REGISTRATION

ONLINE REGISTRATION (preferred method)
1. Visit *www.medwayce.org*. Select the link for **Online Registration: FamilyID** and login or sign up.
2. Select a program, then select course(s).
3. Complete Registration Information and select the **Save and Continue** button.
4. Click the **Submit** button to pay electronically or by check. You will receive an email confirming registration. Payment is required to complete the registration.
5. Payment:
   - **Credit Card/Debit Card** – click the Unipay Gold link *(https://unipaygold.unibank.com)* in the email confirming registration.
   - UniPay Gold accepts American Express, Discover and MasterCard credit (fee applied), MasterCard debit and ACH.
   - **Check** – mail to Community Education, 16 Cassidy Lane, Medway, MA 02053; reference course in memo section of check for accurate processing. Medway Community Education office must receive the check within 5 days of registering. A registration without payment does not hold a spot in a class or program.
   - Once registration is paid electronically or by check, you will receive an email confirming payment.

PAPER REGISTRATION
1. Make check payable to Medway Community Education.
2. Mail registration and check to 16 Cassidy Lane, Medway, MA 02053, or hand deliver registration and check to the Burke Memorial School Main Office, 16 Cassidy Lane – Monday-Friday – between the hours of 8:00am-2:00pm. The Community Education office is open for extended hours until 5:00pm.
3. Once registration is processed, you will receive a confirmation email.
4. All checks returned by the bank will incur a $25 fee payable to the Town of Medway and collected by the Town Treasurer.

REGISTRATION FORM – Summer 2018   * Please Print   * One Person Per Form

Name:_____ Address: _____

Home #:_____ Mobile #:_____ Email: _____

Child Participant Only   Age:_____ DOB:_____ Allergies/Special Needs:_____

Course #_____ Course Name:_____ Day:_____ Dates:_____ Time:_____ Fee:_____

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