

# Youth Program Online Sign-up Guide for Returning Youth Members with a Zenplanner Account

1. Sign into your account at <https://aikidoshobukandojo.sites.zenplanner.com/login.cfm>, then click “sign up” on the left.
2. Choose the membership type you want to sign up for each of your children (is he/she the first/second/third shobukan member in your family? Please choose membership type accordingly.)
3. On the next screen, use the drop-down list “who is signing up” to select the name of the child you want to sign up for.
4. Sign the general waiver, click “I accept the terms of this agreement”
5. Add/Select the payment account you want to use for this child, then click “Sign Up”
6. Sign the Automatic Payment Agreement, click “I accept the terms of this agreement”
7. Sign the New Student Information form, click “I accept the terms of this agreement”
8. You’re all set! Please go to your account to manage your profile, family members and billing/payment info.

*If you have any questions regarding the sign-up process, please contact [manager@aikido-shobukan.org](mailto:manager@aikido-shobukan.org) for help*

# Youth Program Online Sign-up Guide for New Youth Members

1. Go to <https://aikidoshobukandojo.sites.zenplanner.com>, click “sign up” on the left.
2. Choose the Youth membership type you want to sign up for your child.
3. On the next page, please select “yes” to the question “Are you a GUARDIAN of the participant?”, then fill in your information and your child’s information to create an account at ASD.
4. Click “continue” to view and sign the general waiver for your child. You will receive an email containing your login credentials at the ASD member site.
5. Click “I accept the terms of this agreement,” at the next page, make sure your child’s name is selected, then click “Sign Up”
6. Sign the New Student Information form, click “I accept the terms of this agreement”
7. Sign the Automatic Payment Agreement, click “continuel accept the terms of this agreement”
8. On the next page, click “Visit the finances page”
9. On the next page, you can view your current and upcoming bill info. Click “pay bills now” to go to the bill payment page.
10. On the next page, you can pay your bills. Please also click “add a payment method” to add your card info for future bill payment.
11. If there is any unsigned document, please click the red “sign now” button at the top of the page to sign.
12. If you need to sign up for another child, please refer to page 1. Otherwise, you’re all set!

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