



Read this important information or you will sign up incorrectly and may be locked out of a class or camp!

#1 - Is the person you are registering **new to Northwood?**

If so, make sure to create an account under that child's name, not your own!

1. Choose "Create an Account"
2. Under "CONTACT INFORMATION" use the **name of the person** attending class/camp, **do not use your name**, or **you** will be signed up for class.

#2 - Are you signing up more than 1 person?

If you are signing up more than one person, you will have to sign up each person separately, under different accounts and different transactions.

1. Create account (or login if the child has been to Northwood)
2. Pay for person #1
3. Logout
4. Create another account for person #2 (or login if person has been to Northwood)
5. Pay for person #2.

Note: Due to a limitation with our system, if you are **creating** an account for more than 1 person and using the same email address, you will have to call us (610-258-2907) to assign different passwords for each account.