

REGISTERING FOR SCHOOL-DAY

To begin using School-Day you must register for a School-Day account. Navigate to www.school-day.com or visit the sign in box that may be on your school's website, and click **Register**.

Enter your information into all required fields, making sure to include a valid email address. When you have entered all of your account information, click **Create Account**.

Once you have clicked **Create Account** you will be taken to the *Welcome to School-Day* screen. Select the appropriate link to either add a child to your account, visit our support site, or proceed to the *Parent Dashboard*.

A screenshot of the School Day login/register interface. At the top left is a small calendar icon. To its right is the text "School Day". Below this is the "school-day" logo with a person icon. The form contains two input fields: "Username/Email" and "Password". At the bottom are two buttons: "SIGN IN" and "REGISTER".

Welcome to School-Day!

Thank you for registering with School-Day!

To get started, please add a student to your School-Day account. You need to link a student in order to see information about classes. Students can be added using their unique *Secure-Match™* Key or by simply entering information only **you** know about your child:

[Add a student to your account](#)

If you need help, please visit our support site, where you can browse user guides, log a ticket or chat with a live agent:

[Support](#)

If you are ready to start using School-Day, proceed to your Dashboard

[Proceed to my Dashboard](#)

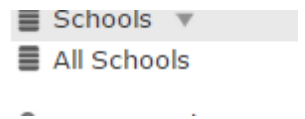
Note: If you proceed to the *Parent Dashboard* without adding a student you will only be able to view general information from your child's School. You must add your child or children to your School-Day account to view Class and Group information.

JOINING OR LEAVING SCHOOLS

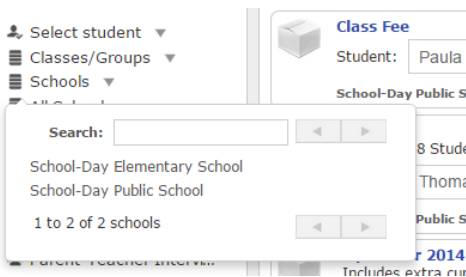
Typically, you will be in the correct school automatically if you have a student linked to your account.

However, you can join school yourself, without needing a student to link you. You may wish to join a school if you are a teacher or school administrator who would like to purchase items at a school, if you are a grandparent or relative who would like to purchase items from a school, or if you would like to view or purchase any publicly posted item at a school, such as a community event or a school play open to the general public.

Sign in to or create a School-Day account, and then click the **All Schools** link on the left hand side of your Dashboard. You can use the search and filter options to quickly find your school board and the correct school, and once you've found it, click on the school's name.



Click the **Join School** button to link to this school. You will now be able to see any postings that the school shares publicly, including announcements and products or services. You will also get the email notifications this school sends for public postings.



To leave a school, click on the Schools link on your Dashboard, then click the school's name.

On the next page, click **Leave School**. Verify that you'd like to leave the school. Your account should unlink to this school, and you shouldn't receive the email notifications anymore.

