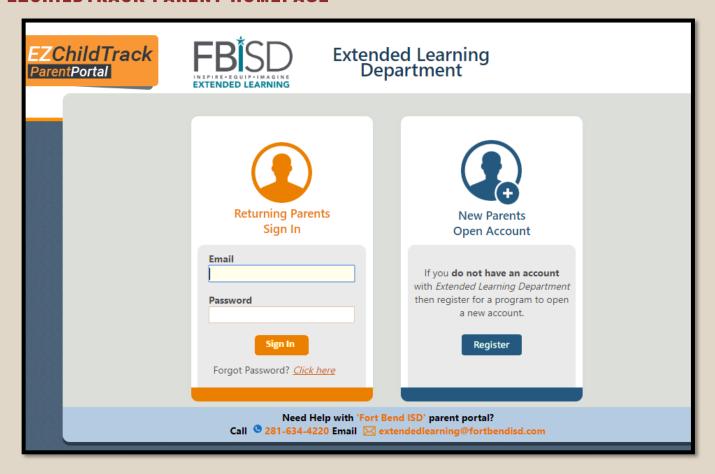
## EZChildTrack PARENT PORTAL

Summer Sessions Help Guide



#### EZCHILDTRACK PARENT HOMEPAGE



### www.ezchildtrack.com/fbisdeld/parent

Log in using either your existing account information, or create an account by clicking the "Register" button under New Parents Open Account box.

#### Please note:

Payment is due at the time the session is selected, so only register for the sessions you are prepared to pay for immediately. All tuition and fees must be paid before enrollment is complete.

EZChildTrack will log you out after 30 minutes of inactivity, and your information will not be saved. You cannot start the registration and come back to it later.

There is a \$50 registration fee paid once per child for the entire summer, regardless of the number of sessions attending. The registration fee is non-refundable and non-transferable, and is due at the time of registration.

Each weekly session is \$150.

If you already have an account, log in and click "Register" on the left side of your parent home screen under "Summer Program 2021".



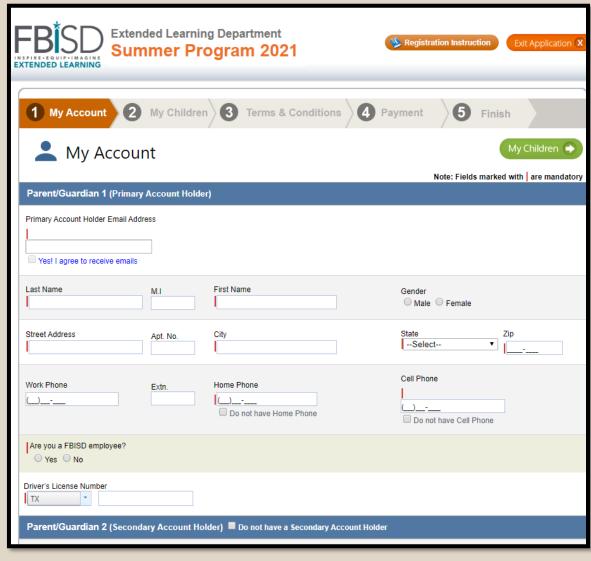
### CREATING A NEW EZCHILDTRACK ACCOUNT

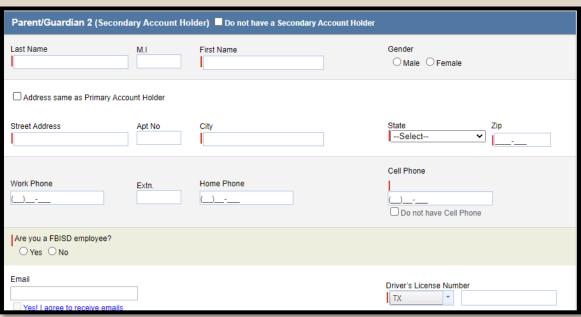
The email address you enter in the first box will be your sign in. The "Yes! I agree to receive emails" option allows us to communicate reminders, calendar changes, and other important program information.

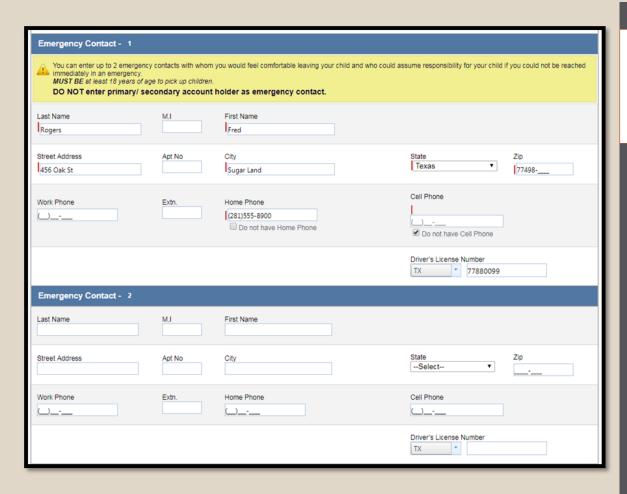
Complete all fields with a red line.

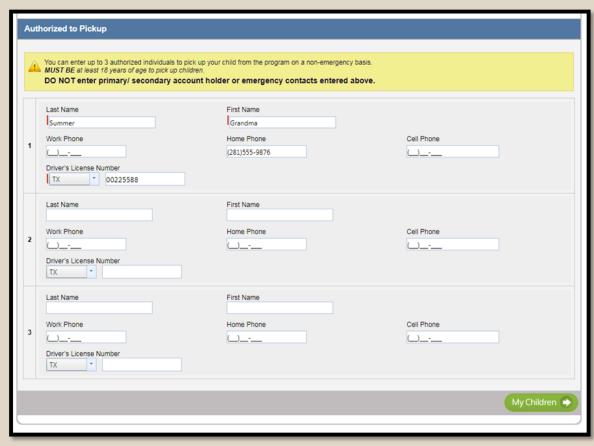
You must enter either a Home Phone or a Cell Phone, but you do not have to do both. You may select the "Do not have" box.

Complete the information for second parent/ guardian, or click the "Do not have a Secondary Account Holder" box.









### CREATING A NEW EZCHILDTRACK ACCOUNT

Enter at least one Emergency Contact. This is the person called in the event of an emergency if you or the secondary Parent/Guardian cannot be reached. You can include up to two.

Who else is authorized to pick up your children)? This person must be someone other than the primary/ secondary account holders or the emergency contacts.

Click on "My Children" at the bottom right.

#### ENROLLING YOUR CHILD(REN)

Complete the information for your child(ren). Each child is done one at a time.

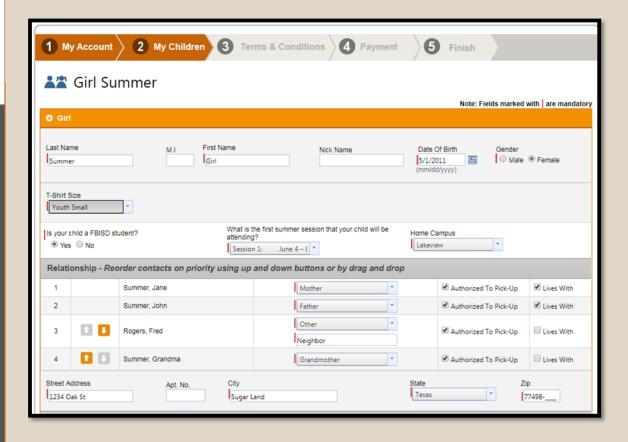
If you have an "Other" in the "Relationships" information, please specify (ex: Neighbor).

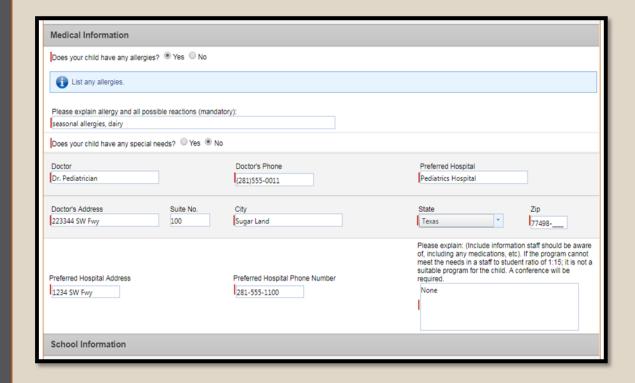
You must enter information for doctor and hospital details.

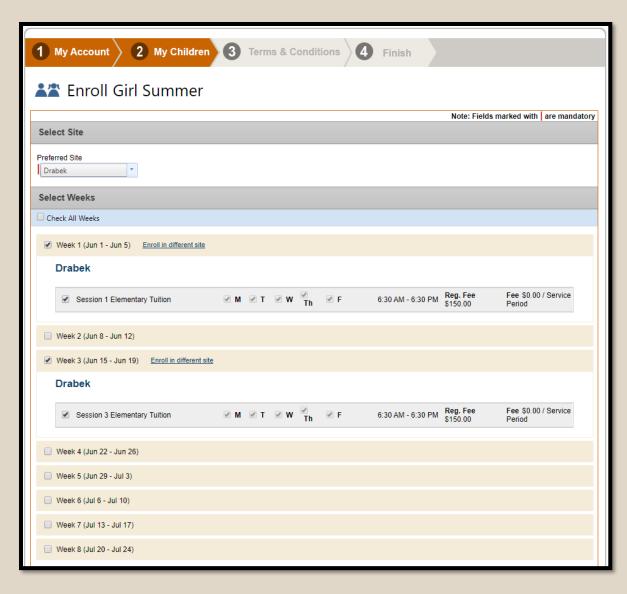
For children without special needs or medical conditions, please type "None"; otherwise, please explain.

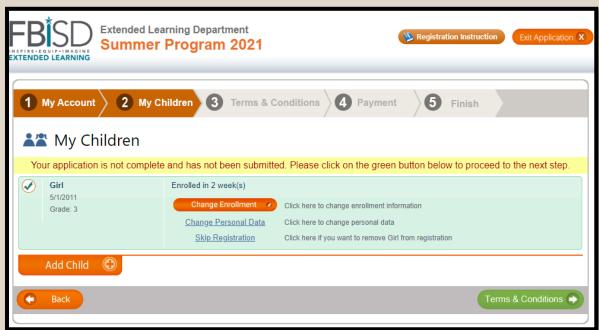
If your child is not a FBISD student, select Out of District. You can leave "Student ID" blank.

Click "Save & Enroll Child".









### ENROLLING YOUR CHILD(REN)

Select the Summer Preferred Site and weeks you would like to register and pay for at this time. You can select "Check All Weeks" for the entire program, June 7<sup>th</sup> through July 23<sup>rd</sup>.

Then check the boxes next to the session number.

Click on "Save Enrollment" when you've finished selecting weeks.

If you have any other children to register and enroll, click on "Add Child" and follow the previous steps. You can also edit the child's information or your child's enrollment from this screen.

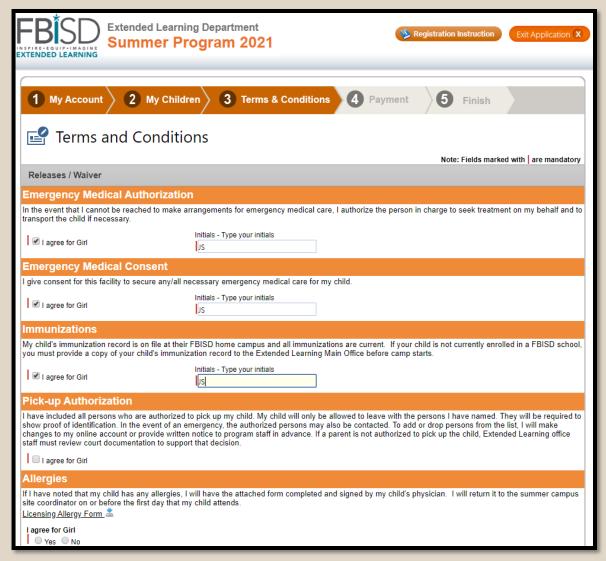
# TERMS & CONDITIONS, MAKING PAYMENT

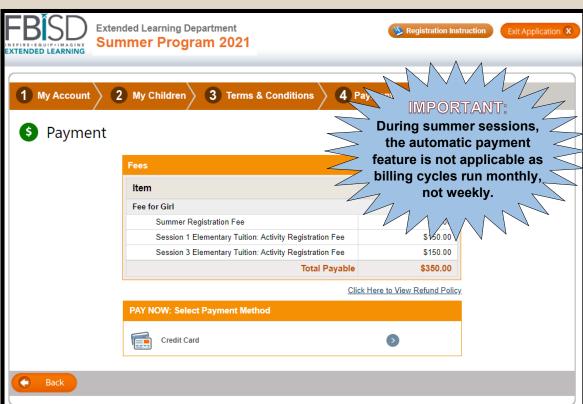
Please read the terms and conditions, mark that you agree, and type your initials.

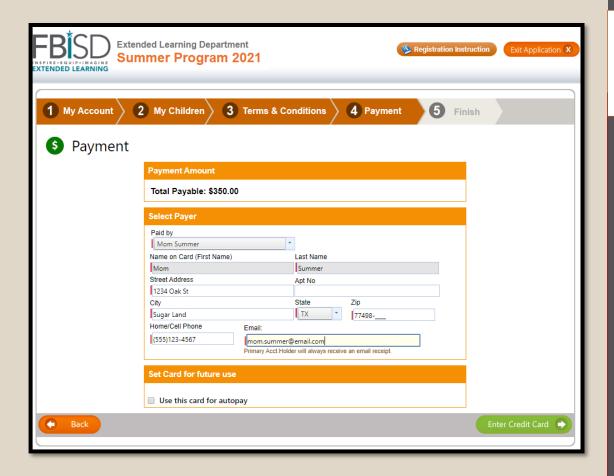
When you've read through and completed the "Terms and Conditions", click the green "Payment" button at the bottom right.

On the payment screen, you can review the summer sessions added to your cart.

You have the option to pay by credit/debit card online.









TERMS &
CONDITIONS,
MAKING
PAYMENT

**IMPORTANT**: During summer sessions, the automatic payment feature is not applicable as billing cycles run monthly, not weekly. If you set up autopay, it will only be in effect for the school year program. Your student will not automatically be enrolled in the next Summer session. Your student is only enrolled in the sessions you've paid for at the time of registration.

You will receive an automatically-generated email when your student is enrolled in the summer session(s) you've submitted for registration. This can take up to ten business days.