



2023-24 Enrollment Instructions

1. Visit the Cornell Cooperative Extension of Franklin County After School Program website: <https://franklin.cce.cornell.edu/4-h-after-school-programs>
2. Click on the “Submit 2023-24 Enrollment” button
3. Follow the instructions on the online registration portal:
 - a. Input a valid email address and click “Go”
 - b. You will receive an emailed confirmation number- input that number where indicated and click “Go”
 - c. Input your contact information and click “Save & Go to Step 2”. Please note: name, address, and phone number are required
 - d. Input your child’s information and click “Save & Go to Step 3”
 - e. Add emergency contact information. Please add at least one additional emergency contact and follow the instructions on the online form.
 - f. Review the information and click “Submit”
4. After you finish registration, your application will be approved by a CCE Franklin Staff member within one (1) business day, and you will then be able to finish enrolling your child.
 - a. Additional instructions will be sent to your email when you are eligible to finish enrollment.
 - b. You will receive two emails: profile set up and autopayment authorization (if using)

Scan me to register!!

