ON-GOING PROGRAMS



How to SET UP AN ACCOUNT

In order to pay for On-Going Programs (Gymnastics, Dance, Cheer, Preschool, Martial Arts and USA Swim), you will need to use our online registration to make your monthly payments online. If you haven't set up a Login/Account with us yet, please follow the instructions below.

Payments need to be made from the 1st to the 20th of the month before.

If you haven't paid for the class by the 20th, your program will be removed from your account and the participant will no longer be registered for the class.



Go to the Online Registration Page

Use one of the "Online Registration" links located on the Lehi Legacy Center website front page.





Click on Create Account

It is located just under User Login





Enter Your Email

A message that says "An Account Using the Given Email Address Already Exits!" should come up. It's ok! It means you gave us your email when you registered for the program. You need to use that same email to access the classes attached to it. Click the "Click Here to Reset and Retrieve a Temporary Password For This Account" and then click "Submit".





Set Up Your Account Information

After entering the temporary password and creating a permanent one, you will then be directed back to the Online Registration page. Click on "Account". If you need to enter people in, start by setting yourself up first. Charges for your program will be under Account Balance.





Your class will be listed under Account.

Account

Specific classes will appear after you click Make a Payment.
Outstanding Balances will list the class, the participant, date and amount to be paid.

■ Make A Payment

Outstanding Balances

If you haven't created a Login for your account, you need to do this first.

Create New Account

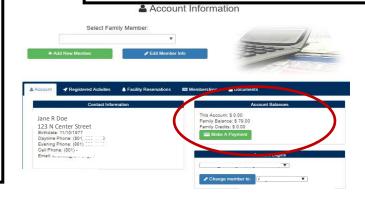
Submit

You can tell you're logged in when it says welcome and your name.

Welcome Jane R Doe

Logout

This is the screen that opens when you click Account.
Outstanding amounts will be under Account Balances



Finish with Make Payment!