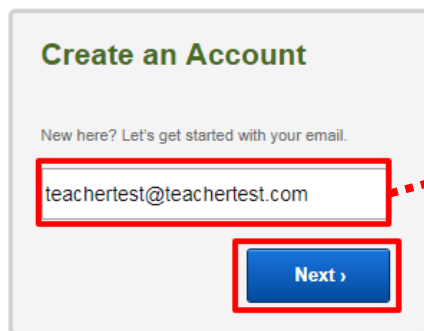


2019 – 2020 School Program Registration Instructions

Get a Head Start!

Before School Program Registration begins, you should Create an Account. Use the instructions below or watch our [video](#):

[Click here to Begin](#)



In the **Create an Account** section, enter your school board email and click **Next**

Create an Account

1. Contact Information



* Required field

Enter Contact Information as follows:


First Name: MUST be **School Name**


Last Name: MUST be **Your Full Name**


Mobile Phone: MUST be **School Phone #**


Allergies: MUST be **No Allergies**


2. Login

Email  *

☒ Subscribe to email reminders & notifications 

☐ Subscribe to our newsletter & promotions 

Password * 

Confirm password * 


Create a **Password** for your account

☒ I agree with the above terms

Create Account

Agree with Terms & click **Create Account**

Profile

Personal 

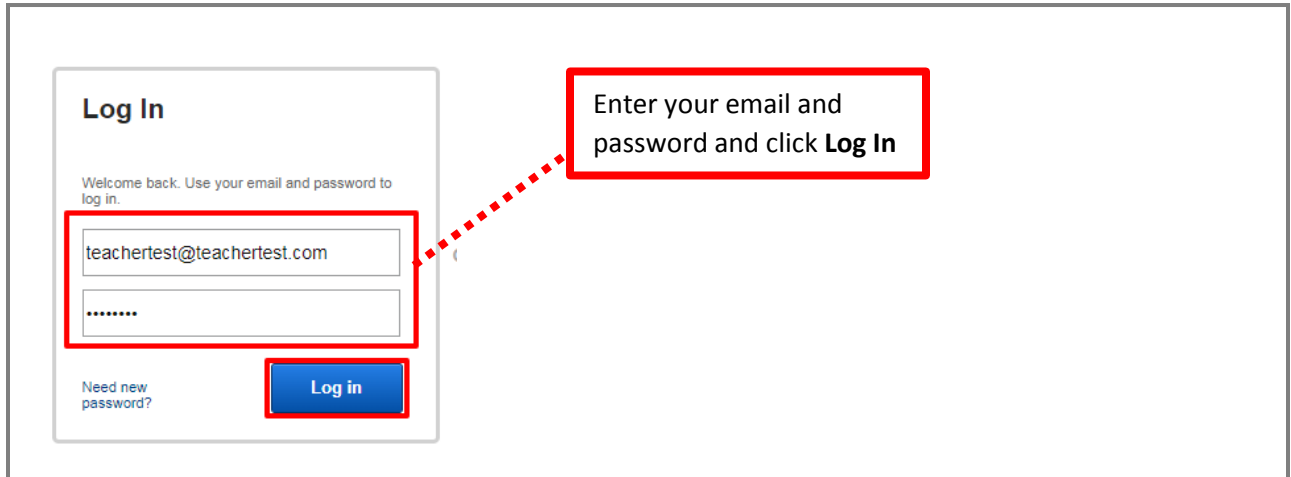
Name	Teacher Test
Email	teachertest@teachertest.com
Password	*****
Preferred location	All Studios
Address	CANADA
Mobile phone	(111) 111-1111
Subscribe to email reminders & notifications	Yes
Subscribe to our newsletter & promotions	No
Allergies	No Allergies

Ensure your **Profile Details** are correct. To make changes, click **Edit**

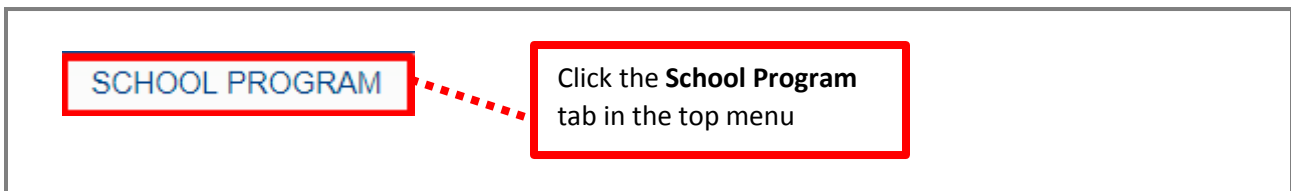
Time to Request a School Program Date!

School Program Registration opens **May 15th, 2019 at 8:00 am**. When the program registration opens, use these instructions or watch our [video](#) to request your date(s):

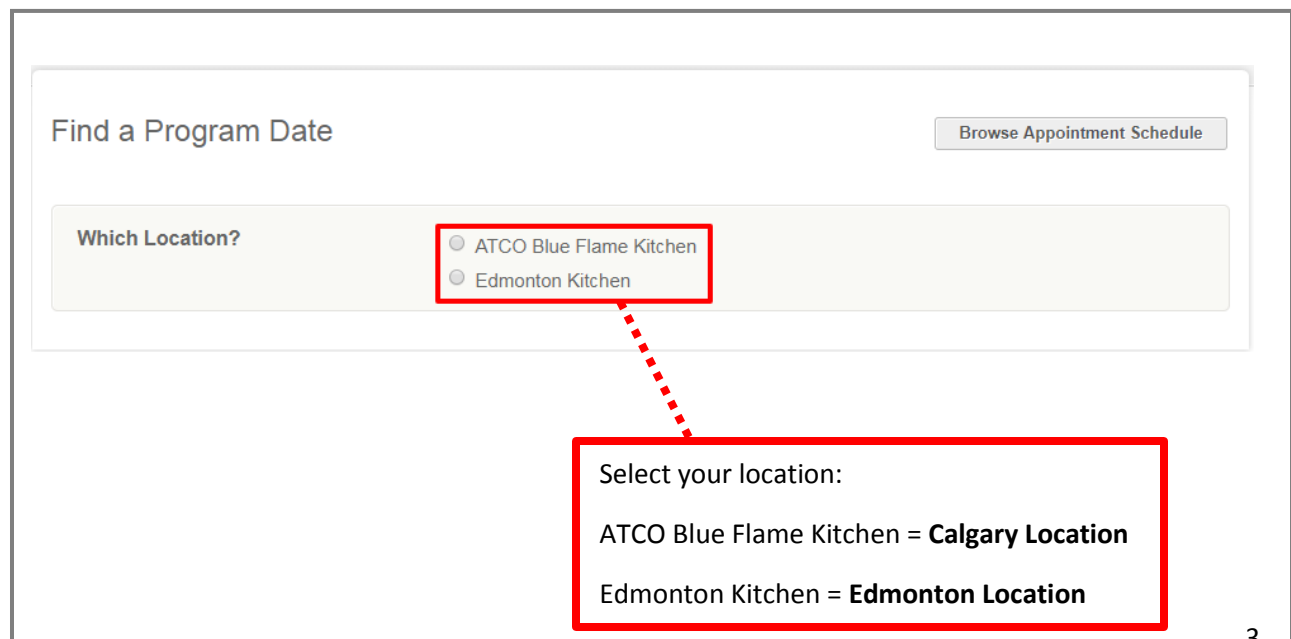
[Click here to Log In to Your Account](#)



The screenshot shows the login interface. A red box highlights the email and password input fields, which contain the text "teacher@test@teacher.test.com" and "*****" respectively. A red callout box points to these fields with the text "Enter your email and password and click **Log In**". The "Log In" button is also highlighted with a red box. Below the password field is a link that says "Need new password?".



The screenshot shows the top navigation menu. A red box highlights the "SCHOOL PROGRAM" tab. A red callout box points to it with the text "Click the **School Program** tab in the top menu".



The screenshot shows the "Find a Program Date" page. A red box highlights the "Which Location?" section, which contains two radio button options: "ATCO Blue Flame Kitchen" and "Edmonton Kitchen". A red callout box points to the "ATCO Blue Flame Kitchen" option with the text "Select your location:
ATCO Blue Flame Kitchen = **Calgary Location**
Edmonton Kitchen = **Edmonton Location**". In the top right corner, there is a button labeled "Browse Appointment Schedule".

As soon as possible ▼

or

Choose your own dates

Click **Choose your own dates**

09/01/2019



- 06/30/2020



or

Select a date range

Make the date range **September 1, 2019 – June 30, 2020**

Search

Click **Search**

Tuesday

09/01/2019

**School Program
Calgary**

9:30 am - 12:30 pm

Request

Scroll through the results to find date options. When you find your desired date, click **Request**

Request a Program Date

Select Program Request Details

Location: ATCO Blue Flame Kitchen
 Instructor: School Program Calgary
 Date: Tuesday - 9/11/2018
 Service category: School Program
 Available Block Start Time: 9:30 am
 Available Block End Time: 12:30 pm
 Appointment type: School Program - Calgary
 Start time: 9:30 am
 End time: 12:30 pm

Notes:

The following information MUST be included, or the booking may be given to someone else:

- Full School Name
- Teacher Name
- School Phone Number
- Estimated number of kids attending (max 28)

Submit Request

The following information MUST be entered in the notes:


- Full School Name
- Teacher Name
- School Phone #
- Estimated number of students attending (MAX 28)

***If this information is missing, your Request will be denied.**

Then click **Submit Request**.

Your **My Schedule** Page will show that you have Requested your date. In the Web column, it should say **Requested Only**

My Schedule

								Email my schedule	
Day	Time	Share	Class	Teacher	Location	Web	Reschedule	Cancel	
9/9/2018 - 9/15/2018 at ATCO Blue Flame Kitchen									
Tue 9/11/2018	9:30 am		School Program / School Program - Calgary	School Program Calgary	ATCO Blue Flame Kitchen	Requested Only			

Cancellation Policy


Class Cancellation Policy

- If you require changes to or need to cancel your class registration, please call 403.245.7630 for Calgary Classes and 780.420.7282 for Edmonton Classes.
- Classes: Customer must cancel a class minimum 48 hours prior to start of class to be eligible for a full or partial refund
- Kids Camps: Customer must cancel a kids camp minimum 21 days prior to start date of camp to receive a full or partial refund
- Private Events: Customer must cancel a private event minimum 21 days prior to event date to receive a full refund minus a \$100 administration fee
- Kid's Birthday Parties: Customer must cancel a private event minimum 21 days prior to event date to receive a full refund minus a \$100 administration fee
- School Program: Customer must cancel a school program minimum 21 days prior to program date to receive a full refund

<http://www.atcoblueflamekitchen.com/Merchandise-Return-Policy>

Once your request is submitted, our Staff will review and Confirm.
Once your Request has been confirmed, you will receive a **Confirmation Email**, and your **My Schedule** status will change from **Requested Only** to **Confirmed**

My Schedule

Email my schedule								
Day	Time	Share	Class	Teacher	Location	Web	Reschedule	Cancel
9/9/2018 - 9/15/2018 at ATCO Blue Flame Kitchen								
Tue 9/11/2018	9:30 am		School Program / School Program - Calgary	School Program Calgary	ATCO Blue Flame Kitchen	Confirmed		

Cancellation Policy

Class Cancellation Policy

- If you require changes to or need to cancel your class registration, please call 403.245.7630 for Calgary Classes and 780.420.7282 for Edmonton Classes.
- Classes: Customer must cancel a class minimum 48 hours prior to start of class to be eligible for a full or partial refund
- Kids Camps: Customer must cancel a kids camp minimum 21 days prior to start date of camp to receive a full or partial refund
- Private Events: Customer must cancel a private event minimum 21 days prior to event date to receive a full refund minus a \$100 administration fee
- Kid's Birthday Parties: Customer must cancel a private event minimum 21 days prior to event date to receive a full refund minus a \$100 administration fee
- School Program: Customer must cancel a school program minimum 21 days prior to program date to receive a full refund

<http://www.atcoblueflamekitchen.com/Merchandise-Return-Policy>

If you need to book multiple dates, return to the **School Program** tab and repeat the steps for **Requesting a Program Date**

No program dates available? Request to be on the **Waitlist**:

If there are no dates available to request, you can request to be put on the waitlist by clicking the **Request Waitlist** button

Search Results

No available appointment times were found in your search range. If you would like to be placed on a waitlist for an appointment within this search criteria, then please select the Waitlist Button above.

Edit Search
New Search
Request waitlist

Search Summary

Service: School Program

Time: 9:30 am - 12:30 pm

Date: 9/1/2018 - 9/7/2018

Days: Sun Mon Tue Wed Thu Fri Sat

Once you have requested to be on the waitlist, your **My Schedule** will display your waitlist request. If a Program Date becomes available, our staff will be in touch with you as soon as possible.

My waitlist requests

Days	Date	Time	Service category - Appointment type	Instructor	Location	Cancel
Sun Mon Tue Wed Thu Fri Sat	9/1/2018 - 9/7/2018	9:30 am - 12:30 pm	School Program - School Program - Calgary	Any instructor	ATCO Blue Flame Kitchen	Cancel

[Cancellation Policy](#)