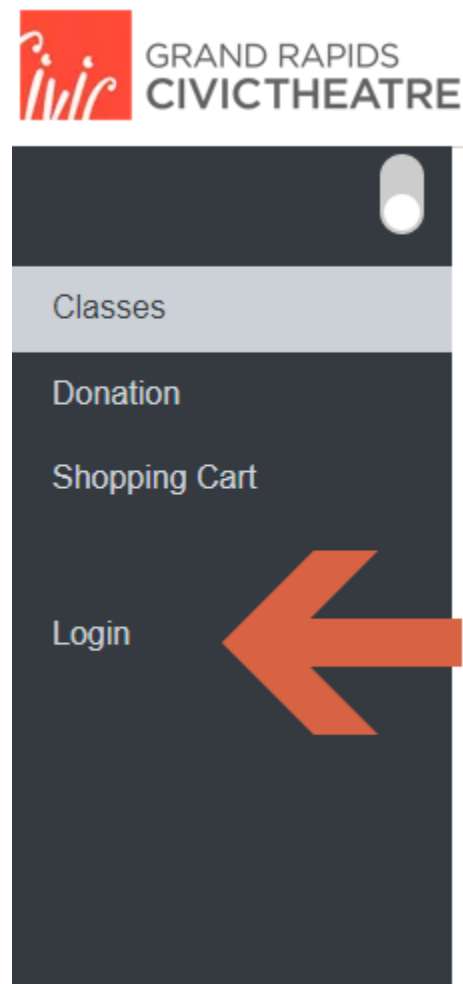


Welcome to Grand Rapid Civic Theatre's new online class registration platform. The new platform results from many months of development and close collaboration with Easy-Ware Corporation. Our new education management platform allows parents to create a permanent record for their family once so they don't have to re-enter this information with every registration cycle. The new platform also supports all gender and pronoun needs (which our former solution did not). The old system was not mobile friendly/mobile responsive whereas the new system is entirely mobile friendly. Our goal with the new system was to make it as easy to use as possible – so that you could quickly register your children from your smartphone with a couple of clicks and swipes.

You can see a sneak peek of the system here: <https://grct.easy-ware-ticketing.com>

### Setting Up Your Family Profile

Before registering for a class, you need to set up your family's profile. To begin, please click on the Login link on the left side of the page in the black menu area.



A dialog box will appear allowing you to login and also to create a new account from scratch. While there is an option to continue as a "Guest", the Guest option **won't work** for Registrations. However, if you care to make a Donation to our theatre, the Guest option will suffice.

To start the process of creating your family profile, please click the "Create Account" button on the dialog box:

**My Account** ✕

Login or Create an Account

Email Address:  
An email address is required.

Password:  
A password is required.

Login

[Forgot your password?](#)

**Create an Account**

Save time the next time you purchase tickets with an Account as the system will remember your contact information.

Logging into your Account is required to access special pricing and other offers.

Not interested? You can always Checkout as a Guest

Create an Account

Continue as Guest

To begin, enter (and confirm) your email address and choose (and confirm) a password. PLEASE SAVE THIS FOR FUTURE USE!

**Create your Account**

Save time the next time you purchase tickets with an Account as the system will remember your contact information.

An Account is required to access special pricing and other offers.

Email Address:

Verify Email:

Password:

Verify Password:

☐ I have read and agree to the [Refund, Exchange and Cancellation Policy](#), the [Privacy Policy](#), and the [Terms Of Service](#).

Create your Account

## Create a Family Profile

When creating a family profile, you are creating a profile centered around you, as the primary caregiver. The registration system assumes that the profile 'owner' (you), are the buyer of the class or camp program. If you are registering yourself for an Adult education program, you **do not need** to add any other family members to your profile. It is strongly recommended that a Parent fill out as complete a family profile as possible (using all currently available information).

Please fill out your Name, Address, and Contact Information for yourself.


Name Address Contact Personal

Please do not have more than one person in these fields.

First Name:\*

Middle Name:

Last Name:\*




On the Personal 'tab', we'd like to collect a little more information about your (and your other family members). Please be sure to fill out all of the fields for each family member.

---

**Name Address Contact Personal**



Mobile Phone:*	<input type="text" value="5555551234"/>
<small>Please use your home phone if you do not have a cellphone.</small>	
Home Phone:	<input type="text"/>
Email Address:	<input type="text" value="SarahSmith@gmail.com"/>



Please use the Next >> button to progress through the profile creation.

**Name Address Contact Personal**

Gender:	<input type="text" value="Female"/>
Pronouns:	<input type="text" value="She / Her / Hers"/>
Ethnicity:	<input type="text" value="White"/>
Allow Photo Use:	<input type="text" value="Yes"/>



For each family member, please answer to this question: “Can we use a photo of this person in our marketing materials?” Our full photo use policy is as follows:

*I acknowledge that participants involved in activities, camps, classes and performances offered by GRCT may on occasion be photographed, videotaped or recorded, and in consideration for participating in activities with GRCT, I give permission to GRCT to use without limitation or obligation photographs, images, film footage, tape recordings or other media that may include my child's or the participant's image or voice for purposes of promoting, publicizing or interpreting GRCT programs.*

Note: during the registration process, you will need to acknowledge this policy and your answers to this question for each student or camper.

Once you click Finish, you have successfully created yourself as the primary member of your family profile.

Next, you will be taken to a view (like this one) which summarize your profile information on one screen and has two other panels (one below and one to the right – which also might be below if you are on your phone!):

**Your Account**

Name >>  
| Sarah Smith

Address >>  
| 30 Division Ave N Grand Rapids, MI 49503

Contact >>  
| 5555551234 (C) Email: SarahSmith@gmail.com

Personal >>  
| Gender: Female, Pronoun: She / Her / Hers,  
| Ethnicity: White

**Family**

Add Family

**Relationships**

Please check all that describe you.

☐ Mother ☐ Stepmother ☐ Grandmother ☐ Wife ☐ Ex-Wife  
☐ Daughter ☐ Stepdaughter ☐ Granddaughter ☐ Sister ☐ Stepsister  
☐ Niece ☐ Mother-In-Law ☐ Daughter-In-Law

☐ Cousin ☐ Spouse ☐ Ex-Spouse ☐ Sig Other ☐ Ex-Sig Other  
☐ Guardian ☐ Other Family ☐ Other Non-Family

**Please ignore this for now...**

Use the **Add Family** button to the bottom left when adding all of the family members to the profile. Disregard the Relationships window for now. The Relationships window will make more sense after you have created all of your family members.

#### Adding a partner, spouse or additional adult to profile:

Click on **Add Family** button. Enter a Nickname (name to be used) for this person and the relationship.

Please repeat the 4 steps (Name, Address, Contact, and Person) to fill in person's information.

Please use the **Next>> button** to move forward and the **<<Prev button** to move back one step. You can also return to the Main Account view by clicking on the **< Family or < Account links** in the upper left corner of the panel.

<

Family

Name

Please do not have more than one person in these fields.

First Name:\*  
Brad

Middle Name:

Last Name:\*  
Smith

<< Prev

Next >>

#### Adding children to family profile:

Click on **Add Family** button at the bottom left to continue to add children. Please use either your child's name (or Nickname) and relationship to you to begin creating their profile within the family profile.

### Add Family



Please enter the family member's information.

Nickname:

Emily

Relation to You:

My Child




Create

Cancel

If you need to enter a Child that is not one of your immediate family members, please use the "Other child" as the relationship.

Please complete the following profile items for each student:

Date of Birth:*	Aug ▾	14 ▾	2009 ▾
Gender:	Female ▾		
Pronouns:	She / Her / Hers ▾		
Ethnicity:	White ▾		
Grade:	8th ▾		
School:	Abraham Lincoln School		
Friend:	Joan Chen		
Special Needs:	Emily is allergic to peanuts.		
			
T-Shirt Size:	Youth L ▾		
Photo Use:	Yes ▾		

Grade Field - enter your child's current grade in school.

Friend Field – enter up to one mutual friend request for youth summer camps.

Special Needs Field – enter any allergies or accommodations, including but not limited to ADHD, anxiety, ASD

Please don't forget the Photo Use field. You don't have to say Yes but we need answer from you one way or another.

### Other Adult(s)/Emergency Contact

Please add any non-immediate family member (grandparent, aunt, uncle, family friend) who we can contact if we are unable to reach the primary caregiver. Please use the Add Family button to add this person (s).

## Add Family



Please enter the family member's information.

Nickname:

Relation to You:





## Family Relationships

This part of the family profile will allow you to indicate and link all relationships between family member and emergency contacts. You will need to do this **for each person** in the family profile. It is a two-step process:

- 1) Click the checkboxes that describe how that person relates to other members of your profile family members
- 2) Click the Add More buttons to link those profile family members to those various roles.

**Family - Child**

Nickname

Emily ...

Relationship

My Child ...

Name

>>

Emily Smith

Contact

>>

Personal

>>

DOB: 14 Aug 2009, Gender: Female, Pronoun: She / Her / Hers, Ethnicity: White, T-Shirt Size: Youth L, Grade: 8th, School: Abraham Lincoln School, Friend: Joan Chen, SPECIAL NEEDS

**Other Family**

Brad

Spouse >>

Carolyn

Parent >>

Susan

My Child >>

Add Family

**Relationships**

Please check all that describe Emily.

☐ Daughter ☐ Stepdaughter ☐ Granddaughter ☐ Sister ☐ Stepsister

☐ Niece

☐ Cousin ☐ Charge ☐ Other Family ☐ Other Non-Family

For example: Emily, in the context of this family, has several relationships to the rest of the family. Click all that are appropriate: Daughter, Sister, Granddaughter. Take a look at how the screen changes.

## Relationships

*Please check all that describe Emily.*

☒ Daughter ☐ Stepdaughter ☒ Granddaughter ☒ Sister ☐ Stepsister  
☐ Niece

☐ Cousin ☐ Charge ☐ Other Family ☐ Other Non-Family

**Father**

Add More

**Mother**

Add More

**Grandfather**

Add More

**Grandmother**

Add More

**Brother**

Add More

**Sister**

Add More

Please use the Add More buttons to link Emily to all of the other members of your family. The screen should look something like this:

## Relationships

*Please check all that describe Emily.*

☒ Daughter ☐ Stepdaughter ☒ Granddaughter ☒ Sister ☐ Stepsister  
☐ Niece

☐ Cousin ☐ Charge ☐ Other Family ☐ Other Non-Family

### Father

BRAD X

### Mother

ME X

Add More

### Grandfather

Add More

### Grandmother

CAROLYN X

Add More

### Brother

Add More

### Sister

SUSAN X

Add More

Please complete this process for all family members (including you!)

That is it – Congratulations! You have created your Grand Rapids Civic Theatre family profile. Most of this information won't change over time but please keep in mind that you should always review your profile information before you start registering for the next round of GRCT programming – to ensure that the information is current.

THANK YOU for taking time to learn about our new registration solution and for creating your profile. You are now prepared for registering.

## Class Registration

You should be able to register your family for our programs quickly using the saved profile information.

After logging to your Family Profile, use the “Filtering” mechanism to find the program(s) that want to register for. Once you have Filtered the list appropriately, please click on the “Register” button to begin the process.

Selected Classes:  
**SUMMER X**

Clear All

**FILTER OPTIONS**  
**AGE RANGE**  
☐ 7th-12th (4)  
☐ 1st  
☐ 2nd-5th  
☐ 4-K  
☐ 6th-12th  
☐ Adult  
☐ Ages 16-Adult  
☐ Ages 2-4  
**TERM**  
☒ Summer  
☐ Spring (16)  
**DAYS**  
☐ Monday, Tuesday, Wednesday, Thursday, Friday and Saturday (4)  
☐ Sunday  
☐ Tuesday  
☐ Thursday  
☐ Saturday

**Production Track**  
7th-12th / 10:00 AM / 2 weeks / 330  
June 24, 2024 - July 13, 2024  
More Info  
**Register**

**One Act Musical Mean Girls Jr**  
7th-12th / 9:00 AM / 1 weeks / 480  
July 6, 2024 - July 13, 2024  
More Info  
**Register**

**One Act Play An Afternoon by the Seaside**  
7th-12th / 10:00 AM / 1 weeks / 560  
July 6, 2024 - July 12, 2024  
More Info  
**Register**

**Camp in Concert**  
7th-12th / 10:00 AM / 1 weeks / 360  
July 13, 2024 - July 19, 2024  
More Info  
**Register**

Simply select one or more family members for a given program and then click the “Reserve Class” button:

**One Act Musical Mean Girls Jr**  
Monday, Tuesday, Wednesday, Thursday, Friday and Saturday July 6, 2024 **9:00 AM**  
Grand Rapids Civic Theatre

**Cancel** **Reserve Class**

**Information**  
Category: Camp  
Program: 7.12  
Description: One Act Musical Mean Girls, Jr July 6-July 13 Tuition: 275  
Starting: Sat 07/06/2024  
Ending: Sat 07/13/2024  
Time: 9:00 AM  
Grade: 7th - 12th  
Days: Monday, Tuesday, Wednesday, Thursday, Friday and Saturday  
Weeks: 1  
Min: 1  
Max: 30

**Registration**  
**Select Attendees**  
☐ Sarah Smith  
☐ Brad Smith  
☒ Emily Smith  
☐ Carolyn Smith  
☐ Susan Smith

On this Class Summary View you'll see the price for the program and you should pay attention to the following three areas:

- 1) You can click on the “Change Emergency Contact” button to change the Emergency Contact
- 2) You will need to check the two boxes acknowledging our policies
- 3) You can Add more programs to your Shopping Cart by clicking on the “Continue Shopping” button


## One Act Musical Mean Girls Jr

Monday, Tuesday, Wednesday, Thursday, Friday and Saturday July 6, 2024 9:00 AM

Start Over

Go To Cart

Grand Rapids Civic Theatre

Attendee	Seating	Price	Fees	Discounts	Totals
Emily Smith	 #11	\$275.00	\$0.00	\$0.00	\$275.00
<div><a href="#">Add More</a> <a href="#">Continue Shopping</a> <span>3</span></div>					
Sub-Total \$					275.00
Total \$					275.00

### Information

#### Registration

Primary Contact

*Sarah Smith*  
30 Division Ave N Grand Rapids, MI 49503  
5555551234 (C) Email: SarahSmith@gmail.com

[Change Primary Contact](#)

Legal

☐ I have read and agree to the [General Release / Statement of Understanding](#).

Allow Photos

☐ I have read and agree to the [Photo Release Agreement](#).

*Emily Smith* Yes >>

1

#### Emily Smith

Name >>

*Emily Smith*

Contact >>

Personal >>

DOB: 14 Aug 2009, Gender: Female, Pronoun: She / Her / Hers, Ethnicity: White, T-Shirt Size: Youth L, Grade: 8th, School: Abraham Lincoln School, Friend: Joan Chen, SPECIAL NEEDS

Emergency Contact

*Sarah Smith*  
30 Division Ave N Grand Rapids, MI 49503  
5555551234 (C) Email: SarahSmith@gmail.com

[Change Emergency Contact](#)

2

You'll want to progress quickly through the rest of the Registrations as you have 10 minutes to complete your order before the program seats are released.

### Shopping Cart

There are many ways to get to your Shopping Cart to complete your order. You can click on the shopping cart link in the black side menu or you can click on a "Go To Cart" button or you can click on the image of the shopping cart in the upper right corner.

You can review and/or edit your order from the shopping cart. When ready, please click on the Checkout button the begin the payment process.

### Optional Donation

As you know, Grand Rapids Civic Theatre is a 501(c)3 non-profit organization. We rely mostly on the generosity of our parents, patrons, and donors to cover our costs. We know that home budgets are always tight. However, we would greatly appreciate any support that you can provide (within your means) above and beyond the tuition cost of our programs. You will receive a separate donation acknowledgment so that you can claim your full tax-deduction as allowed by your filing status.

### Payment

Our policy is to receive payment in full for all registrations and we support all major credit cards. After your payment has been processed, you will receive a confirmation email to the email address that you used to create your account. If you don't receive your confirmation email or if you have any questions, please don't hesitate to contact us at:

Thank you again for your support and participation. We look forward to seeing you and your family members at the theatre!