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Parent Portal - Two options for parents to Connect

Parent creates new account:

- Parent creates an account on your Parent Portal and adds child(ren)
- Club staff must merge from original member into new Parent Portal member if they are existing members in your database using the consolidate household and occupant procedures.
- If using barcodes to scan in the members, new ID cards will have to be created, as the barcode will change.

Organization notifies parents to invite them:

Organizations notify parent(s) that they may request the organization to create a Parent Portal account. Parent(s) provide the organization with the basic information needed to set up the new account when they send their request. The organization creates the account (in the admin section of Parent Portal) which will also send the parent a verification link and a password to log in.

- These steps are for families that already exist in the MTS database
 - If the family is not in MTS then the parent can simply register (create) a new account on the portal
1. Club sends, notifies, advertises, emails to parents letting them know they may request a Parent Portal account. Parent responds with the following information.
 - a. Login email/username for account
 - b. Contact name that will be controlling the account (Portal User Contact)
 - c. Name(s) of child(ren)
 2. Club personnel uses Parent Portal Admin > Create Account (must be logged in as Admin or Manager)
 - a. Type in portal user contact name (Last, First) and select the contact that will control this new account
 - b. Type in login email/username that the parent provided
 - c. Click Create Account
 3. Parent will receive verification email and a password
 4. Parent will be able to login
 5. It is a good idea to enable Update Profile feature in combination with this so the parents are forced to review and update the existing information in your Member Tracking System™