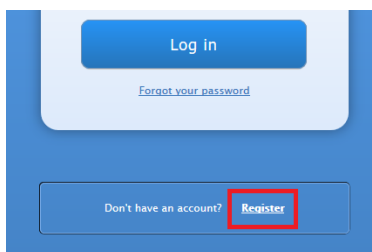




Creating a School-Day Account - Parents

To use School-Day as a Parent, you must first create a Parent. The following instructions pertain to creating the To create a School-Day account:

1. Go to the main School-Day website - <http://www.school-day.com>
2. In the upper right corner, click on the Log in button.
3. Click on Register.
- 4.



5. Complete the requested information and be sure to include a valid email address.

A screenshot of the School-Day registration form. The form is titled "Create Account" and includes fields for "First Name", "Last Name", "Email Address", "Email Address Confirm", "Password", and "Confirm Password". There is also a "CAPTCHA Code" section with a checkbox for "I'm not a robot". At the bottom, there is a "CREATE ACCOUNT" button and a link to "Français".

6. If you wish to change your default language to French, click on the Français link. This will change the default system language only. Content will appear in the language in which it is created by the content creator. Emails will be sent according to the school profile language.
7. Due to CASL compliance laws, users must opt in to receive emails from the system. Select **Yes** to receive email notifications about the latest Events, Products, Services, and Announcements sent from your school. Please note, you will only receive emails for items if the creator has opted to send emails upon creation of those items.

If you select No under Email Notifications, you will not receive email notifications or updates when new events are added. We strongly recommend you select Yes to be notified of events or products for your child requiring payment.

A screenshot of the "Email Notifications" section of the registration form. It shows two radio buttons: "Yes" (selected) and "No". Below the buttons, there is a text box asking "Would you like to receive email notifications about the latest events, products, and announcements sent from your school?".

When the requested information has been completed, click on Create Account



By clicking Create Account, you acknowledge that you have read and will abide by our Terms of Use.

CREATE ACCOUNT

Paying your Student Activity Fee, Lock Fee and/or AP Registration Fee on School Day

Student Activity Fee 2024-2025 \$50
New Student Lock \$12
AP Registration Fee (if applying) \$50

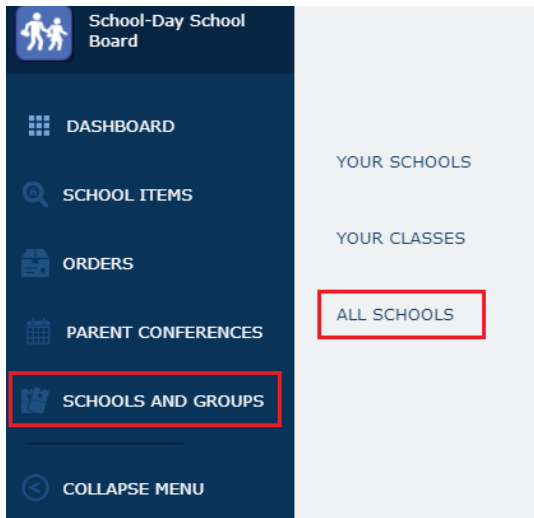
School Day is the payment portal that is used at OLQW to pay for all items at the school including school trips, course fees, registration fees, school events. Once your child attends in September they will receive a unique secure match key which will allow them to see all school items. Until your child starts in September you are required to pay for a new lock and student activity fee following the instructions below.

How to Join A School

You can become a member of any school that is visible to the public, even if you do not have a student linked to your School-Day account who is enrolled in that school. When your child attends OLQW in September, you will be able to view and purchase all items at that school and add your child to your account with a secure match key which you will be provided in September 2023. **(You will not receive a secure match key till September, but can still purchase the SAF, Lock Fee and AP Registration Fee which we require to be paid prior to September)**

To join a school:

- **1** Log into your School-Day account.
 - o For more information about [Logging Into School-Day](#) , click on the link provided or see related articles.
 - o For more information about [Creating An Account](#), click on the link provided or see related articles.
- **2** Click on Schools and Groups, and then click on All Schools.



- **3** Select York Catholic School Board from the drop down on the left-hand side of the following screen if you wish to view all schools for that school board or use the Search box to search for an individual school.

ALL SCHOOLS

- **4** Once you have found the school (Our Lady Queen of the World) you wish to join, click on the school's name link.

ALL SCHOOLS

	School-Day Academy School-Day School Board 26 Soho Street, Toronto, Ontario
	School-Day Elementary School School-Day School Board 26 Soho Street Suite 200, Toronto, Ontario
	School-Day Public School School-Day School Board 26 Soho Street, Toronto, Ontario
	School-Day Technical School School-Day School Board 2561 Highway 59 South, Toronto, Ontario

1 to 4 of 4 schools

- o Please note, if you cannot find the school you are searching for, this means that the school is not set up in the system or has been hidden by choice of the school board.
- **5** On the school page, click Join School.

SCHOOL: SCHOOL-DAY PUBLIC SCHOOL



222373

School Board
School-Day School Board

Address: 26 Soho Street Toronto, ON M5T 1Z7

Telephone: 416-599-5500

Email: info@myschool.com

Website: www.schooldaypublicschool.com

Principal: Mrs. Paula Hankel

Superintendent: Mr. Henry Fortin

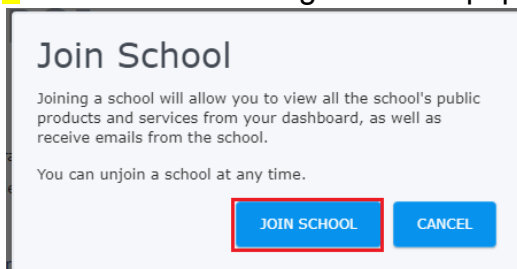
JOIN SCHOOL

Announcements | 0

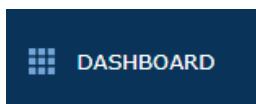
Products | 0

Services | 0

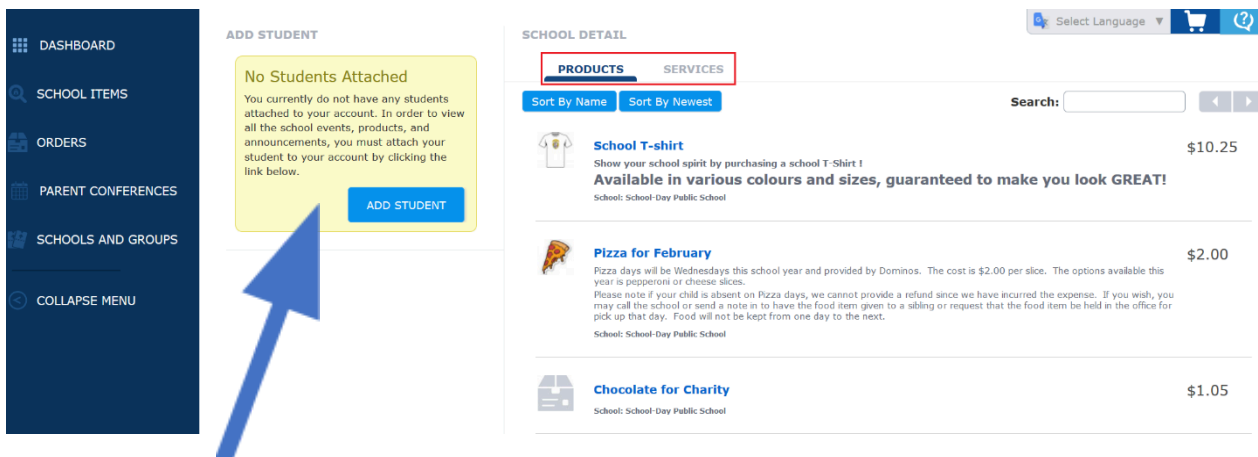
- 6 Click Join School again on the pop up to confirm.



- 7 Click on Dashboard to be taken to your School-Day dashboard.



- 8 On your Dashboard, you will now see any Public items posted by the school. Click on the Products tabs to view the Incoming Grade 9 SAF 2024-2025 or AP Registration 2024-2025. Ensure Notifications on your School-Day account are set to Enable, you will also receive emails when new Products or Services are created.



- o Please ignore the yellow no students attached box. You do not add a student and you will not require a secure match key to purchase these items. Your child will receive a secure match key once they physically start school in September as that is when they are active in our system.
- o **The Student Activity Fee, New Lock and AP Registration Fee will all be located under the products tab**