



PARENT PORTAL HELP

This document was last updated on 11/30/2022.

Account Payment Information (Transactions)

1. Log in to your parent portal account.
2. Along the top, click on *Account*, then *Account Settings*.
3. On the left, click on *Payment History*. You will see all the credits and payments there.

Registration/Class Review

1. Along the top, click on *Account*, then *Students*.
2. It will show you a list of the classes your student is registered for. Private ice is also considered a class as are ice show numbers.

Absences for Private Ice (Recording, Reviewing, Scheduling Make-ups/Walk-ons)

Attendance is not taken in Group Lessons or Ice Show Rehearsals (unless it is for Try-Out numbers)

1. Along the top, click on *More*, then *Attendance*.
2. It will show you a list of all classes and indicate how many missed classes (private ice is a class) that there are. If there are missed classes, you can click on that to see when they were and if there was a make-up assigned to the missed class.
3. If there is no ice monitor, all skaters are assumed to be present and will not be allowed to use make-up time, unless your skater has a reported absence in advance. You can schedule an absence by clicking on *Report Absence*. It will walk you through indicating what days your skater will be absent so they can use those times as make-ups. If a skater is present when they were marked as absent by a parent, this will be overridden by the ice monitor.

USFS Membership

USFS Membership (new or renewal) should be purchased under *More*, then *Online Store*.

Ice Monitoring Sign-Up

The current Ice Monitoring Sign-up link can be found under *More*, then *Bulletin Board* (or *News and Notes* on the app).

Calendar

Under *More*, then *Calendar*, you will see your skater's calendar of registered classes. There is also a button to access the club's Google calendar where you will see everything the club has going on.