

# HOW DO I GET READY TO REGISTER?

1. [Request a Login](#) for Koinonia's private page. Include the reason you are requesting a login. You will receive an approval notice after your request is reviewed.
2. Have a pastor or current Koinonia complete a [New Member Reference](#) Letter for you.
3. Complete a Membership Form (available in March) including the signatures of both parents. You will automatically be invoiced for the Membership Fee (\$60 before June 1, \$80 after).
4. Complete a Volunteer Form (available in March). You will automatically be invoiced for the Volunteer Fee (\$100). Volunteering is optional, but much needed and appreciated. You can earn credit towards your tuition by volunteering.
5. Attend Koinonia's Open House March 25, 10:00 a.m. – 1:00 p.m.
6. The 2024-25 Class Schedule will be available April 1 at 7:30 a.m. When you click on a class, it will show the date and time your registration will open. If the date shows 1/1/50, some of your paperwork or payment has not been received.
7. Online New Member Registration begins April 22 at 7:30 a.m. If your child does not fit the parameters of the class (age or grade), you will need to [contact the registrar](#) for a manual override once your registration opens.

