

### Welcome to the On-Line Registration System!

#### Getting Started

To access the site, please go to the web site as per the handout.

To use the system, you will be required to register and provide your name, phone number and email address. Only the information required to manage the registration is required.

To register for an account click on the "**REGISTER**" tab on the main menu bar. This will take you to the registration form to create an account for your family. Each family will have one account and each attendee will be linked to this account. Once you have created your account you will be able to login and edit your contact information and add additional email addresses to your account.

To register, complete the form as required to complete your registration.

Once you have registered, you can immediately LOG IN.

#### Managing Attendees

Once you have logged into the system you will be at the "**Welcome Screen**". This is the first screen you will see each time you login and from here you can quickly access the major sections of the system.

The first step is to add your students to the system so that orders can be placed for them. To add your children to the system click on the "**Attendees**" button to access the student management screen.

The "**Attendee Administration**" screen will allow you to edit your information or add another attendee.

#### Placing Orders

Once all attendees have been entered into the system you can immediately place orders for each. The "Attendee Administration" screen will list all your registered attendees and the information about any current or recent orders that have been placed for each one.

Each attendee is listed with their status in the system. Below each attendee's information is a list of the current and recent schedules and the orders that were made in each schedule for the attendee.

By clicking on the "**Order**" button you will be able to place or edit an order for the attendee. The order form will indicate the date range during which orders will be accepted. After the end date it will not be possible to place or edit an order. Once an order has been paid you will not be able to make any further changes to the order.

### The Order Form

The order form will display each menu item available on each date is listed with the price and a box for you to enter the quantity you wish to order. When you enter a quantity the line price is automatically calculated and the total for the date is displayed at the bottom of each section.

### Order Payments

Once you have completed the order and clicked on the "**Update Order & Proceed**" button you will be taken to a screen where all the orders for all of the current schedules are summarized. If you have an outstanding balance owing you can then print a payment remittance form by clicking the button labelled "**Remittance Form**". If a PayPal account is linked into the system you can pay for all the outstanding orders by clicking on the "**PayPal Payment**" button.

Payment should be made after all orders have been completed.

It is also possible to generate a PDF of any order by clicking the "**Print Order**" button.

### Account Profile

As a user of the system you have an account profile that is the information about you for the administrators of the program. All the data in your profile is required and is kept private for use in the management of the program and to communicate with you.

It is possible to enter up to three email addresses in your account profile should there be a need to have emails sent to more than one computer or device.