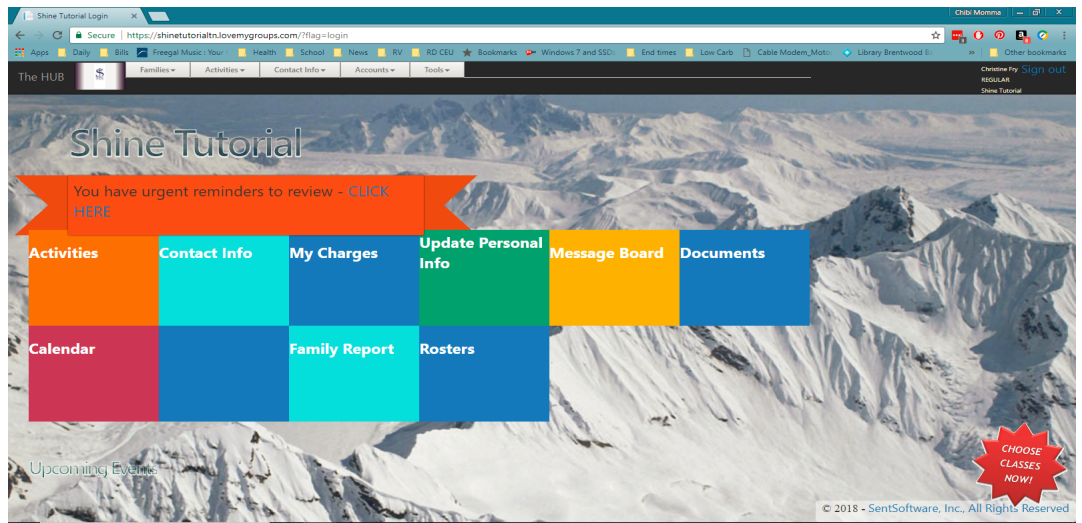


- Setting up Love My Groups account
 - Go to <https://shinetutorialtn.lovemygroups.com/>
 - Follow directions to fill out family information, student information, and set up a password. Please remember your password. Shine faculty does not have access to your password. There is a Forgot Password option set up by the program developer.
 - Once that process is completed, you will receive an email from lovemygroups to register your account. Please follow the instructions in that email to register your account.
 - Please email the registrar at shine.registrar@gmail.com when your account is set up so that your account is finalized so you can log on to complete class choices.
 - The red “chose classes now” button will not appear until the registrar has completed their portion.

- Choosing classes
 - If you are adding a student to an existing account, you must add the student BEFORE choosing classes.
 - On the lower right side of the main page, click on Choose Classes Now (at the bottom right of the page)



- Another page will pop up that says, Welcome to Registration.

- Choose a class for each period for your student (s). You may have the option to choose second and third choices. If they do not want to take a class, choose “free period” or no other options available.
- If you made a mistake when choosing a class, you can click on the REDO button before you click on SUBMIT
- There is a section on the bottom of that page for any notes you may want to put.
- You can print your choices and then click the complete class registration or click on the complete registration area.
- A registration confirmation email will be generated by the registrar once the registrar completes the registration process. Please be patient waiting for the email. It is not generated automatically. You should receive the email in less than 3 days.
- Check your spam folder first before email the registrar about the email.
- Once you have hit complete on the registration page, you will not be able to log on and make changes. You must email shine.registrat@gmail.com with your request.
- To check and see what classes your student is in, from the main page on lovemygropus, click on Family Report (light blue colored box) A page should pop up showing what classes your student is in.
- That is all you need to do for now. Once classes fill up, there will be a waiting list generated. If your student is on the waiting list, that information will show up on the bottom of the class choice email.
- If we do not receive your registration payment within 2 weeks of registering, your position in class will be forfeited. There will be information on the confirmation email with directions for payment.
- If you need to make any changes after you hit submit, please email Christine Fry at shine.registrar@gmail.com to make any changes. After July 31, there will be a \$25 per class fee for changing classes.