

Summer School Registration – New Account Setup

** Everyone will need to setup a new account as we are using a new system for Summer School 2019

1. On the login page, click on "Create Account".

Kimberly Area School District Summer School

Login

Username

Password

Looking to add this registration signup software to your school? Contact sales today!

Login Forgot Password **Create Account**

2. Enter parent information and click "Save".

Kimberly Area School District Summer School

Register Parent

Back

Parent Information

First Name*

Last Name*

Email (Username)*

New Password*
Password must be between 8 and 20 chars and must contain at least one letter and one number.

Confirm Password*

Address

City

State

Zip

CAPTCHA

Save Cancel

3. Check your email and click on the link to activate your account. If you do not receive an email, check your spam/junk folder.

The screenshot shows the top navigation bar with the school logo and name. Below it is a light blue notification box with a checkmark icon and the text: "Successfully saved account. Please check your email to activate your account." Below the notification is a "Login" form with fields for "Username" and "Password". At the bottom of the form are three buttons: "Login", "Forgot Password", and "Create Account". A link at the bottom left says "Looking to add this registration signup software to your school? Contact sales today!"

4. Once your account is activated, login to your account.

This screenshot shows the same login form as above, but with the "Username" field containing "test@kimberly.k12.wi.us" and the "Password" field filled with dots. The "Login" button is now highlighted. The "Forgot Password" button is also visible. The same link "Looking to add this registration signup software to your school? Contact sales today!" is at the bottom left.

5. Accept End User License Agreement.

The screenshot shows the top navigation bar of the dashboard. It includes the school logo and name on the left, and "Test Test | Log Out" on the right. Below the navigation bar is a menu with three items: "Dashboard", "Courses", and "Settings".

Eula

The screenshot shows a dialog box titled "SOFTWARE LICENSE AGREEMENT". At the top, a notification box says "You must agree to the EULA before continuing." The main text of the agreement is as follows:
IMPORTANT - PLEASE READ CAREFULLY BEFORE DOWNLOADING, INSTALLING OR USING ANY PART OF THE SOFTWARE. THIS IS A LEGAL DOCUMENT THAT STATES THE TERMS AND CONDITIONS THAT GOVERN A LICENSEE'S USE OF THE SOFTWARE. BY DOWNLOADING, INSTALLING OR USING THE SOFTWARE, THE LICENSEE ACKNOWLEDGES THAT THE LICENSEE HAS READ THIS AGREEMENT, UNDERSTANDS IT AND AGREES TO BE LEGALLY BOUND BY ITS TERMS. PLEASE READ THE TERMS CAREFULLY BEFORE PRESSING THE "AGREE" BUTTON OR USING THE PROGRAM, BECAUSE PRESSING THE "AGREE" BUTTON OR USE WILL INDICATE YOUR AGREEMENT TO SUCH TERMS. IF YOU DO NOT AGREE, DO NOT USE THE SOFTWARE.

This END USER LICENSE Agreement ("Agreement") is a legal agreement by and between you, or, if you represent a legal entity, that legal entity (hereinafter "Licensee") and PF Data, LLC, a Wisconsin Limited Liability Company ("PF Data") and is applicable to the Software that is accompanied by this Agreement.

WHEREAS, the Licensee desires to contract with PF Data to obtain a license to use SignupHelper, a web-based registration software tool; and

WHEREAS, PF Data is ready, willing and able to provide a license for the web-based software pursuant to the terms of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, conditions and terms herein, the receipt and sufficiency of which is hereby acknowledged, the Licensee and PF Data, LLC agree as follows:

At the bottom of the dialog box are two buttons: "Accept" and "Cancel". The "Accept" button is circled in black.

6. Click “Manage Your Account” on the dashboard to add your children to your account

The screenshot shows the dashboard for Kimberly Area School District Summer School. At the top, there is a green header with the school logo and name, and a navigation bar with 'Dashboard', 'Courses', and 'Settings'. The main content area is titled 'Dashboard' and contains four cards: 'Manage Your Account' (circled in black), 'Review Course Listings', 'Payment and Course Review', and 'Add/Drop Courses'.

7. Click “Add Student”

The screenshot shows the 'Edit User' form. It has a 'Back' button at the top. Below is a 'User Information' section with fields for First Name, Last Name, Email (Username), Address, City, State, and Zip. At the bottom right of this section are 'Save' and 'Cancel' buttons. Below the 'User Information' section is a 'Student Information' section with an 'Add Student' button circled in black and an 'Associated Students' section.

8. Enter student information and click "Save".

Student Information

Student ID

First Name

Middle Name

Last Name

Entering Grade

Gender

DOB

Ethnicity

Address

City

State

Zip

Has IEP? Yes No

Is Resident? Yes No

Open Enrolled? Yes No

Resident District

Attending District

T-shirt size

Attending School

Private School/Other

My childs photo may be used in any publication or display? Yes No

Health Concerns? Yes No

Health Concern Details

Physicians Name

Physicians Phone

Emergency Contact Name

Emergency Contact Phone

9. On the "Manage Your Account" screen, students are listed at the bottom. Continue to add students until all of your children are listed on your account.

Edit User

User Information

First Name *

Last Name *

Email (Username) *

Address

City

State

Zip

Student Information

Add Student

Associated Students

Student1, Student1	Remove	Edit
Student2, Student2	Remove	Edit
Student3, Student3	Remove	Edit