



STEP 1: SIGNING INTO THE PARENT PORTAL

A screenshot of the parent portal sign-in and registration screen. The screen is divided into two columns. The left column is titled "Already have an account with us? Please sign in!" and contains input fields for "Email" and "Password", a "Login" button, and a "Forgot Password?" link. The right column is titled "First time here?" and contains the text "Create your account now! It's fast and easy!" and a "Create Account" button. The entire screen is framed by an orange border.

If family information has been imported:

Customers already added to the staff side of iClassPro will simply use the *Forgot Password* link below the sign in area the first time they log in to retrieve a password using the primary (1st) email address they have on file with your business.



After logging in, they can review their family and student information for accuracy using the **Family** and **Students** links on the left side of the parent portal. They can also change their password to something more memorable using the *Change Password* link under the Family section.

After making any adjustments, they will need to scroll down to the bottom of the page and click save.

If registering from scratch:

For new families, you can instruct them to click **Create Account**.

Email Validation

First, they will be asked to enter an email address, check a box to certify that they are over the age of 18 and pass a quick Captcha.



Account Creation

To create an account, please review the items below and enter the email address that will be used as your login. An email will be sent to this address in order to continue the account creation process.

LOGIN EMAIL ADDRESS

I CERTIFY THAT I AM AT LEAST 18 YEARS OLD AND I CONSENT TO THE SOFTWARE VENDOR'S PRIVACY POLICY, TERMS OF USE, AND COOKIE POLICY

I'm not a robot



reCAPTCHA
Privacy - Terms

Send Email

Then they will click **Send Email**, which will send the family an email with a 6 digit code that must be entered on the next page to continue the account creation process. This allows us to certify that the person creating the account is, in fact, the owner of that email address (to prevent spam signups).

After entering the 6 digit code, they will click **Validate** to proceed. *(Don't worry! If the customer has accidentally navigated way from the parent portal to check their email, there is also a link in the email to get them back to the page to enter the code.)*



Account Creation

An email has been sent to brittany+nf@iclasspro.com. Please enter the code from the email below.

VALIDATION CODE

Validate

Entering Parent/Guardian Data

Next, the customer will enter the information for the responsible parties on the account (parents or guardians). This will require at least one name, email, phone number and mailing address.

This page will also ask the customer to:

- Choose which emails they wish to receive from your business:
RECEIVE ALL EMAILS?
 - Yes**, please send me emergency notifications and informational emails.
 - No**, I only want to receive transactional emails such as enrollment confirmations, receipts and statements.
- set up a password which will be used to sign into the parent portal in the future

- select how they heard about your business from a list of pre-determined answers (Created under Settings>Setup>Family Settings>Referral Sources

When finished, they will click **Create Account** at the bottom of the page to proceed.

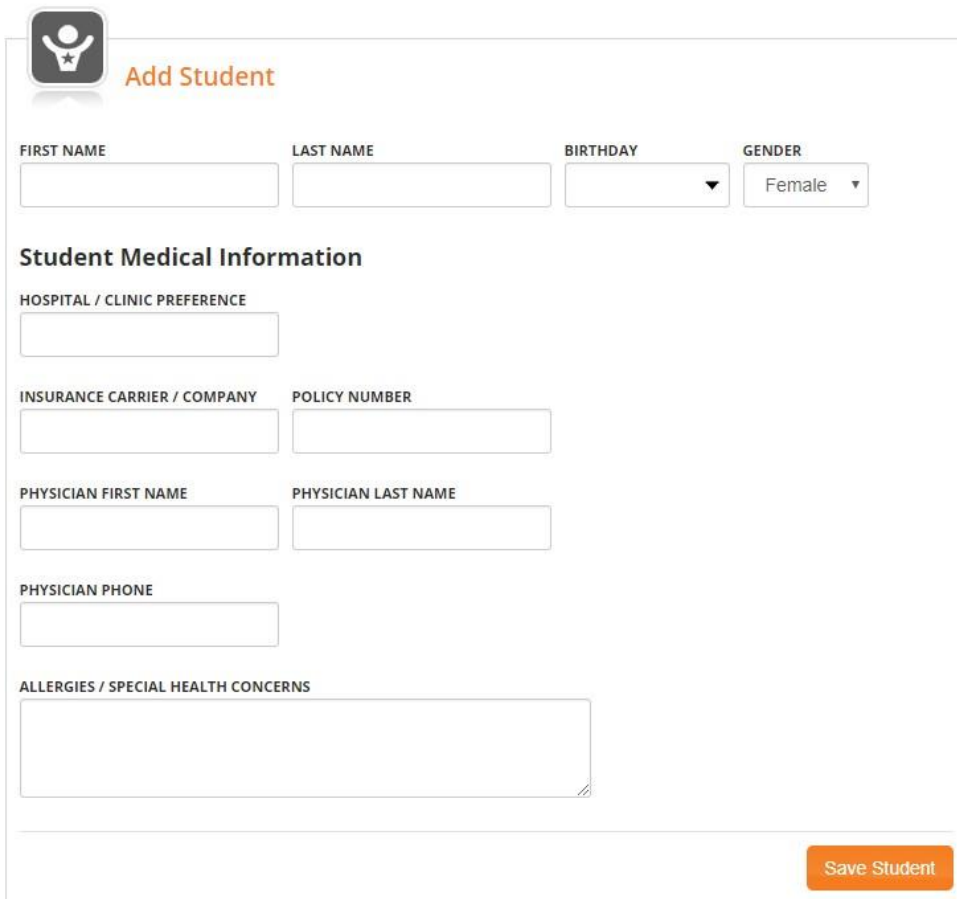
Agreeing to Family Policies


Next, they will be asked to agree to your business' **Family Policies** (Set up under Settings>Family Policies) where the customer must check a box to agree to each section *Policies and Procedures*, *Waiver of Liability* and *Billing Authorization*. And then click the button "**I acknowledge and agree to all policies**" at the bottom of the page.

Entering Student Data

This will take the family to the **Students** page, where the user must agree to student policies (if they have been set up) and enter student information. Required information includes the student's name (first and last), birthdate and gender. Medical Information can also be provided (but is optional) before clicking **Save Student**.

After entering one student's information, the option will be presented to also enter additional students. All students should be added before proceeding with enrollment.



 **Add Student**

FIRST NAME

LAST NAME

BIRTHDAY

GENDER

Student Medical Information

HOSPITAL / CLINIC PREFERENCE

INSURANCE CARRIER / COMPANY

POLICY NUMBER

PHYSICIAN FIRST NAME

PHYSICIAN LAST NAME

PHYSICIAN PHONE

ALLERGIES / SPECIAL HEALTH CONCERNS

STEP 2: REGISTERING FOR A CLASS OR CAMP

Adding Classes/Camps to Cart

To search for available classes (or camps), click on **Classes** (or camp type) in the navigation menu.

Example Classes:

Example: Camp Type



If necessary, set the **Class Filters** (or Camp Filters) and click **Submit** to find the desired class(es)/camp(s).

Example Class Filters (*Customize available options under Settings>Parent Portal>Class Filters*):

Class Filters:

Search:

Ages:

Gender:

Programs:

Session:

Days:

Level:

Instructor:

Openings:

Example Camp Filters:

Open Gym Filters:

Search:

Month:

Sort By:

Program:

Age:

After finding the desired class/camp in the list, click **Enroll Now**.

Openings
OPEN

Advanced Swim (age 13-17)

DAYS
Thursday

START TIME
4:00pm

END TIME
5:00pm

[More Details](#)

Select a student from the drop down and fill out the required class/camp information (camps may require the additional step of selecting camp meeting times from a list), then click **Continue Enrollment**.

Advanced Swim (age 13-17)

Thursday 4:00pm - 5:00pm

ENROLLMENT TYPE: ACTIVE

STUDENT

Select a student ... ▼

CHOOSE START DATE

07/13/2018 ▼

CHOOSE DROP DATE (OPTIONAL)

ANYTHING ELSE WE NEED TO KNOW?

Back

Continue Enrollment

This will show the total for the enrollment, click **Add to Cart** to continue.

Next, you will have the option to either "Find another enrollment (class or camp)" or "Proceed to Checkout".

Checking out with Enrollments

After repeating these steps to add all desired student enrollments to the cart, click **Proceed to Checkout**. This will display the cart total.

SMITH, LEONARD

Anniversary/Registration Fee

\$10.00

Advanced Swim (age 13-17)

Start Date: 07/13/2018

Price \$25.00

Thursday • 4:00PM – 5:00PM

[remove](#)

Total

\$35.00

Promotion Code (Optional)

Apply

Clear Cart

Continue

Click **Continue** to proceed with checkout and follow the on-screen instructions until you get to the last step (shown below).



Last Step!

After verifying your selections, please click "**Complete Transaction**"

Verify Information

Anniversary/Registration Fee

Smith, Leonard

\$10.00

Advanced Swim (age 13-17)

Thursday - 4:00PM – 5:00PM

Smith, Leonard

Price \$25.00

Total

\$35.00

By clicking 'Complete Transaction', I agree to the [Terms & Conditions](#) for this transaction.

Back

Complete Transaction

Click **Complete Transaction** to finish the enrollment process. You can print the next page for your records.



Your registration completed successfully!

Anniversary/Registration Fee

Smith, Leonard

\$10.00

Advanced Swim (age 13-17)

Thursday - 4:00PM - 5:00PM

Smith, Leonard

Price \$25.00

Total

\$35.00

Please Print this confirmation page for your records.

Print