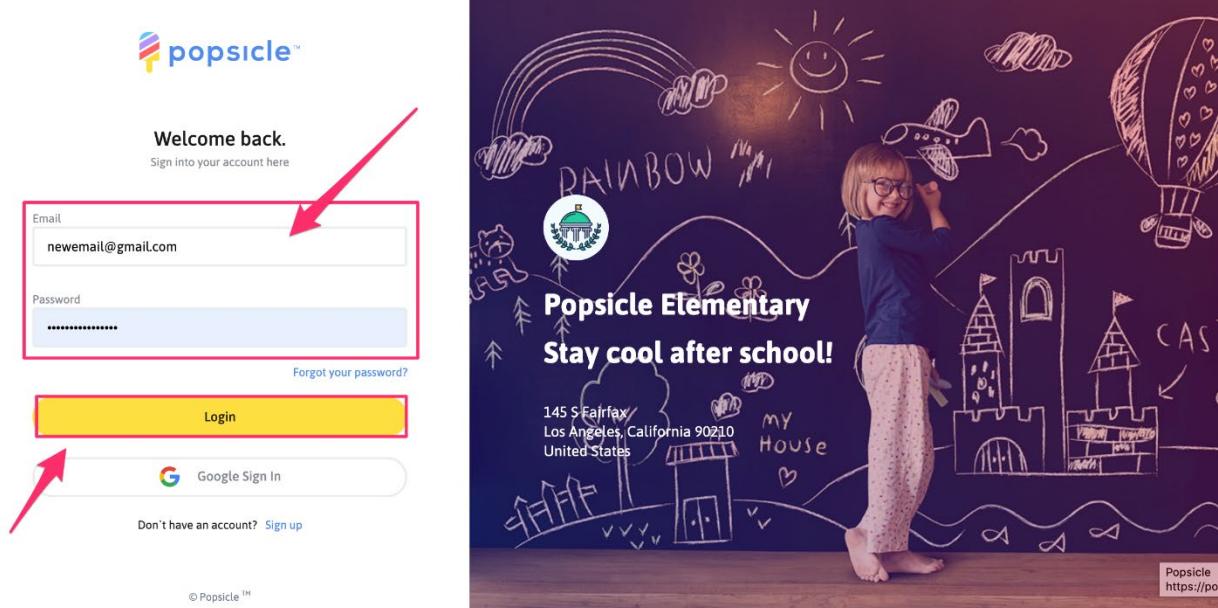


Parent Registration, in depth

A more in depth look at the parent registration process.

To access Catherine Cook's Popsicle Portal click [HERE](#).

Please Note: When parents initially sign up for a Popsicle account, they will receive an email asking them to verify the account. They will need to do this before logging into the system. Once parents have verified their account, they will be redirected to the Popsicle login page:



The image shows the Popsicle login interface. On the left, there is a form with fields for 'Email' (containing 'newemail@gmail.com') and 'Password'. A red arrow points from the text 'They will need to do this before logging into the system.' to the 'Email' field. Below the form are links for 'Forgot your password?' and 'Google Sign In'. A yellow button labeled 'Login' is highlighted with a red arrow. At the bottom of the form, there is a link 'Don't have an account? Sign up'. On the right side of the image, a young girl with glasses is standing on a wooden floor, drawing on a large chalkboard. The chalkboard features a colorful drawing of a rainbow, sun, clouds, a hot air balloon, and a castle. Overlaid on the drawing are the words 'Popsicle Elementary' and 'Stay cool after school!'. Below the drawing, the address '145 S Fairfax Los Angeles, California 90210 United States' is written. A small copyright notice '© Popsicle™' is at the bottom left, and a URL 'https://po...' is at the bottom right.

There, they will enter their login information and click "Login."

After logging in, parents will be directed to their **Parent Portal dashboard**, where they can add their children and enroll them in activities.

Parents will click on the "**Children**" tab at the left side of the screen, and then "**Add Child**" to add the personal details about each of the children they need to enroll.

After adding all of their children to their Parent Portal, parents can register them for activities. If parents click on the "**Activities**" option at the left side of the Parent Portal, they will see a selection of the available classes and activities for their particular school:

To view Camps, and Policies, you would adjust your view here:

Parents can [check out this article](#) for questions on Activity Statuses!

Parents can enroll their children in any **open activities** by clicking on "Enroll" and add them to any **Waitlisted activities** by clicking on activities labeled "Waitlist." A dialog box will open to the right side, and allow parents to fill out the fields regarding their child/children.

These activity charges will be added to the "Cart" in the parent portal, and can be viewed there. This is also where any **coupon codes** provided to the parent by the school can be added:

Shopping Cart

Popsicle Elementary
145 S Fairfax
Los Angeles, California 90210

Visit Website

Activities Calendar Children Receipts

Powered by popsicle

Activity	Child	Cost
New test	John Smith	FREE
Master Chef Sr	Michelle Smith	\$ 15
Monday \$ 15		\$ 15
Apply promocode		
Add coupon codes here		
		Fees: \$ 30
		Discount: \$ 0
		Total: \$ 30

When going to check out and pay for the activities, **parents must first accept the policies the school has in place, and check the box next to the payment option:**

Apply promocode

Enter your promotional code

Fees: \$ 30
Discount: \$ 0
Total: \$ 30

I agree to all Popsicle Elementary policies

Pay now

Activity schedules can be seen on the "Calendar" tab, and any paid for transactions will show in the "Receipts" tab:

Enrichment Zone



Popsicle Elementary
145 S Fairfax
Los Angeles, California 90210

Visit Website

Activities

Enrichment Zone Roots Camp Policies

Days Sun Mon Tue Wed Thu Fri Sat Ages Grades Locations Clear filter

Young Ninjas - Recurring
\$1 / Monthly

Sun Mon Tue Wed Thu Fri Sat

Age/Grades: K - 5th
Time: 3:30 PM - 4:30 PM
Dates: 09/29/2019 - 12/31/2019
Mac 2

Soccer Class
\$1

Sun Mon Tue Wed Thu Fri Sat

© Soccer Field
Age/Grades: K - 3rd
Time: 3:30 PM - 4:30 PM
Dates: 10/10/2019 - 11/25/2019
Mac 1

Master Chef Jr
\$200

Sun Mon Tue Wed Thu Fri Sat

© Rec. Room
Age/Grades: 1st - 4th
Time: 3:30 PM - 4:30 PM
Dates: 09/09/2019 - 11/07/2019
Mac 3

Victory Karate
\$200

Sun Mon Tue Wed Thu Fri Sat

New test
FREE

Sun Mon Tue **Wed** Thu Fri Sat

Master Chef Sr
\$15 / Weekly

Sun Mon Tue Wed **Thu** Fri Sat

View enrolled classes

View transaction payments

Waitlist

Closed

Waitlist

Powered by 

Activities

Calendar

Receipts