

# Encore Gym's Online Signup Procedure for Itty Bitty Buddy Blast

1. Click on Parent Portal
2. Sign in or create an account. If you already have an email address on file with us, please use that same email. To confirm which email address we have on your account feel please call the front office at (925)932-1033.

**If your children are already listed on your account, please skip to step 5.**

4. Enter the **My Students** tab, click add student and complete.
5. Click on the **Enroll** tab.
6. Click on the **Category 1** pull down menu and select **Events**.
7. Select **Itty Bitty Buddy Blast** in popup box. Mark the students you wish to enroll and click **Enroll** button at the bottom right of the box. Once member status is confirmed, your credit card on file will be charged appropriately. (\$3 members, \$5 guests)
8. Print out email confirmation and present at the hand stamping station when you arrive at the event.

