

## Two Household Process for Activity Registration

Please use this process to register a student who is a member of two (2) household families.

\*One parent needs to be the primary that sets up the Family account. Generally, this follows custody agreements or families should follow the same pattern they use for academic registration responsibilities.

\*\*Both guardians can have access and the ability to manage the student in Bound.

- The user must be invited to BOTH the Family Account as a Guardian AND to the Student. See those directions below.
- A Guardian can have access to the Family Account and NOT have access to a different student that is in the Family Account.

\*\*\*Students can **only** be attached or a part of one family group.

\*\*\*\*Required Documents/Forms can be filled out by either household, however, they can only be signed one time in most cases. Once a form has been completed it is attached to the student profile.

\*\*\*\*\*Feel free to give your family name anything you want..... It can be Smith/Jones if you want to reflect the dual household names.

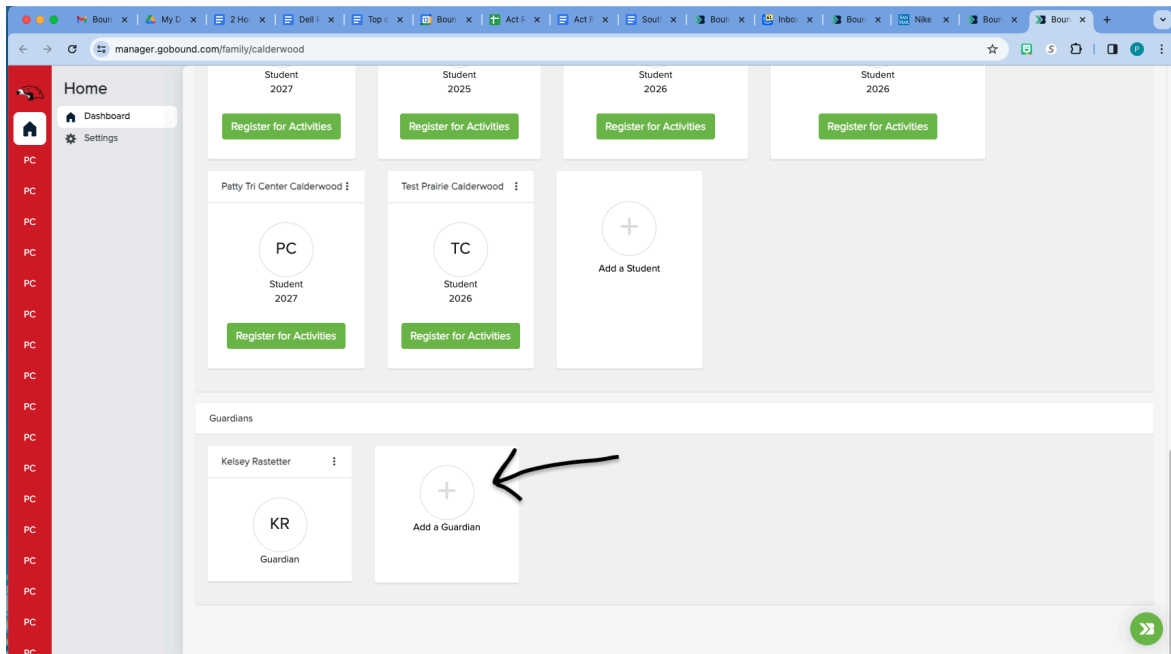
Help Doc for Activity Registration:

<https://intercom.help/boundhq/en/articles/7934242-registering-your-student-for-an-activity>

After you have set up your family group and added the student to the family group. Follow this path to grant access as a user to the other household:

### PART 1: INVITE the other Guardian to be a User on the Family Account:

1. Click the Add a Guardian button:



2. Fill in the Pop Up Window Form (completely - all fields are required) - Click Add Guardian in Green - Then follow the prompt to Invite the Guardian on the next pop up window.

The screenshot shows a web browser window with the URL [manager.gobound.com/family/caldenwood](http://manager.gobound.com/family/caldenwood). The page displays a dashboard with a sidebar on the left and a main content area. A modal window titled "Create Guardian" is open in the center. The form contains the following fields and options:

- Relationship: Radio buttons for  Mother,  Father, and  Other.
- First Name: Text input field.
- Last Name: Text input field.
- Address: Text input field.
- City: Text input field.
- State: A dropdown menu currently showing "Alabama".
- Zipcode: Text input field.
- Email: Text input field.
- Phone: Text input field.
- At the bottom of the form is a green button labeled "Add Guardian".

Text overlay on the right side of the form reads: "Fill in this form and click Add Guardian in Green".

3. You must set User Permissions for the Guardian you are inviting to the Family Account.
  - a. If the Guardian can have access to all students in the Family Account Choose Guardian CAN manage student information or register or activities. (If you choose this option you do NOT need to complete PART 2 of these directions.
  - b. If you do NOT want the Guardian to have access to ALL students in the Family Account - Then Choose Guardian CANNOT manage student information or register activities. (We will grant them user permissions for their student(s) separately in Part 2 of these instructions)

The screenshot shows the same web browser window as above, but with a modal window titled "Set Guardian Permissions" open. The form contains the following sections and options:

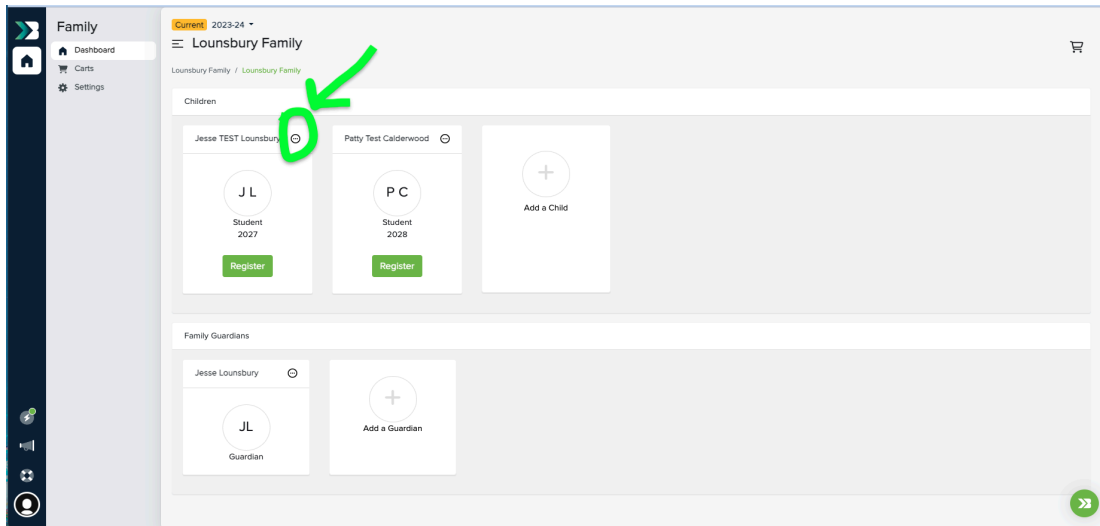
- Access:
- Student Management:
  - Guardian CAN manage student information or register for activities
  - Guardian CANNOT manage student information or register for activities
- Communication:
  - Guardian WILL receive relevant notifications for their student's sports and activities.
- At the bottom of the form is a green button labeled "Save Permissions" and a red link labeled "Go Back".

Text overlay on the right side of the form reads: "Set User Permissions. If you do not want them to have access to ALL students in the Family Account - Then CHOOSE - Guardian CANNOT manage Student Information or register or activities. (You will grant individual student user permissions in upcoming steps)".

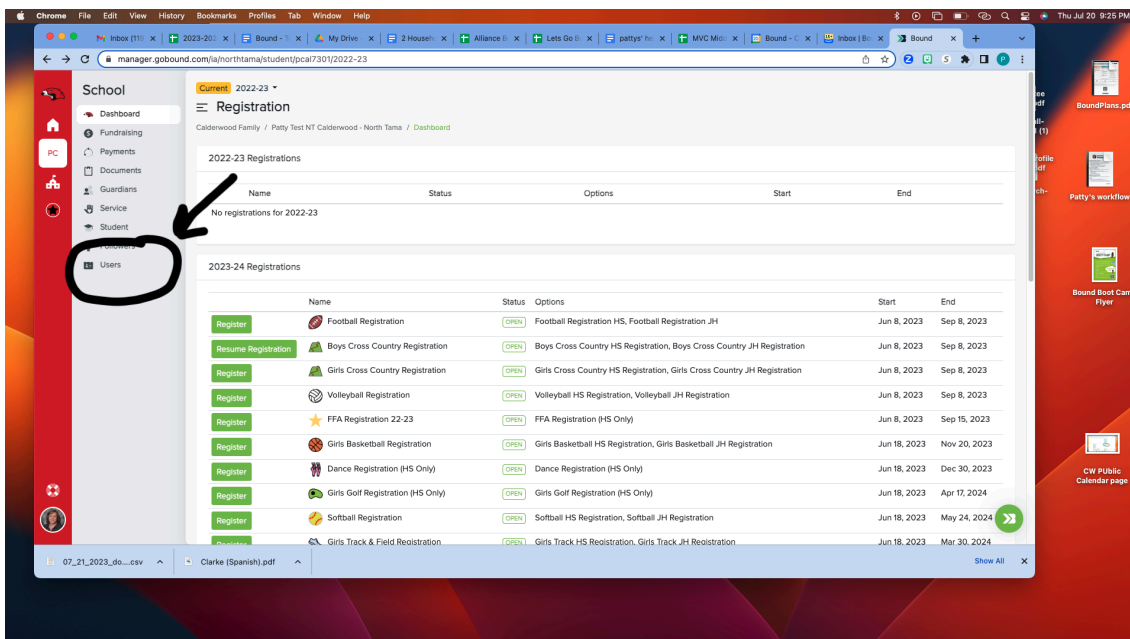
4. Click the Green SEND INVITE Button on the next screen. This will send an email to the Guardian you are inviting. If they do not see the email in their inbox - check their promotions tab or spam folder.

## PART 2: INVITE the other Guardian to be a User on a specific Student Portal listed in the Family Account:

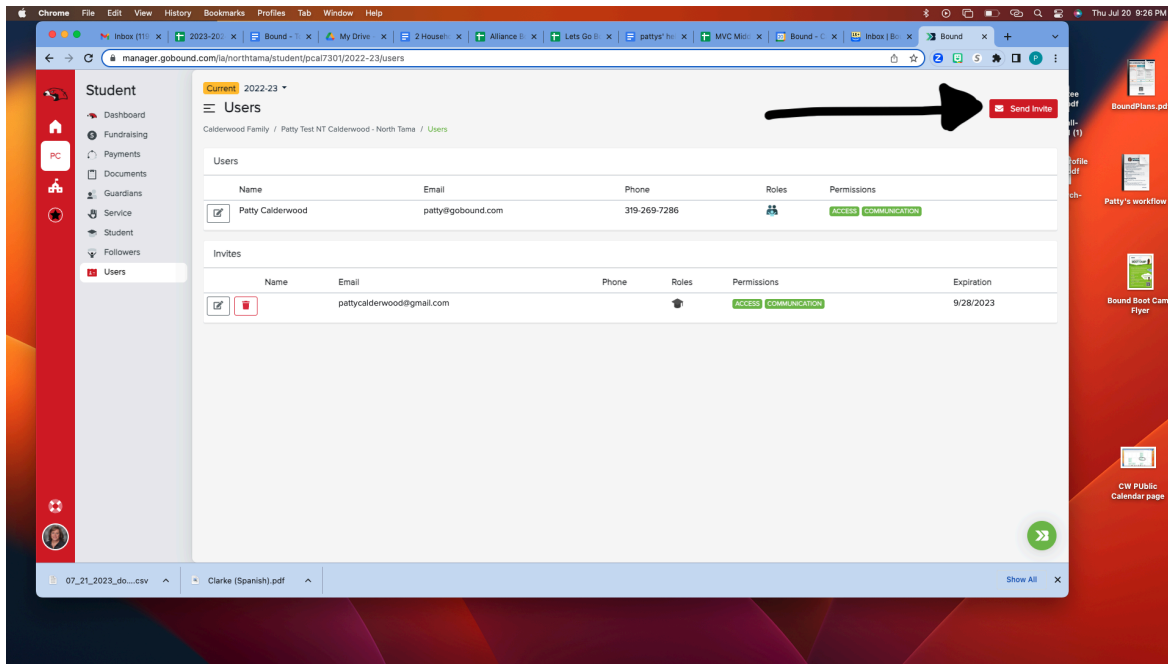
1. Click on the circled ellipse at the top of the student badge - next to their name. Choose your student's School Dashboard listing by clicking on it.



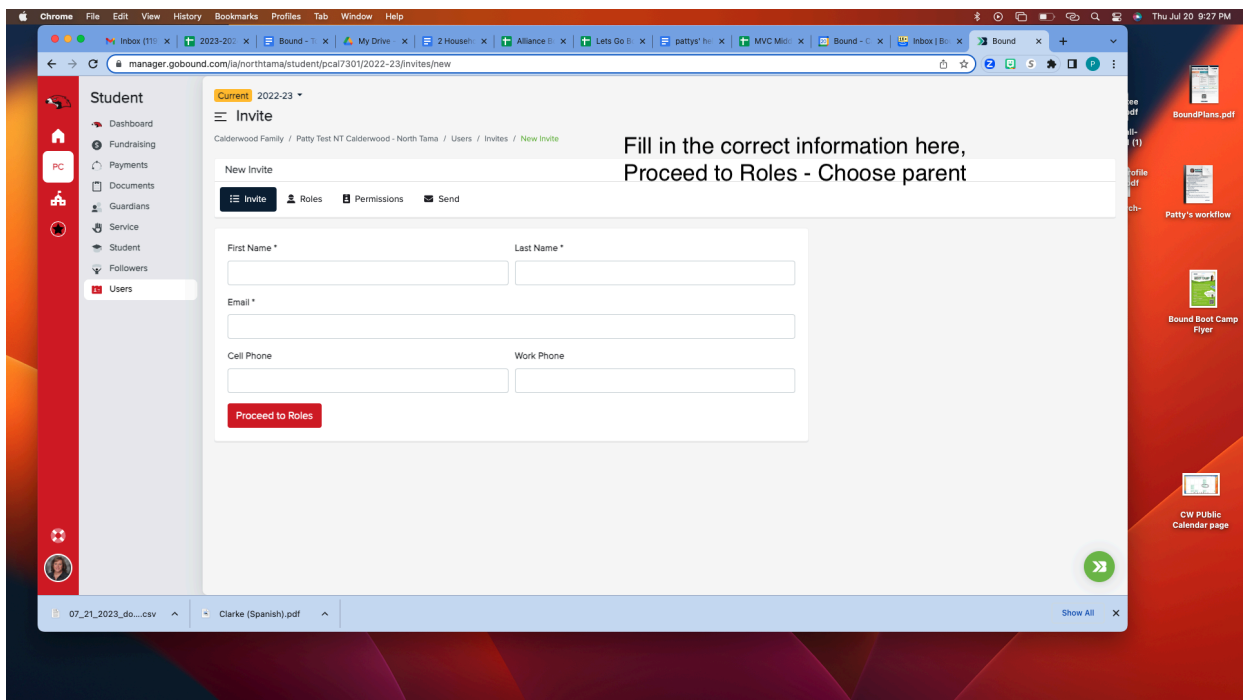
2. Click on USER



3. Click Send Invite - this will allow you to enter the name, email address and cell phone number of the other household guardian.



4. Fill in the correct Information and proceed:



5. Click proceed to roles and click the parent box

## 6. Click proceed to permission and click ADD ACCESS

manager.gobound.com/ia/schools/northtama/2022-23/students/h20221226051425383d5c8c3ee7324f/invites/h20230628054358962524abec0728f45/permissions

Students

2022-23

Invite

North Tama / Students / Patty Test NT Calderwood / Invites

Patty Test NT Calderwood  
Freshman | Class of 2026

Overview Documents Injuries Service Eligibility Payments Registrations Merge Guardians Settings Connect

Invite Roles Permissions Send

Access

The invite has **ACCESS** for your student. Once the user accepts the invite, they will be able to manage all the student's information and register for activities.

Remove Access

Communication

The invite has **COMMUNICATION** for your student. Once the user accepts the invite, they will automatically be signed up to receive relevant notifications for their student from their school and teams.

Proceed to Send Invite

If it doesn't have ACCESS in green - please click to add Access. Then click proceed to send invite and hit send on the next screen.

## 7. Click proceed to send invite

## 8. Click Send.

- a. This will send an invite to the other guardian and will give them access to manage this student under the family account.
  - i. If you do not see the email in your inbox - check your promotions tab.
- b. After the 2nd household accepts that invite they will have access to manage the student just like the household that set up the family account.