Creating a School-Day Account

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

1. Go to the main School-Day website - **www.school-day.com**
2. Click on Register.
3.

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

5. 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.
6. 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.

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

Payment of AP Fees

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.*** <u>***You will be required to update your account at that time***</u>

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 2025. **(You will <u>not</u> receive a secure match key until September, but can still purchase/make payment for AP Registration Fee)**

To join a school:
- 1 Log into your School-Day account.
  - o For more information about <u>Logging Into School-Day</u> , click on the link provided or see related articles.
  - o For more information about <u>Creating An Account</u>, click on the link provided or see related articles.

- 2 Click on Schools and Groups, and then click on All Schools.
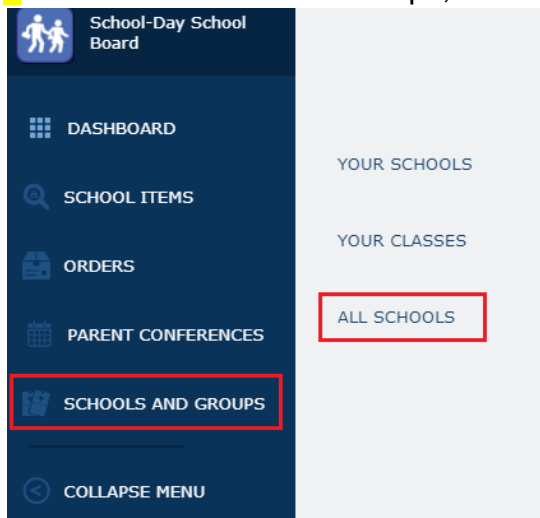
- 3 Select York Catholic School Board from the drop down on the left-hand side of the following screen if you wish to view all schools for that school board or use the Search box to search for an individual school.

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

- **5** On the school page, click Join School.

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

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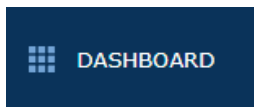
DASHBOARD

- **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.
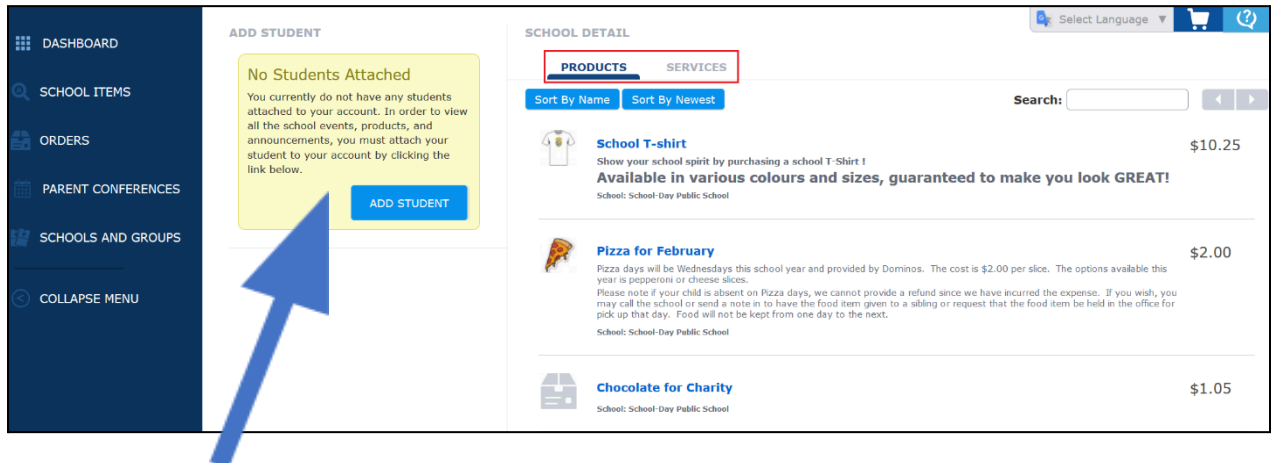
  - Please <u>ignore</u> the yellow no students attached box. You do not add a student and you will not require a secure match key to purchase these items. Your child will receive a secure match key once they physically start school in September as that is when they are active in our system.

  - **AP Registration Fee will all be located under the products tab**