


# How to Sign in and Access Online Registrations

1. Navigate to the Customer Portal: <https://or-medford.intouchrecepting.com/>
2. Create your password by clicking the “Set Password” button:



Online Payment Portal

Medford School District's Payments Portal

With this system parents/guardians are able to shop for items at their student's schools, register for athletics and activities, and pay fines/fees using credit or debit cards. TouchBase is a secure site.

Use your ParentVue email address as your username and setup a password and get started today.

User Name

Password

Sign In

1st Time Parents

Set your password to create an account.

Username: Your ParentVUE Email Address

Password: [Set Password](#)

It may take up to 24 hours after registering with the district before being able to log in here.

1st Time Guests

A guest account allows you to make purchases unassociated with a parent/student account.




Do not use a guest account if you have a student in Medford School District.

[Create Guest Account](#)

Forgot Username or Password?

To recover your username or reset your password.

[Forgot Username or Password](#)



Help | Terms & Conditions | Privacy Policy

900 KENYON STREET, MEDFORD, OR 97501

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Enter your ParentVue associated email address

Identify Your Account

To reset your password, please identify your account by email address.

Email Address

Cancel

Search

You will then receive an email with a link to reset your password.

Please note: If you receive a message saying your email address is not found, the login has not fully sync'd from ParentVue and should be available the next day.

3. Sign in using your ParentVue associated email and the password you created in Step 2

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User Name

Password



### 1st Time Parents

Set your password to create an account.

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[Create Guest Account](#)

### Forgot Username or Password?

To recover your username or reset your password.

[Forgot Username or Password](#)



## 4. Click on the student you wish to register


### Who are you shopping for?

Student 1 Example	
North Medford High School	Grade 11
Student 2 Example	
North Medford High School	Grade 9
Example Parent	
WEBSITE	Grade



5. Click “Register for Athletics and Activities”

Your Family

Sign OutYour AccountContact UsCheckout 

**Student 1 Example**

**Shop**

Items At Student's School

Items At All Schools

Pay Fines/Fees

Register for Athletics and Activities

**Reports**

Purchase History

Reprint Receipts

Unpaid Fines/Fees

On Account History



6. You will then be redirected to the list of Programs available to your student.

# How to Register for an Activity

1. Click the “Register” button for the activity you wish to register your student for:

Example Parent  
**Student 1 Example**  
North Medford High School

Student 1's Programs  
Find Programs  
Notes  
Settings

Select Language ▼  
Sign Out

**Available Programs**  
If you do not see the program you are looking for, please contact your district for more information.

Search by field name

Keywords: Baseball Basketball Cheer Cross Country Dance Fall Sports Football Golf Soccer Softball Spring Sports Swimming Tennis Track and Field Volleyball Winter Sports Wrestling

<b>Baseball</b> North Medford High School Spring Sports Baseball	Available until Sun Jun 30 2024	Register
<b>Boys Basketball</b> North Medford High School Winter Sports Basketball	Available until Sun Jun 30 2024	Register
<b>Boys Golf</b> North Medford High School Spring Sports Golf	Available until Sun Jun 30 2024	Register
<b>Boys Soccer</b> North Medford High School Fall Sports Soccer	Available until Sun Jun 30 2024	Register
<b>Boys Tennis</b> North Medford High School Spring Sports Tennis	Available until Sun Jun 30 2024	Register
<b>Boys Wrestling</b> North Medford High School Winter Sports Wrestling	Available until Sun Jun 30 2024	Register

2. You will be redirected to the list of Programs your student is registered for, click the “Manage” button to complete the required steps:

Example Parent  
**Student 1 Example**  
North Medford High School

Student 1's Programs  
Find Programs  
Notes  
Settings

Student 1's Programs

Any Status ▼ Current Programs ▼

Programs: Required Documents

<b>Baseball</b> Pending North Medford High School 2023-2024 School Year You have until 6/30/2024, 4:00:00 PM to complete this registration. Steps in this registration: 7 7/7 Awaiting Submission	Manage
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3. Complete each Step to complete registering by clicking the “Fill Out”, “Upload”, and “Pay” buttons:

Example Parent  
**Student 1 Example**  
North Medford High School

Student 1's Programs  
Find Programs  
Notes  
Settings

STUDENT 1'S REGISTRATIONS  
Baseball

Back to Registrations

<b>Participation Form</b> Pending	Fill Out
<b>OSAA Academic Eligibility</b> Pending	Fill Out
<b>Participation standards and Code of Conduct</b> Pending	Fill Out
<b>Parent Letter - Student Injuries and Insurance</b> Pending	Fill Out
<b>Waiver and Release</b> Pending	Fill Out
<b>Physical Examination</b> Pending Download your physical <a href="#">HERE</a>	Upload
<b>Fee Payment</b> Pending	Pay

# How to Filter Programs by Keyword

1. You can filter the list of available programs by clicking the highlighted keywords at the top of the page.
2. Select either the sport or season you wish to view from the list:

The screenshot shows a user interface for a school's program registration system. On the left is a dark sidebar with the text 'Example Parent', 'Student 1 Example', 'North Medford High School', and a menu with 'Student 1's Programs', 'Find Programs', 'Notes', and 'Settings'. The main area is titled 'Available Programs' and includes a search bar with the placeholder 'Search by field name'. Below the search bar is a horizontal row of 18 buttons representing different sports and seasons: Baseball, Basketball, Cheer, Cross Country, Dance, Fall Sports, Football, Golf, Soccer, Softball, Spring Sports, Swimming, Tennis, Track and Field, Volleyball, Winter Sports, and Wrestling. A blue arrow points to the 'Baseball' button. Below this row, three program listings are shown: 'Baseball' (Spring Sports), 'Boys Basketball' (Winter Sports), and 'Boys Golf' (Spring Sports). Each listing includes the school name 'North Medford High School', the availability date 'Available until Sun Jun 30 2024', and a 'Register' button.

# How to Download the Physical Exam Form

1. Navigate to the “Student’s Programs” screen and click “Manage” on the activity you need to submit a physical exam for.

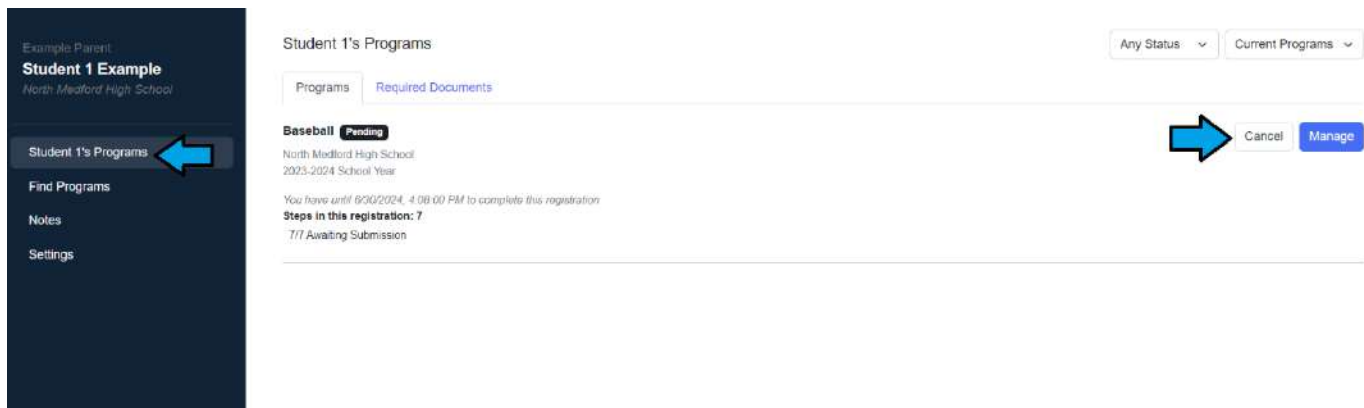
The screenshot shows the 'Student 1's Programs' page. The sidebar on the left is the same as in the previous screenshot, with a blue arrow pointing to the 'Student 1's Programs' menu item. The main area has a title 'Student 1's Programs' and two dropdown menus: 'Any Status' and 'Current Programs'. Below these are two tabs: 'Programs' and 'Required Documents'. A list of programs is shown, with 'Baseball' (Pending) selected. The program details include the school name 'North Medford High School', the school year '2023-2024 School Year', and a registration deadline 'You have until 6/30/2024, 4:00:00 PM to complete this registration'. Below this, it says 'Steps in this registration: 7' and '7/7 Awaiting Submission'. A blue arrow points to a 'Manage' button on the right side of the program listing.

2. On the “Upload Physical” step, click the link in the description to access a printable version of the form that your student’s doctor needs to complete.

The screenshot shows the 'STUDENT 1'S REGISTRATIONS' page. The sidebar on the left is the same as in the previous screenshots, with a blue arrow pointing to the 'Student 1's Programs' menu item. The main area has a title 'STUDENT 1'S REGISTRATIONS' and a 'Back to Registrations' button. Below the title is a list of registrations for 'Baseball'. Each registration has a status 'Pending' and a 'Fill Out' button. The registrations are: 'Participation Form', 'OSAA Academic Eligibility', 'Participation standards and Code of Conduct', 'Parent Letter - Student Injuries and Insurance', 'Waiver and Release', 'Physical Examination', and 'Fee Payment'. A blue arrow points to the 'Physical Examination' registration, specifically to the text 'Download your physical HERE' in the description.

# How to Cancel a Registration

1. Click Student's Programs and click the "Cancel" button for the desired program:

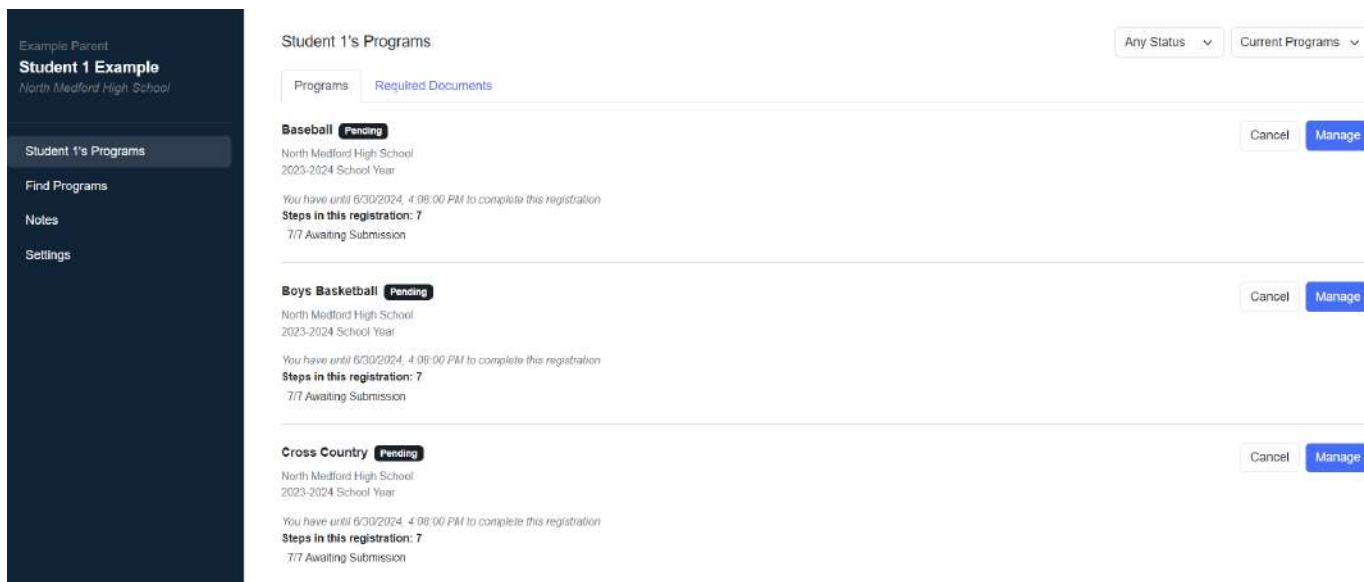


## How to Register for Multiple Activities at Once

There are two methods for registering a student for multiple activities at once:

### Method One:

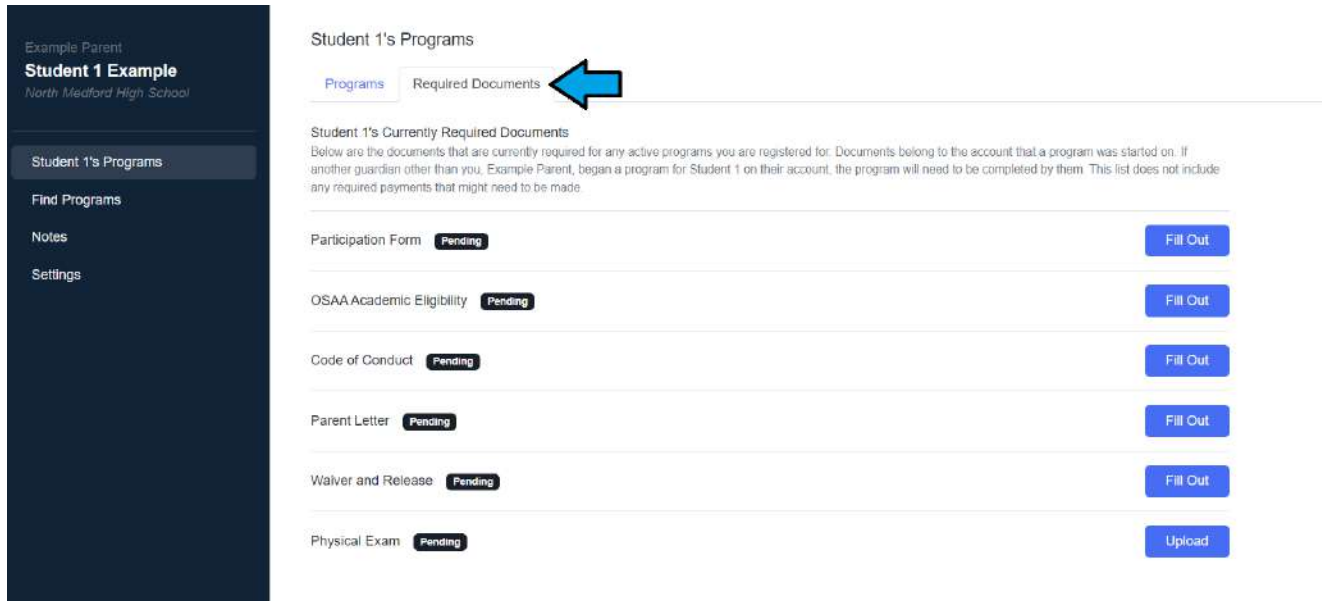
1. After clicking the "Register" button for an activity, press the back button and click the "Register" button for the next activity you wish to register your student for.
2. Do this until all desired programs are listed on the Student's Programs" page:



3. Click "Manage" for the first program and complete the steps.
4. Once complete, return to the "Student's Programs" screen and click the "Manage" button for the next incomplete program.
5. You will see that many of the steps are already completed, this is because some required are shared by all the activities, and you are only required to complete them once per year.
6. If applicable, complete any remaining steps to for additional activities.

## Method Two:

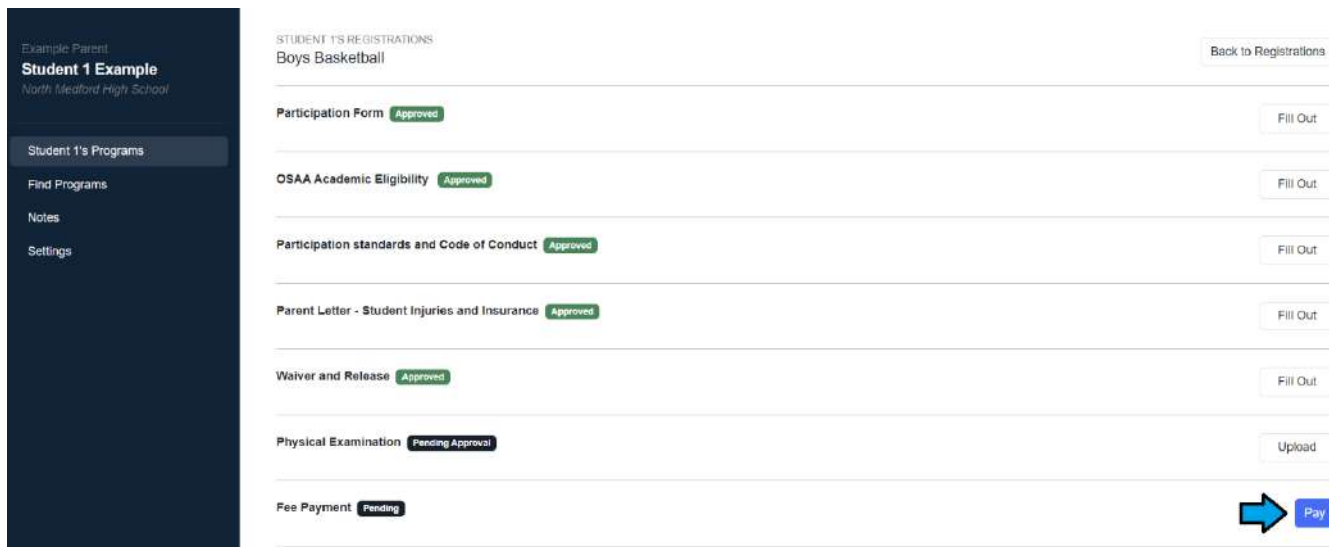
1. After clicking the “Register” button for an activity, press the back button and click the “Register” button for the next activity you wish to register your student for.
2. Do this until all desired programs are listed on the Student’s Programs” page.
3. Once all the desired activities are listed on the “Student’s Documents” screen, click the “Required Documents” tab



The screenshot shows the 'Student 1's Programs' page. On the left is a dark sidebar with the user 'Example Parent, Student 1 Example' and navigation links: 'Student 1's Programs', 'Find Programs', 'Notes', and 'Settings'. The main content area has two tabs: 'Programs' and 'Required Documents', with a blue arrow pointing to the latter. Below the tabs, a heading reads 'Student 1's Currently Required Documents' followed by explanatory text. A list of requirements follows, each with a status and an action button:

Requirement	Status	Action
Participation Form	Pending	Fill Out
OSAA Academic Eligibility	Pending	Fill Out
Code of Conduct	Pending	Fill Out
Parent Letter	Pending	Fill Out
Waiver and Release	Pending	Fill Out
Physical Exam	Pending	Upload

4. Click “Fill Out” or “Upload” for each listed requirement
5. If any programs are still incomplete then the participation fee is still pending, if applicable you can complete the payment by clicking “Manage” for each incomplete program and then clicking the “Pay” button.



The screenshot shows the 'STUDENT 1'S REGISTRATIONS' page for 'Boys Basketball'. A 'Back to Registrations' link is in the top right. The list of requirements now shows updated statuses and actions:

Requirement	Status	Action
Participation Form	Approved	Fill Out
OSAA Academic Eligibility	Approved	Fill Out
Participation standards and Code of Conduct	Approved	Fill Out
Parent Letter - Student Injuries and Insurance	Approved	Fill Out
Waiver and Release	Approved	Fill Out
Physical Examination	Pending Approval	Upload
Fee Payment	Pending	Pay

A blue arrow points to the 'Pay' button for the 'Fee Payment' row.