

PACE/Limelight Online Registration Procedures

We are very excited to offer online registration starting Fall 2011.

The new system will:

- Reduce the amount of paperwork and make the overall registration process much quicker
- Allow you to register for future classes without having to fill out the same information
- Allow PACE to maintain a database of all the families and students
- Allow electronic payment via credit card and bank drafts (coming soon)
- Provide families an Account Center from which they can manage student info, make payments, and much more...

First Time Instructions (Please read carefully)

The first time you click on Register next to a class, you will need to complete an online registration form comprised of Family Info and Student Info (for each student registering for a class). Please fill out all the fields you can. Accurate and complete info will help us maximize the impact of this new system. It's possible you may be required to manually fill out some duplicate info at the first class to insure we get accurate info. The good news is that once this has been completed you will no longer have to provide this info for future registrations. For future registrations you can click on "Already a customer? Click here to login."

Please make sure to read the information at the bottom of the registration form carefully and check each box and enter your name to indicate you consent.

Please list allowed over-the-counter medications in the Medications field. We will have Tylenol, Ibuprofen and anti-biotic ointment on hand.

Payment Details

We are planning on having electronic payment set up later this fall. For the time being we are requesting tuition be paid by check or cash. Please bring payment to the first class.

Any discounts will be applied manually by PACE to your account after online registration. The system will not automatically calculate discounts.

Your Family Account

Once your account is set up you can log in via the Accounts link on the PACE website. The first time you login you will need to click "I don't know my password." A password will be sent to the email address you used for Contact #1 when you registered.