

## Before the Bell

### Registration link and instructions to register

1. Go to link: [Personify eBusiness > Product Search > Product Detail \(personifycloud.com\)](#)

**Note: It is important to use this link so you register for the correct program.**

2. Click “register”
3. It will prompt you to create an account. Please save the credit card you wish to use for your after school payments at this time.
4. Select participant
5. Continue
6. Check box labelled “Amherst Middle School Before the Bell 2021-2022”
7. Make sure start date is correct
8. Under “Full day care” select 2, 3 or 5 days.

**Note: This is not a full day care program, it is only before school care.**

9. Select the days your child will participate each week. (All changes in scheduling should be sent via email to [Ssutherland@nmymca.org](mailto:Ssutherland@nmymca.org) the Wednesday before the week of care.
10. Choose billing cycle “weekly”.
11. Check box “I agree to pay the selected amount according to card issuer”.
12. Hit next
13. Read and sign waiver
14. “In your cart” you should see the after school program
15. Check “checkout”
16. Email [ssutherland@nmymca.org](mailto:ssutherland@nmymca.org) to confirm your registration. Please include your child’s first and last name, and the last 4 numbers of the credit card you have saved on file.