

DIRECTIONS TO REGISTER

ANNUAL REGISTRATION

- 1. Visit www.ConnectSchools.org/libertytech**
- 2. Scroll down to Annual Registration**
- 3. Click on Register - This will open up our registration portal hosted at www.RegFox.com**
- 4. Choose either Daily or weekly registration - This just helps us prepare the staff for the start of the year.**
- 5. Fill out the information on authorized pick-ups. This allows us to prepare a check-out/security card for parents/guardians. Each family gets two cards as part of registration. Extra cards can be ordered for a small fee.**

DAILY & WEEKLY REGISTRATION

- 1. Visit www.ConnectSchools.org/libertytech**
- 2. Scroll down to Registration**
- 3. Choose either Daily or weekly registration - Click on the option you would like**
- 4. This takes you to Regfox.com**
- 5. Fill out the form and press submit**
- 6. Registrations after 2:00 PM on the day will incur a \$5 late fee**