

To add attendance and/or pay for attendance:

Please do not process a new registration. If you are already registered for our childcare program, there is no need to register again. Once registered, you will login to our consumer portal and click the "My Account" tab at the top of the page.



You will then be asked to login to your account. Enter the primary phone number and password associated with your account:

My Account

Login

Returning Users	New Users
Primary Phone: <input type="text"/> <small>(10 digits; no dashes or parentheses)</small>	Click below if you don't have an account.
Password: <input type="password"/>	<input type="button" value="Create Account"/>
<input type="button" value="Login"/>	
Forget your Password?	

Once logged in, you will see your family members, as well as a menu of pages you can view

My Account

Welcome, you are now logged in.

[Shopping Cart](#) | [Account](#) | [History](#) | [Orders](#) | [Documents](#) | [Logout](#)

Choose Family Member to Update:

Jane Steve

Manage Family:

[+ Add Family Member](#) [+ Manage Payment Methods](#)



TO ADD ATTENDANCE:

Select the "History" link from the menu. From the dropdown menu labeled "Household Accounts", select the student for whom you want to add attendance.

My Account

Welcome, you are now logged in.

 [Shopping Cart](#) | [Account](#) | [History](#) | [Orders](#) | [Documents](#) | [Logout](#)

Household Balance: \$14.00 	Household Accounts: Jane 
Schedule for Program Year: School year 2019-2020	Balance for Jane  \$14.00 

 [Print View](#) Record 1 through 2 of 2 Classes Found.

Start Date	Class	Class Name	Status	Balance	Actions
9/3/2019	century adv 2019-20	Century Adventures Child Care	Confirmed	\$14.00	 

Click the calendar icon to add attendance:

Start Date	Class	Class Name	Status	Balance	Actions
9/3/2019	century adv 2019-20	Century Adventures Child Care	Confirmed	\$14.00	

Use the forward arrow to find the week for which you want to add attendance.

NOTE: You cannot make edits to past weeks or the current week.

Name: Jane 
Dates: 9/3/2019 - 5/22/2020, 3:00 PM - 6:00 PM
Program:
Days:
Week of: <input type="text" value="9/18/2019"/> <input type="button" value="Find"/> 

Use the image below as an example as you:

1. Check the box next to the date you want to add.
2. Enter start time and end time of care needed.
3. Select the appropriate attendance rate from the drop down menu.
4. Click "Save" at the bottom of the page.

<input checked="" type="checkbox"/> Monday 9/16/2019	3:00 PM through 6:00 PM	After School 3-5	?
<input type="checkbox"/> Monday 9/16/2019			?
<input type="checkbox"/> Tuesday 9/17/2019			?
<input type="checkbox"/> Tuesday 9/17/2019			?
<input checked="" type="checkbox"/> Wednesday 9/18/2019	3:00 PM through 6:00 PM	After School 3-5	?
<input type="checkbox"/> Wednesday 9/18/2019			?
<input checked="" type="checkbox"/> Thursday 9/19/2019	3:00 PM through 6:00 PM	After School 3-5	?
<input type="checkbox"/> Thursday 9/19/2019			?
<input type="checkbox"/> Friday			?

Once you save a week, you can select another week, and continue with the same steps for the new week.

TO ADD PAYMENT:

Go back to the top of the page and click "History". Select a student from the dropdown menu labeled "Household Accounts".

Select the magnifying glass to access the transaction area of the registration.

Start Date ▼	Class ▼	Class Name ▼	Status ▼	Balance ▼	Actions
9/3/2019	century adv 2019-20	Century Adventures Child Care	Confirmed	\$14.00	 

Once you select this icon, you will see Estimated Charges (childcare charges for dates in the future), Charges (charges for dates in the past), as well as any adjustments, payments, or refunds that have been done on this account. Please note that each child has their own account, so you will need to review each of your children individually. NOTE: Because Park Rapids requires payment ahead of time, the software default "Date Due" is not entirely accurate. The Estimated Charge listed as being due 9/8/19 is for attendance dates of 9/2/19-9/6/2019 and per Park Rapids policy is due prior to the week of 9/2/19.

 Check box for item(s) you wish to pay, then click [Add To Cart](#)
Add To Cart

Date Due	Type	Amount	Method	Number	Action(s)
8/21/2019	Order	\$0.00			
8/21/2019	Payment	\$0.00	Credit Card	XXXX3575	
8/21/2019	Charge	\$14.00			<input type="checkbox"/>
Current Balance:		\$14.00			
9/8/2019	Estimated Charge	\$8.20			<input type="checkbox"/>
9/15/2019	Estimated Charge	\$4.10			<input type="checkbox"/>
9/22/2019	Estimated Charge	\$9.90			<input type="checkbox"/>
Registration Total:		\$36.20			

[<< Back](#) Check box for item(s) you wish to pay, then click [Add To Cart](#)
Add To Cart

To select a week or weeks to pay, click the box next to the amount, then click the Add to Cart button at either the top or the bottom of the Transaction History area:

 Check box for item(s) you wish to pay, then click [Add To Cart](#)
Add To Cart

Date Due	Type	Amount	Method	Number	Action(s)
8/21/2019	Order	\$0.00			
8/21/2019	Payment	\$0.00	Credit Card	XXXX3575	
8/21/2019	Charge	\$14.00			<input type="checkbox"/>
Current Balance:		\$14.00			
9/8/2019	Estimated Charge	\$8.20			<input checked="" type="checkbox"/>
9/15/2019	Estimated Charge	\$4.10			<input checked="" type="checkbox"/>
9/22/2019	Estimated Charge	\$9.90			<input type="checkbox"/>
Registration Total:		\$36.20			

[<< Back](#) Check box for item(s) you wish to pay, then click [Add To Cart](#)
Add To Cart

Once you click "Add to Cart", you'll be directed to the Shopping Cart and should see the items you just added:

2 items are currently in your shopping cart.

Qty	Item	Price	Cost
1	Estimated Charge (9/8/2019) : century adv 2019-20 - Century Adventures Child Care Participant: [Jane ██████████] <i>This Charge is Estimated</i>	\$8.20	\$8.20
	<input type="checkbox"/> Remove Item <input checked="" type="checkbox"/> Update Item		
1	Estimated Charge (9/15/2019) : century adv 2019-20 - Century Adventures Child Care Participant: [Jane ██████████] <i>This Charge is Estimated</i>	\$4.10	\$4.10
	<input type="checkbox"/> Remove Item <input checked="" type="checkbox"/> Update Item		

* Any Registration or Purchase from this web site will not be complete until a payment has been processed.

Sub Total:	\$12.30
Tax:	\$0.00
Total Due Now:	\$12.30
Order Total:	\$12.30

<< Continue Shopping

Check Out >>

Review your cart carefully. Be sure you don't have the same charge in the cart more than once (do not have the 9/15/2019 charge listed more than once) or your cart will not process. We recommend paying for one child at a time to reduce the possibility of error.

Next, select a payment method or add a new one. Click "Next" to process your payment and get a receipt.

Total Due: **\$12.30** * indicates required information

Select a Payment Method

Credit Cards

- XXXX3575 - (
- XXXX6750 - (



+ [Manage Payment Methods](#)

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