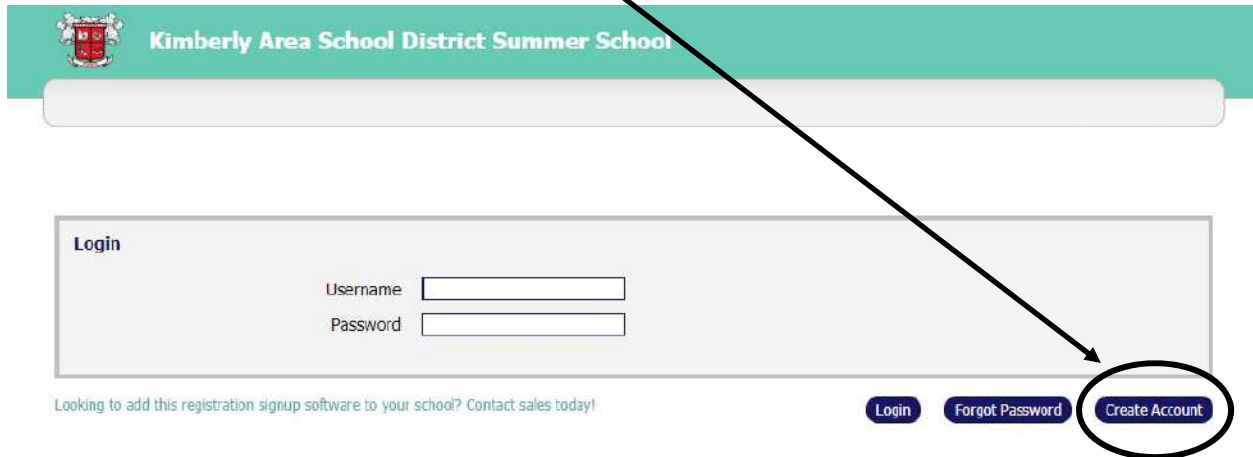


Summer School Registration – New Account Setup

** 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

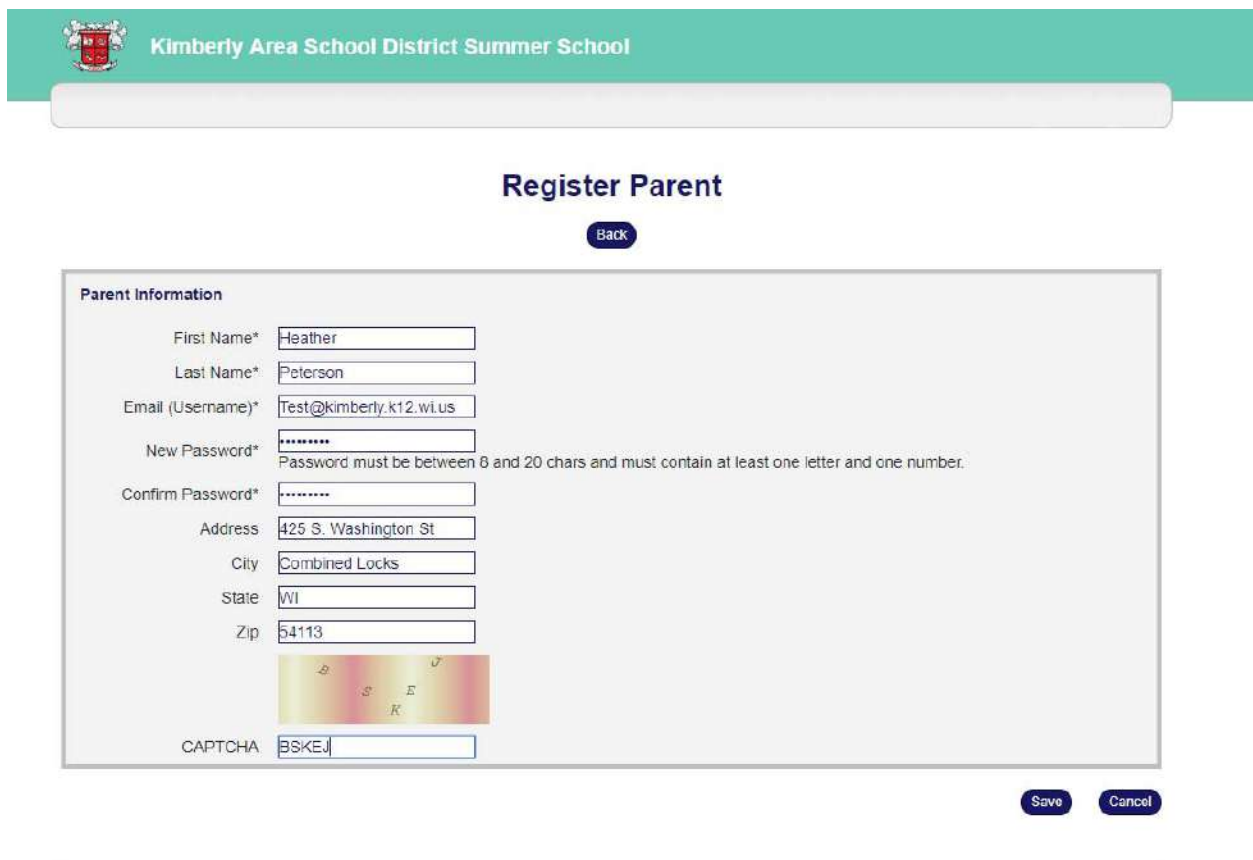
Username

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.



Kimberly Area School District Summer School

 **Successfully saved account. Please check your email to activate your account.**

Login
Username
Password

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

[Login](#) [Forgot Password](#) [Create Account](#)


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

Login
Username
Password

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

[Login](#) [Forgot Password](#)


5. Accept End User License Agreement.



Kimberly Area School District Summer School [Test, Test](#) | [Log Out](#)

[Dashboard](#) [Courses](#) [Settings](#)

Eula

 **You must agree to the EULA before continuing.**

SOFTWARE LICENSE AGREEMENT

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.

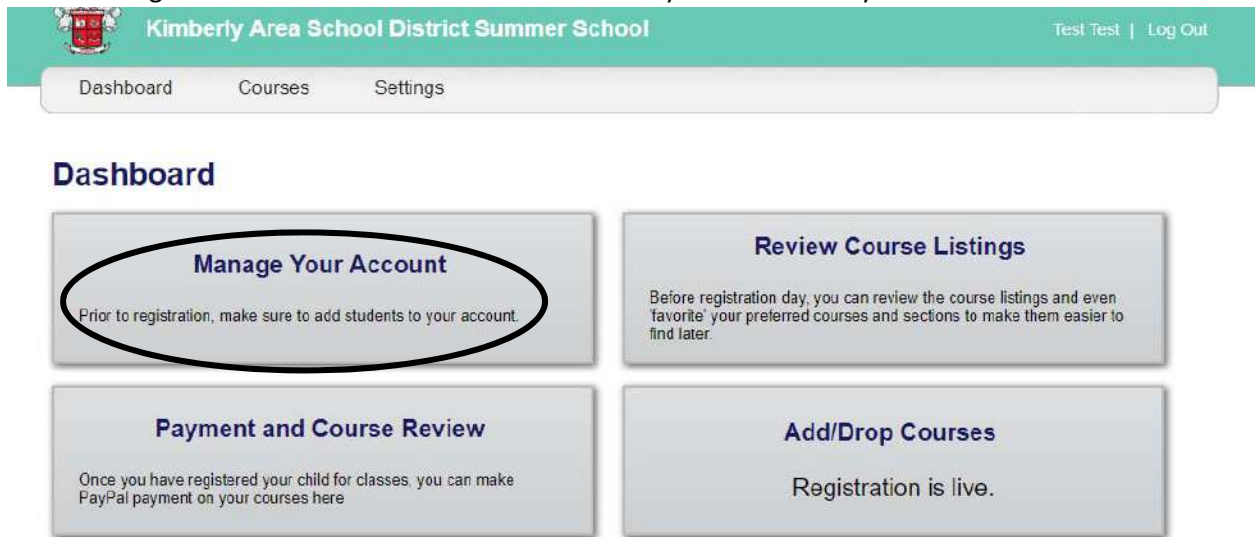
WHEREAS, the Licensee desires to contract with PF Data to obtain a license to use SignupHelper, a web-based registration software tool; and


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

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.

[Accept](#)
[Cancel](#)

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



 **Kimberly Area School District Summer School** [Test Test](#) | [Log Out](#)

[Dashboard](#) [Courses](#) [Settings](#)

Dashboard

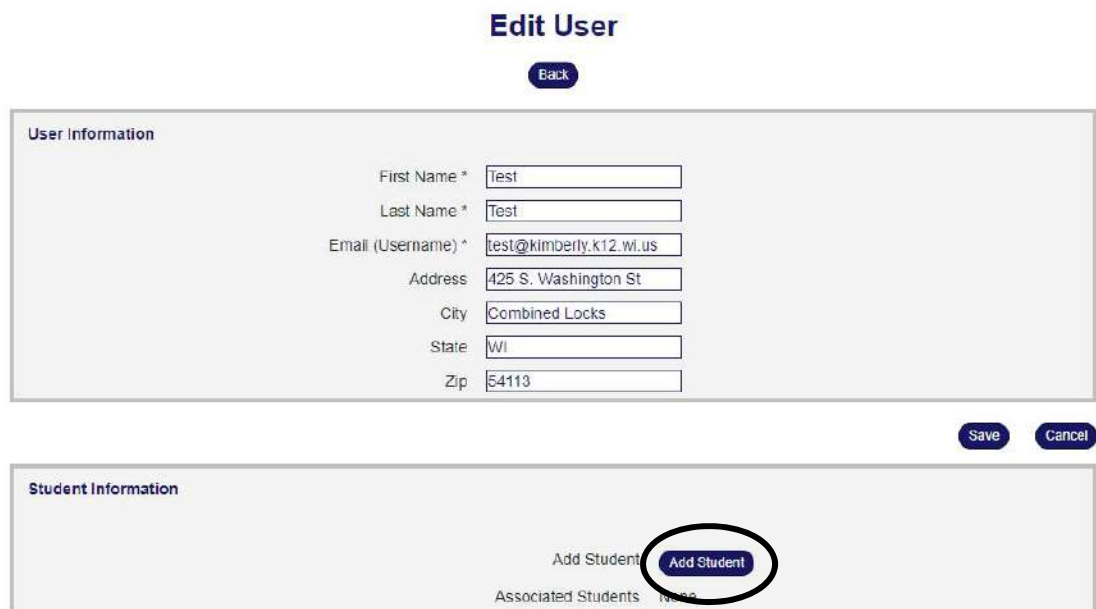
Manage Your Account
Prior to registration, make sure to add students to your account.

Review Course Listings
Before registration day, you can review the course listings and even 'favorite' your preferred courses and sections to make them easier to find later.

Payment and Course Review
Once you have registered your child for classes, you can make PayPal payment on your courses here

Add/Drop Courses
Registration is live.

7. Click “Add Student”



Edit User

[Back](#)

User Information

First Name *	<input type="text" value="Test"/>
Last Name *	<input type="text" value="Test"/>
Email (Username) ^	<input type="text" value="test@kimberly.k12.wi.us"/>
Address	<input type="text" value="425 S. Washington St"/>
City	<input type="text" value="Combined Locks"/>
State	<input type="text" value="WI"/>
Zip	<input type="text" value="54113"/>

[Save](#) [Cancel](#)

Student Information

Add Student	Add Student
Associated Students	None

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 child's 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

Save **Cancel**

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

Back

User Information

First Name *

Last Name *

Email (Username) *

Address

City

State

Zip

Save **Cancel**

Student Information

Add Student **Add Student**

Associated Students

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