



# Welcome Parents,

ActivityRight is an online service provided by your student's school district which helps you manage forms and fees that are associated with school activities.

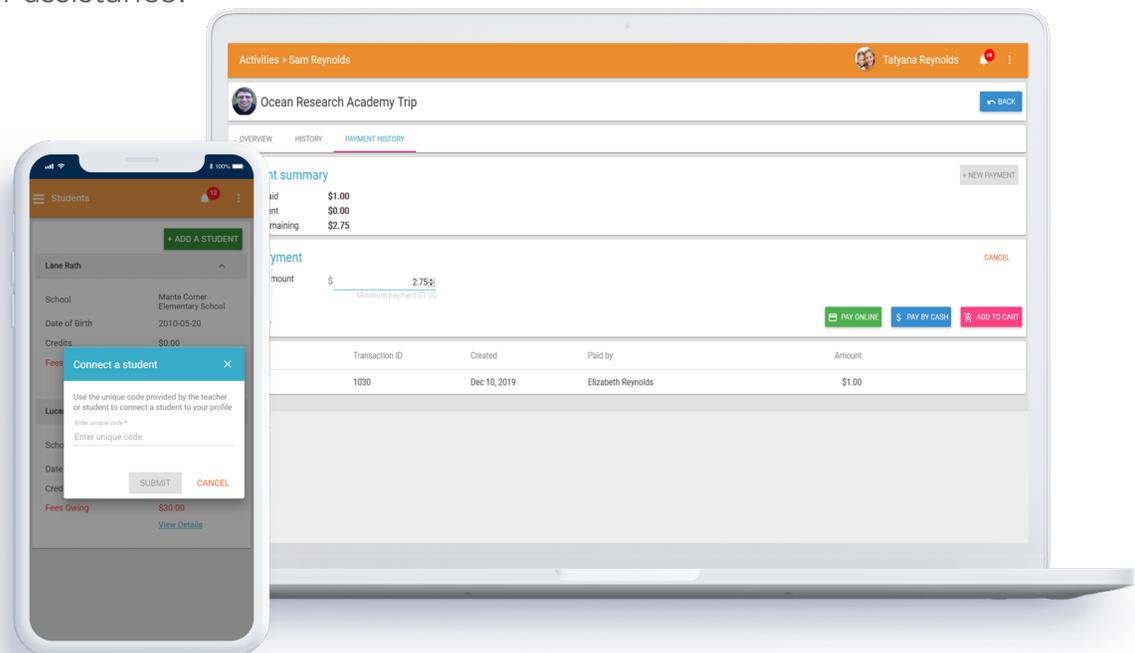
With ActivityRight, you can:

- Complete forms such as permission slips and registrations
- Pay fees associated with activities
- Provide digital signatures and payments from the device of your choice (mobile, tablet, desktop)
- Add activities to digital calendars

You no longer need to rely on your student for the delivery of important classroom, sports, or extra-curricular forms. Approvals and payments are managed from the device of your choice which means the student no longer needs to deliver cash or cheque payments to school.

Forms and notifications related to your student's activities are sent directly to your browser as a push notification, so you can see notices as soon as they arrive and manage completion on the device of your choice. You can log-in using Facebook, Gmail, or Outlook so you don't need to remember yet another password for another application.

This guide helps you sign-up for an account, associate your account with your students and take your first steps with ActivityRight. If you need help, please contact the school for assistance.



## Accessing an Account



### Logging in For the First Time and Creating an Account

The school will send out an email invitation which includes a link to sign-up for a parent account. Check your junk folder or contact your school if you haven't received an invitation email.

#### Step 1:

Click SIGN UP to begin the account creation process.



#### Step 2:

Complete the form fields:

- Email
- Name
- Password

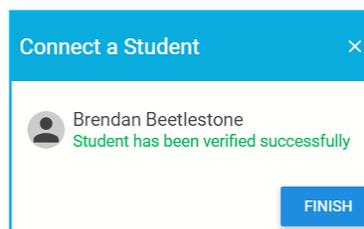
#### Step 3:

Complete student verification. This will be the student's date of birth or student identification number.

#### Step 4:

Click FINISH

Your registration is complete and you will be directed to your parent page.



## Accessing an Account

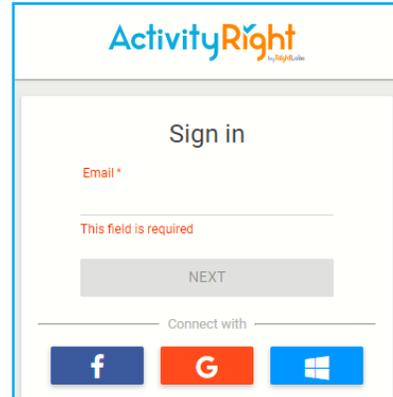


### Login Using Facebook

You can create an account in ActivityRight using an existing account such as Facebook, Google, or Microsoft.

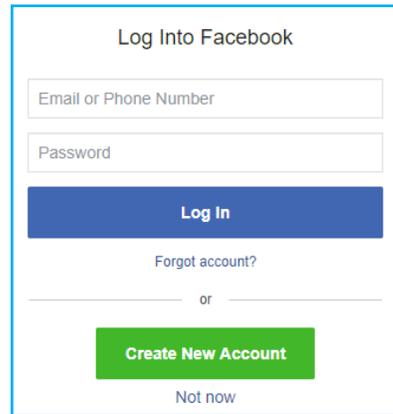
**Step 1:**

Click the Facebook icon on the ActivityRight login page.



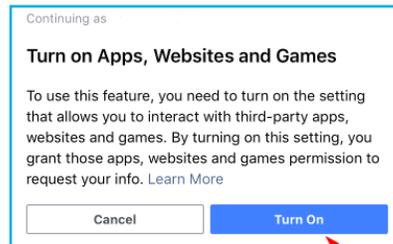
**Step 2:**

Enter your Facebook credentials.

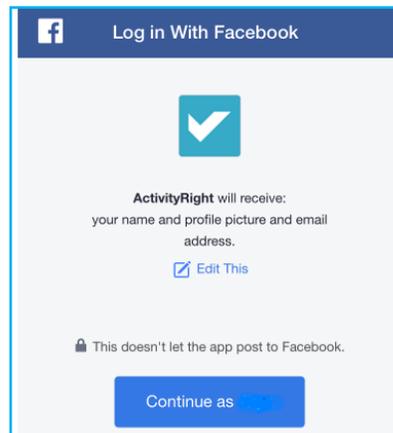


**Step 3:**

Select "Turn On" when asked to "Turn on Apps, Websites and Games."



Proceed to [page 10](#) to complete the Student Verification process.



## Accessing an Account

### Login Using Google

You can create an account in ActivityRight using an existing account such as Facebook, Google, or Microsoft.



#### Step 1:

Click the Google icon on the ActivityRight login page.

#### Step 2:

Enter your Google credentials and click Next.

Proceed to [page 10](#) to complete the Student Verification process.

## Accessing an Account

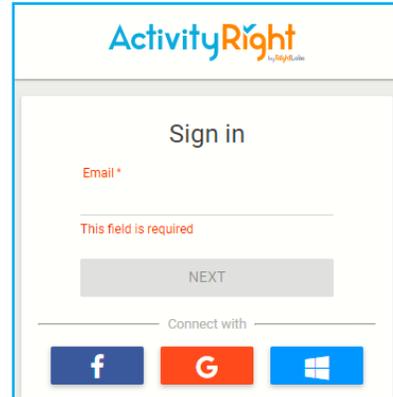


### Login Using Microsoft

You can create an account in ActivityRight using an existing account such as Facebook, Google, or Microsoft.

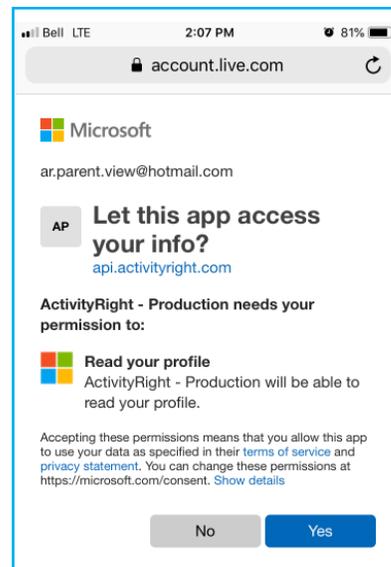
#### Step 1:

Click the Microsoft icon on the ActivityRight login page.



#### Step 2:

Grant ActivityRight permission to "Read your Profile" by clicking YES.



Proceed to [page 10](#) to complete the Student Verification process.

## Accessing an Account



### Student Verification

A student verification code is required for each student in a household. This code will be provided to you by your school

#### Step 1:

Enter the verification code, provided to you by the school.

If you did not receive one, please call the school office and request one.

**Note, Step one is only required if you did not receive an e-mail from your school to access your child's information.**

The screenshot shows the ActivityRight sign-up form. At the top is the ActivityRight logo. Below it, there are two input fields: 'Email' with the value 'ar.parent.view@hotmail.com' and 'Sign up Code' which is empty. A 'NEXT' button is located below the 'Sign up Code' field.

#### Step 2:

Enter your student's birth-date and click SIGN UP.

The screenshot shows the ActivityRight sign-up form. At the top is the ActivityRight logo. Below it, there are three input fields: 'Email' with the value 'ar.parent.view@hotmail.com', 'First Name' with the value 'AR Parent', and 'Last Name' with the value 'Testing'. Below these fields, the text 'Student verification is required' is displayed. There are two more input fields: 'Date of Birth' with a calendar icon and the placeholder 'mm/dd/yyyy', and 'Student ID' which is empty. A green 'SIGN UP' button is located below the 'Student ID' field. At the bottom, there are links for 'App Terms' and 'Privacy Policy'.

# Managing Activities

## Granting Permission with ActivityRight

Please read the terms and conditions for each permission form.



### Terms and Conditions

#### School Terms

Terms defined by school administration.

This information contained on this form is collected under the authority of the Public schools act, the Education Administration Act and the Freedom of Information and Protection of Privacy Act for the purpose of participating in school trips. If you have any questions about this form, contact your School Principal.

#### CONSENT

1. I acknowledge my right to obtain as much information as I require about this program or activity and associated risks and hazards, including information beyond that provided to me by the school or the School District.
2. I freely and voluntarily assume the risks and hazards inherent in the program/activity and understand and acknowledge that my child may suffer personal potentially serious injury due to an unforeseeable event associated with their participation.
3. My child has been informed that they are to abide by the rules and regulations, including directions and instructions from the school's and/or service provider's administrators, instructors and supervisors over all phases of the program/activity.
4. In the event my child fails to abide by these rules and regulations, disciplinary action may require their exclusion from further participation, or that I be contacted to have my child picked up, unless I have specified other transportation arrangements.
5. I acknowledge that it is my responsibility to advise the Teacher/District or School Employee of any medical and/or health concerns of my child that may affect their participation in this program/activity. I consent that the board, through it employees, agents and officers may secure such medical advice and services as they deem necessary for my child's health and safety, and that I shall be financially responsible for such advice and services.

#### Participant Consent and Permission Terms

Add terms and conditions specific to this particular activity (include liability waiver details).

Field trips have an element of risk. You agree that you have discussed travel safe practices with your child.

*An example of what Terms and Conditions may look like. Please read the Terms and Conditions carefully for each permission form as they can change based on the type of activity/permission form.*

### Step 1:

Read the Terms and Conditions.

### Step 2:

Click the **check-box** to acknowledge and agree with the Terms and Conditions.

#### Participant Consent and Permission Terms

Field trips have an element of risk. You agree that you have discussed travel safe practices with your child.

I agree to the above terms and conditions

This action grants your student(s) permission for the activity outlined on that permission form.

# Managing Activities

## Using Digital Calendars



Click on an activity to see additional information about the activity outlined on the permission form. This may include: additional questions for parents/guardians (e.g., transportation type, student allergies, etc.), associated fees, and the ability to add the activity to your existing digital calendar. Currently ActivityRight supports iCalendar (Apple), Google, and Outlook calendars.

The screenshot shows the ActivityRight interface for user Tatyana Reynolds. The left sidebar contains navigation options: Activities, Tatyana Reynolds (selected), Arch Durgan, Everardo Reynolds, Payment History, Activity Cart, and Profile. The main content area is titled 'Activities > Tatyana Reynolds' and features a filter section with 'Status' set to 'All', 'Student' set to 'Tatyana Reynolds', and 'Type' set to 'All'. A search bar is labeled 'Search Activities'. Below the filters, it states '26 activities found'. Two activities are listed:

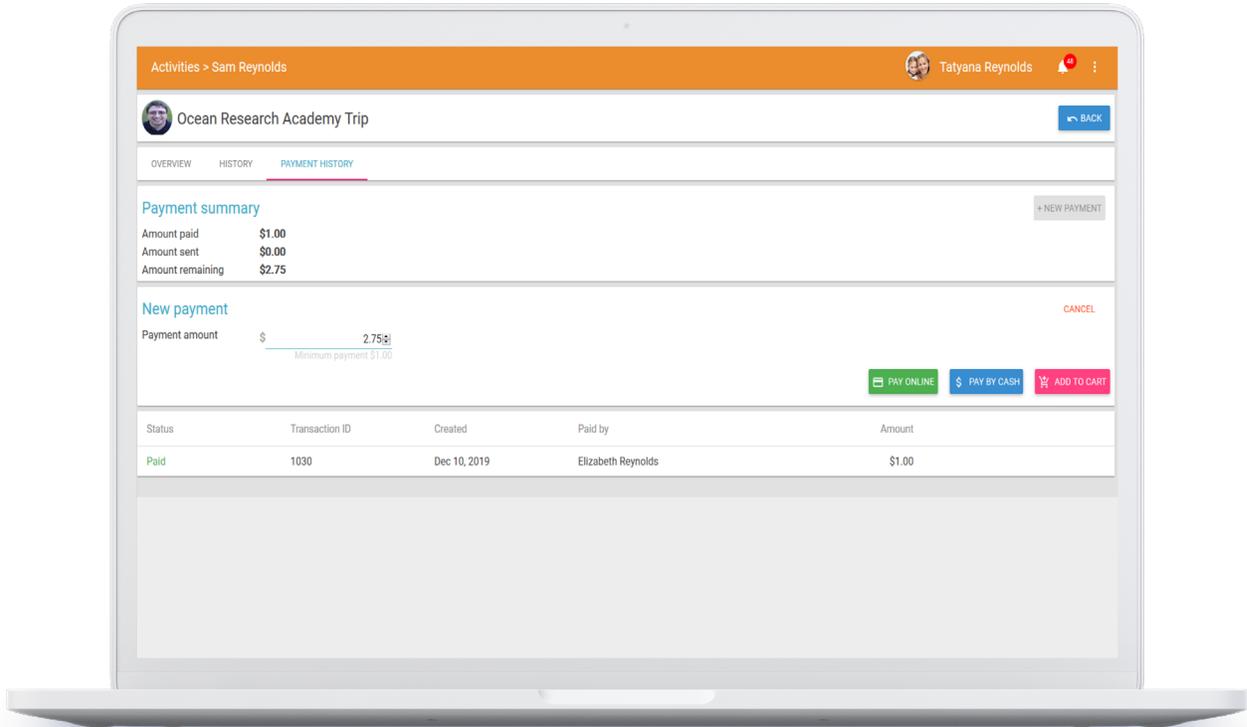
- RCS - Div 7 - Basketball Day Camp - 20180803**  
Permission with Fees  
[Aug 06, 2018 9:00 AM - 2:00 PM](#) | Deadline Thu Aug 2
- RCS - Div 5 - Science Camp - 20180801**  
Permission with Fees  
[Aug 01, 2018 9:00 AM - 12:00 PM](#) | Deadline Mon Jul 30

Click on the **date** below an activity to access the pop up window for adding an **activity to a personal calendar**.

The 'Add to calendar' pop-up window displays the following information:

- RCS – Division 7 – Basketball Camp**
- Aug 06, 2018 9:00 AM – Aug 6, 2018 2:00 PM**
- Buttons for **ICAL** (Apple), **CALENDAR** (Google), and **OUTLOOK** (Microsoft).

# Completing Payments



## Completing Payments



Paying Fees Online

P. 18



Paying Multiple Fees

P. 19



Cash or Cheque

P. 20



Using Credits

P. 21



Paying school and activity fees is easy with ActivityRight.

Fees for multiple students across multiple schools in the district can be managed from a single parent ActivityRight account, and paid for in a single transaction. See [page 19](#)

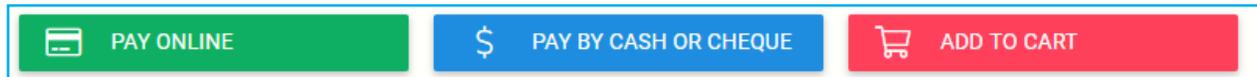
## Completing Payments



### Paying Fees Online

If a payment is required, the following options will appear

- PAY ONLINE
- PAY BY CASH OR CHEQUE
- ADD TO CART



#### Step 1:

Select PAY ONLINE to pay with a Credit Card.

#### Step 2:

Enter the payment details.

- Credit card number
- Expiration date
- CVV security code

Enter an email address to receive a copy of the receipt via email

### Checkout

**Amount to pay \$20.00**

This form is secure - Your credit card information will not be stored on our servers.

4242 4242 4242 4242	
10 / 25	123
Tania Reynolds	
treynolds@gmail.com	

#### Step 3:

Click **Confirm**

Successful online payments will receive a confirmation message.

*Paying fees online continues on the next page.*

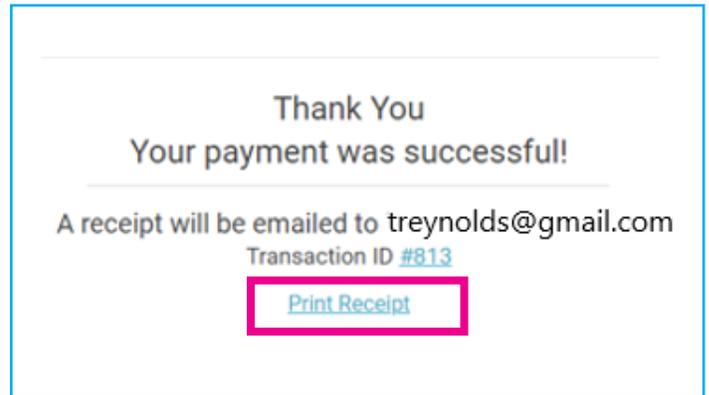
## Completing Payments



### Paying Fees Online (continued)

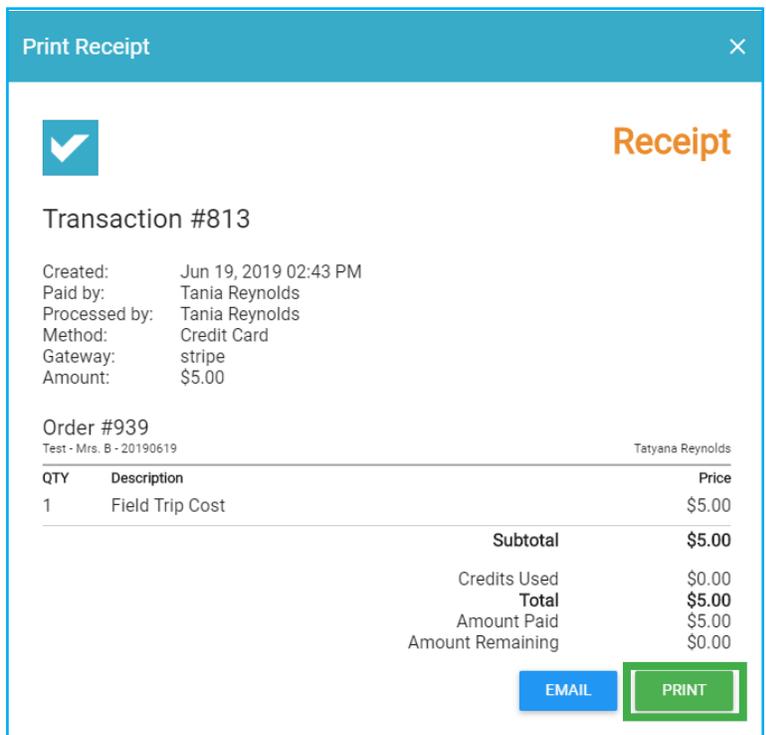
#### Step 4:

To print a copy of the receipt select **Print Receipt** to open a detailed view of the transaction for printing.



#### Step 5:

Select **Print**



### Paying Multiple Fees Online

Multiple fees, from more than 1 student across schools throughout the district, can be paid for simultaneously. This is completed with the Activity Cart.

Add all the items/fees to the cart by clicking "Add to Cart," and follow the steps outlined on pages 18-19 for completing a payment online.

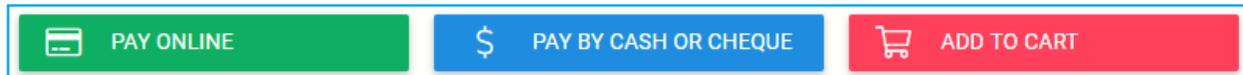
## Completing Payments



### Paying Fees By Cash or Cheque

If a payment is required, the following options will appear

- PAY ONLINE
- PAY BY CASH OR CHEQUE
- ADD TO CART



#### Step 1:

Select **PAY BY CASH OR CHEQUE**.

#### Step 2:

Follow the district's protocol for payments made via cash or cheque.

E.g., Go to the office and make the payment in person, send a cheque to school with a student, etc.

#### Step 3:

A school staff member will record the fee as paid in the ActivityRight software. The parent view will be updated to reflect the correct status.

## Completing Payments



### Using Credits

Refunds may be issued when an entire activity is canceled, or can be granted on a case-by-case basis. A refund transaction will issue the funds to a student account to be used for a future fee or activity in the form of "credits." When a parent has a new activity or fee item to pay for, the parent will see a "USE CREDITS" option in the Activity Cart.

#### Step 1:

Available credits are displayed at the bottom of the form. It is optional to use credits.

#### Step 2:

Click **USE CREDITS**, if using credits is preferred.

#### Step 3:

Enter the dollar amount of credits to be used on this fee payment.

#### Step 4:

Complete the transaction using the **Pay Online** or **Pay By Cash or Cheque** methods outlined in this section.

1	▼	X	\$10.00 =	\$10.00
1	▼	X	\$12.00 =	\$12.00
1	▼	X	\$4.00 =	\$4.00
1	▼	X	\$10.00 =	\$10.00
			<b>Subtotal</b>	\$36.00
<input type="text" value="\$36.00 in your account"/>			<input type="button" value="USE CREDITS"/>	<input type="text" value="0.00"/>
			<b>Total</b>	\$36.00

If the available credit does not cover the cart total, an additional payment method will be required to complete the payment.

# Payment History



DEMO INSTANCE - Payment History Talyana Reynolds

Status: All  REFRESH

Status	Transaction ID	Created	Paid by	Student	Method	Cheque #	Amount
Sent		Mar 5, 2020	Elizabeth Reynolds	Brooke Grant			\$20.00
Paid	1101	Mar 3, 2020	Amy Grant	Brooke Grant	Cash		\$100.00
Charge Back	1100	Mar 3, 2020		Brooke Grant	Credit Card		\$20.00
Paid	1099	Mar 3, 2020	Amy Grant	Brooke Grant	Credit Card		\$20.00
Paid	1091	Feb 18, 2020	Elizabeth Reynolds	Sarah Reynolds	Cheque	313	\$5.00
Charge Back	1090	Feb 18, 2020		Sarah Reynolds	Credit Card		\$13.25
Paid	1089	Feb 18, 2020	Elizabeth Reynolds	Sarah Reynolds	Cheque	651613	\$20.00
Paid	1088	Feb 15, 2020	Elizabeth Reynolds	2 students	Credit Card		\$26.50
Returned	1087	Feb 14, 2020		Sarah Reynolds	Cash		\$40.00
Charge Back	1086	Feb 14, 2020		Logan Reynolds	Credit Card		\$50.00
Paid	1085	Feb 5, 2020	Elizabeth Reynolds	Logan Reynolds	Credit Card		\$50.00
Paid	1082	Feb 5, 2020	Sarah Reynolds	Sarah Reynolds	Account Credit		\$3.25
Paid	1080	Feb 4, 2020	Elizabeth Reynolds	Sarah Reynolds	Cash		\$40.00
Paid	1057	Jan 30, 2020	Elizabeth Reynolds	Sarah Reynolds	Cash		\$23.75

## Payment History



Locating Receipts

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Signing Out

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# Payment History

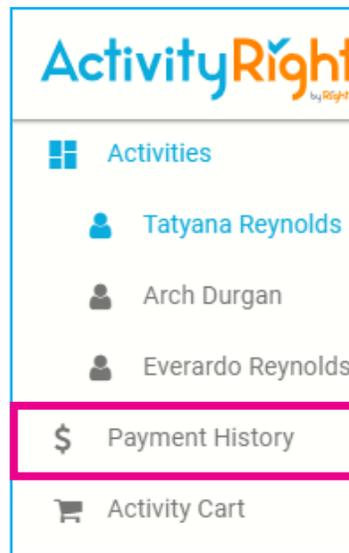


## Locating Receipts

Locating receipts and viewing the details of a payment is possible 24/7 with ActivityRight.

### Step 1:

Click on **Payment History** in the left-hand menu.



### Step 2:

When the transaction history appears, click on any text in the line item to view payment details.

Status	Transaction ID	Created	Paid by	Student	Method	Cheque #	Amount
Paid	1085	Feb 5, 2020	Elizabeth Reynolds	Logan Reynolds	Credit Card		\$50.00
Paid	1082	Feb 5, 2020	Sarah Reynolds	Sarah Reynolds	Account Credit		\$3.25
Paid	1080	Feb 4, 2020	Elizabeth Reynolds	Sarah Reynolds	Cash		\$40.00
Paid	1057	Jan 30, 2020	Elizabeth Reynolds	Sarah Reynolds	Cash		\$23.75
Paid	1042	Jan 20, 2020	Elizabeth Reynolds	Sarah Reynolds	Cheque	345	\$480.00
Paid	1036	Jan 7, 2020	Elizabeth Reynolds	Sarah Reynolds	Cash		\$20.00

# Payment History



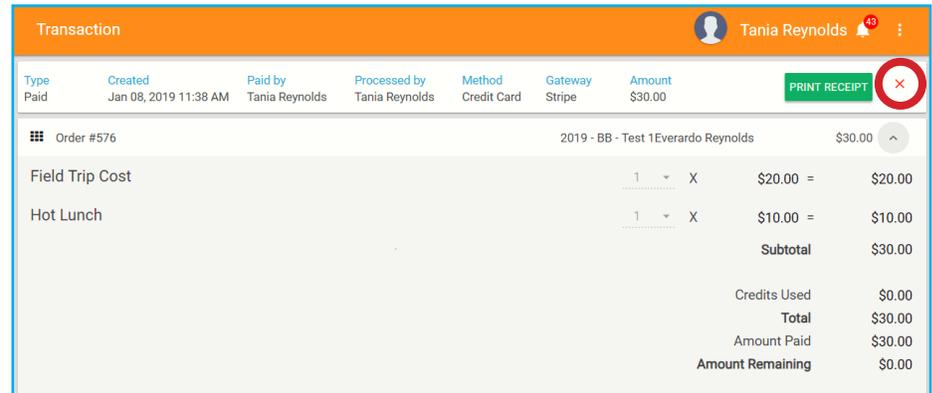
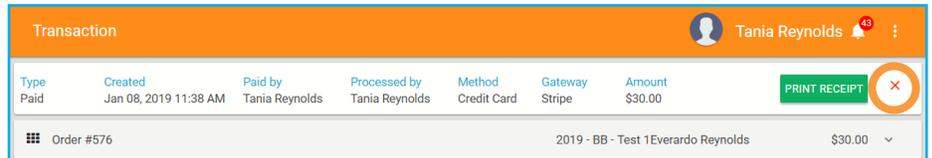
## Locating Receipts (continued)

### Step 3:

Click **PRINT RECEIPT** to print a copy of the receipt.

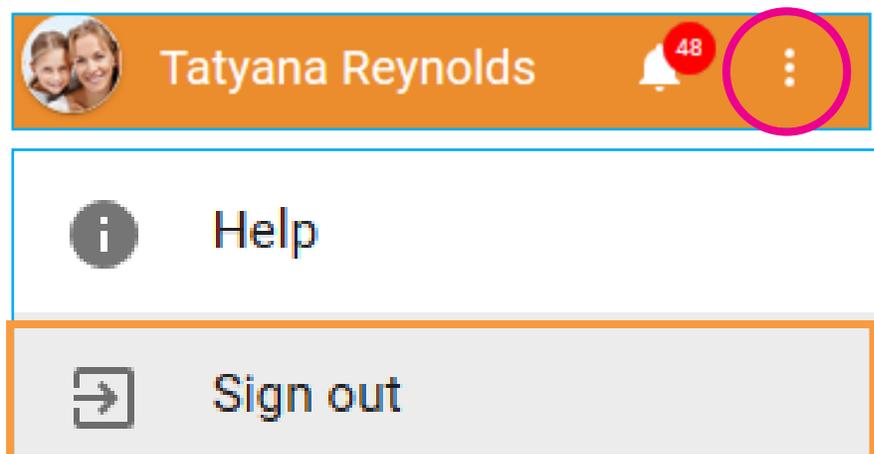
To review additional information about this payment click on the **down arrow**.

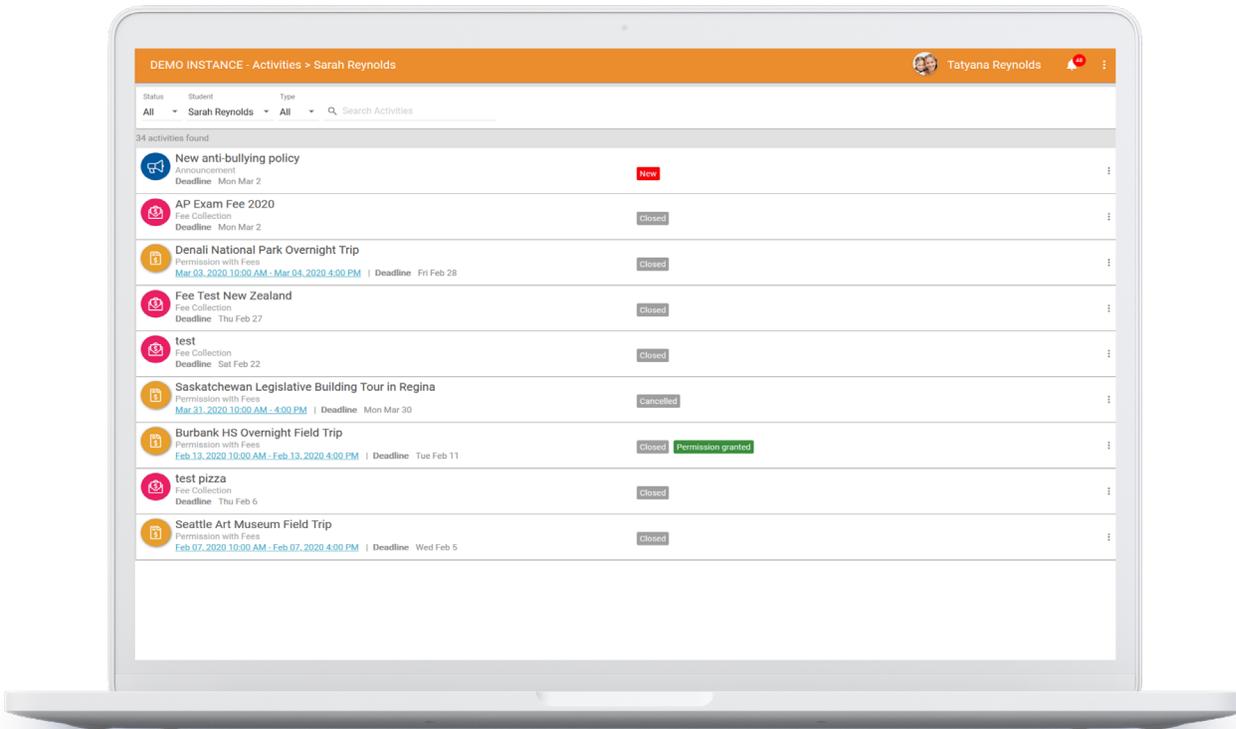
Click on the **X** to navigate back to the previous screen.



## Signing Out

To exit ActivityRight, click on the **three-dot menu** in the upper right-hand side of the screen and click **Sign out**.





Help & Resources



Frequently Asked Questions

P. 26

## Help & Resources



### Frequently Asked Questions (FAQs)

#### What is the purpose of ActivityRight?

ActivityRight is a paperless, cashless, mobile platform that offers parents the convenience of making online payments for their child(ren)'s field trips, pizza days, agendas and other school fee items. Using this method of payment will help eliminate the need to carry cash in schools, and thereby reduce the possibility of misplacing the payment.

#### How is ActivityRight beneficial to parents?

ActivityRight provides parents with access and convenience to pay for student activities at any time. Parents receive email notifications of upcoming class trips and fee terms are to maintain an electronic receipt history for items purchased. Parents have the opportunity to pay for multiple items for their child(ren) all at once and with ease, from the device of their choice.

#### Is ActivityRight's software secure?

Yes, ActivityRight is secure. This software program does not store your payment information on a web server or any computers or other devices. ActivityRight will never contact you by phone, email or mail to ask you to divulge confidential information.

#### How do I create an account?

- 1) Go to ActivityRight at: <https://activityright.com/login>.
- 2) Login through Facebook, Google, Microsoft or by clicking on Create an Account.
- 3) Enter the Sign-up Verification Code provided by the school.
- 4) Enter your child's birth-date and click on CONFIRM.
- 5) Click on FINISH to be taken to the ActivityRight parent view.

#### Can each parent have a separate account?

Yes. If you are listed as a parent contact for a student at the district level, then you may have an individual account.

#### Why does ActivityRight need my email address?

Your email address is your username to log into the system.

Your email address enables you to receive email notifications of class field trips and activities from the system.

#### What methods of payment are available?

Parents are encouraged to pay online with their credit card or debit card. Cheque and cash are possible for use if the school/district accepts them.

#### How can I obtain a refund?

Refunds are permitted at the discretion of the school. Please contact the school office.

#### Which credit card options are available?

ActivityRight will accept Visa and MasterCard.

## Help & Resources

### Frequently Asked Questions (FAQs - continued)



#### **Will I receive a receipt?**

Enter your email address to receive a receipt. Payment information is also recorded in the Payment History > Transaction. You may print a copy of the electronic receipt by clicking on "Print Receipt."

#### **How often will I receive email notifications?**

Email notifications are sent when new activities or fee items have been posted and assigned to your child.

#### **Will parents still be able to pay by cheque or cash?**

Yes. Parents without access to a computer or internet connection will still be able to pay by cheque or cash. Please visit your school office.

**Still have questions? The school office staff will be happy to assist you.**



# ActivityRight

## Support is always available.

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[Navigating Students, P. 13](#)

[Activity Details, P. 14](#)

[Granting Permission, P. 15](#)

[Using Digital Calendars, P. 16](#)

[Paying with Cash or Cheque, P. 20](#)

[Using Credits, P. 21](#)

[Locating Receipts, P. 23](#)

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