Parent's Guide

Parent Online Payment System

School District 60
www.prn.bc.ca
activityright@prn.bc.ca

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WELCOME!

ActivityRight is an easy to use and safe way to give permission for your child's participation in field trips and to pay for your child's class trips or other fee items.

All you have to do is sign up for an account, attach your children and in no time, you will be able to make payments online. You will have the option of signing into ActivityRight through your Facebook, Google or Microsoft account.

As parents/guardians of students in School District 60, you will receive an email notification, inviting you to register with ActivityRight, our Parent Online Payment System. There are two options to login, **You can choose to sign up through the email notification by clicking on the "Sign up" button OR by going to ActivityRight at https://activityright.com/login to login through your Facebook, Google or Microsoft account.**
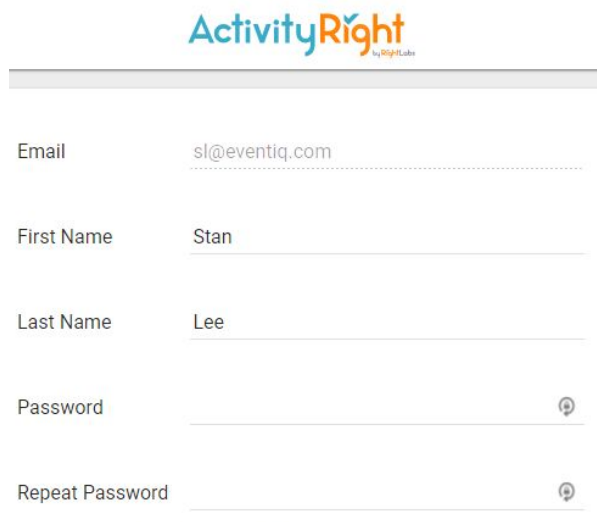
Login Information - Email Notification

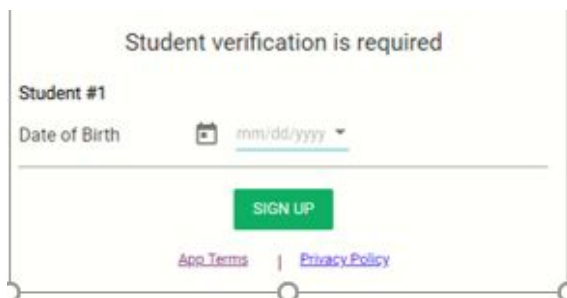## Step 1 - You will receive an email from your school with this logo:

Click on the signup **SIGN UP** button received in the automated email to create an account.

Step 2 – Create a password.
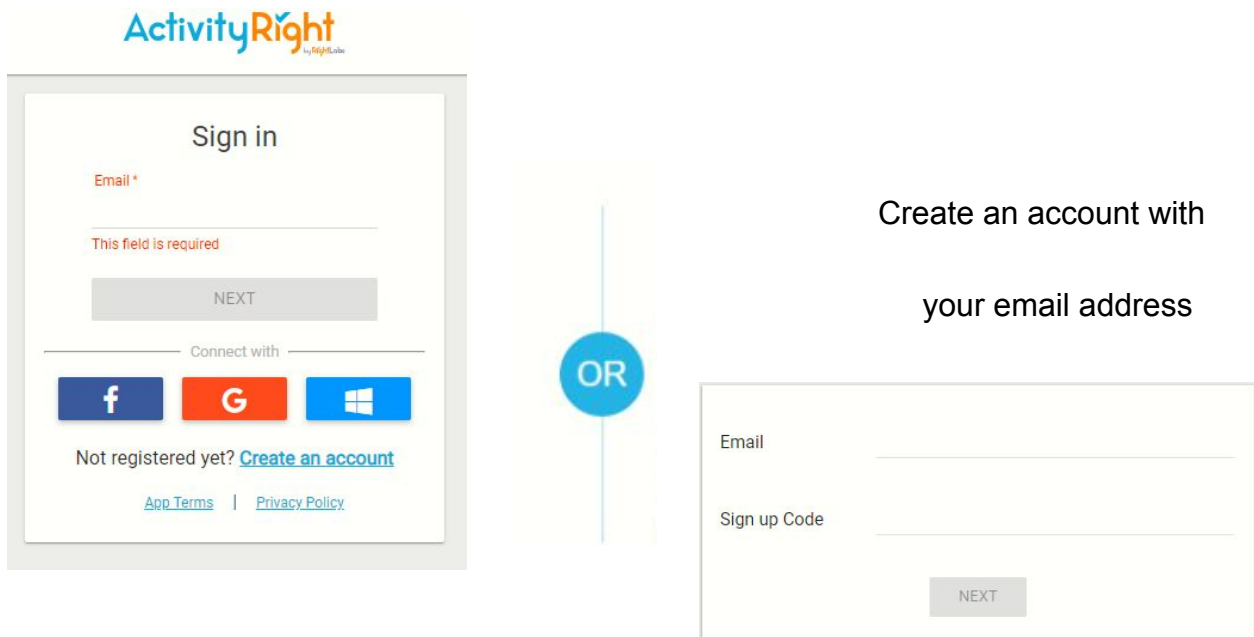

Step 3 – Enter your child's birthdate and click on SIGN UP.
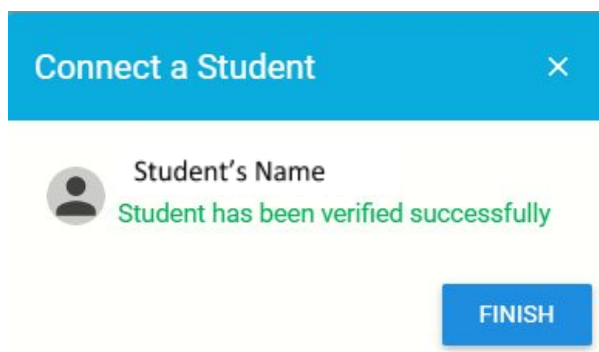
Step 4 – Click FINISH.

That's it! Once you have successfully registered, you will be taken to the ActivityRight Parent Portal.

Login using Facebook, Google or Office 365

Create an account in ActivityRight https://activityright.com/login with one of your existing accounts at:

Create an account with

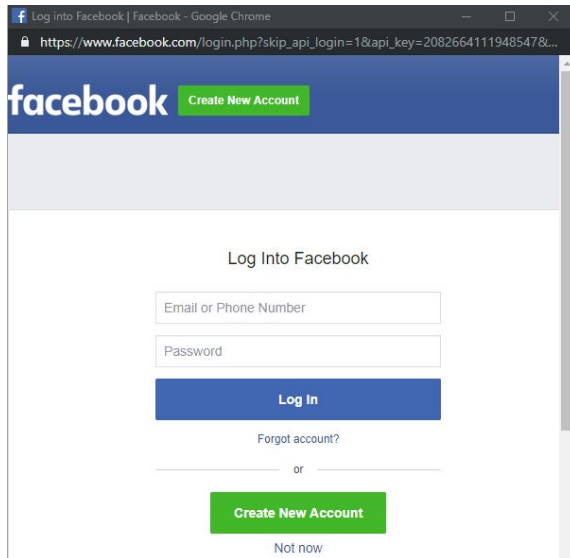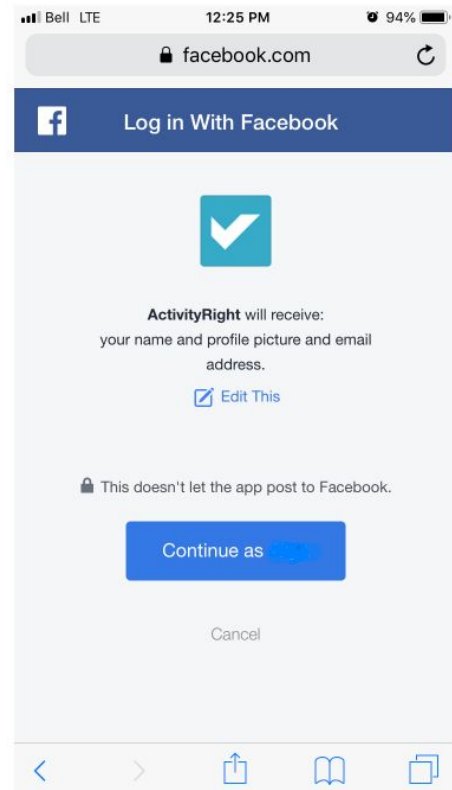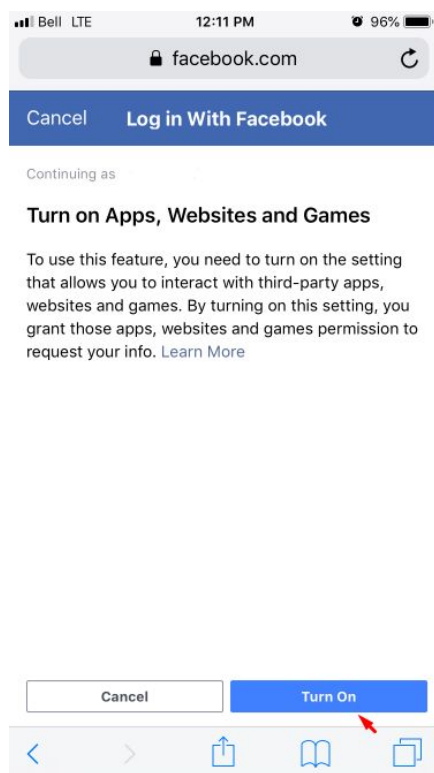your email address

Follow the instructions for Facebook, Google or Office 365 as outlined on the next few pages.

Facebook Logon - Enter your FB credentials.
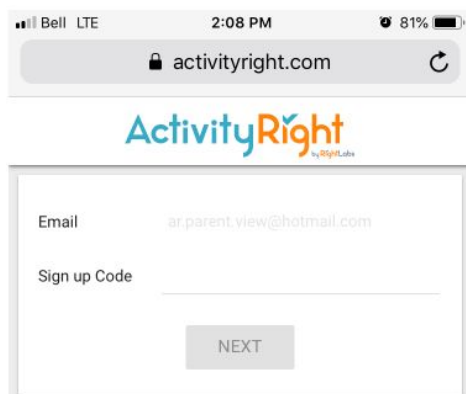

You will need to turn on the setting "Turn on Apps, Website and Games" as seen in the screenshot.

Enter the verification code provided to you by the school. If you did not receive one, you can call the school office and request one. Please note that you will require one verification code per student.

Enter your child's birthdate and click on SIGN UP.

That's it! Once you have successfully registered, you will be taken to the ActivityRight Parent Portal.

Google Logon
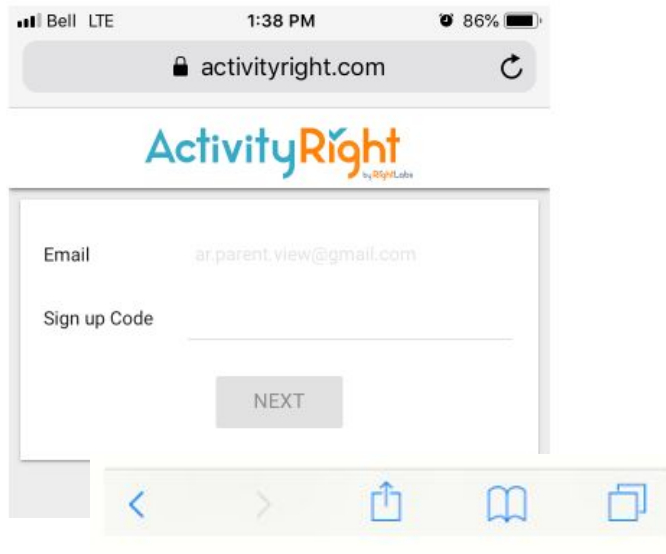
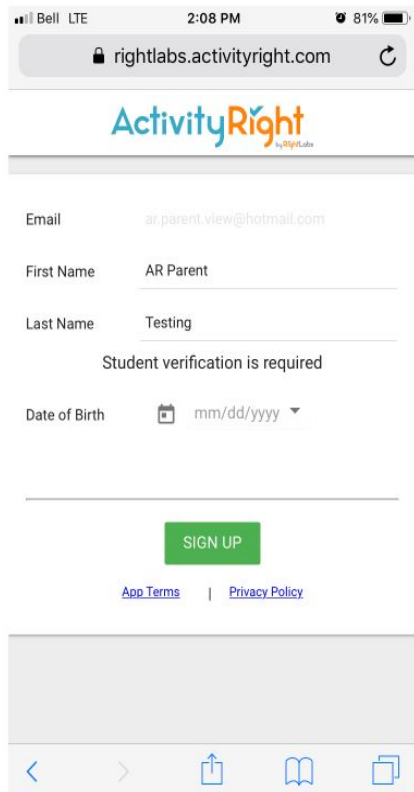Enter your email address and click Next
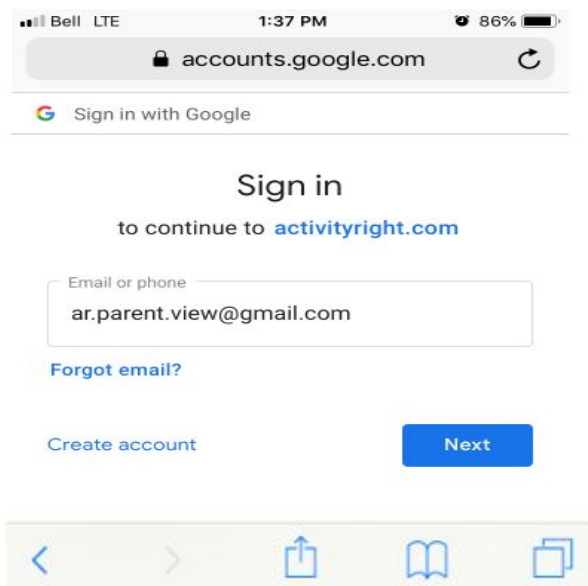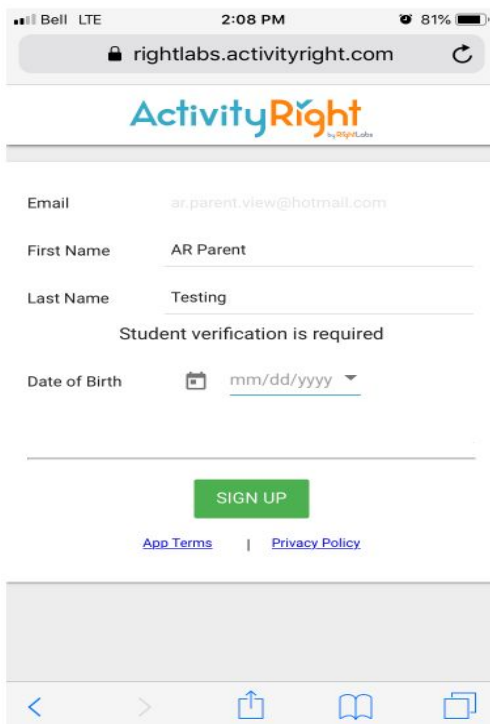
Enter the verification code, provided to you by the school. If you did not receive one, please call the school office and request one. Please note that you will require one verification code per student.

Enter your child's birthdate and click on SIGN UP.

That's it!

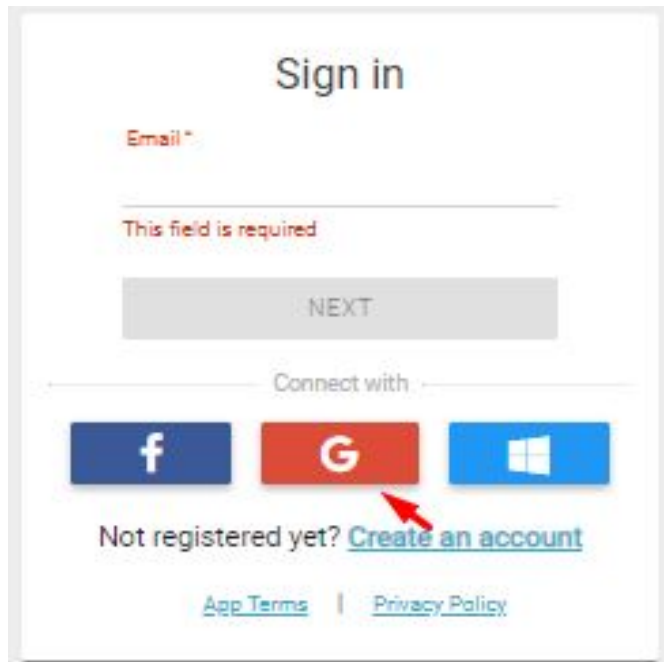Once you have successfully registered, you will be taken to the ActivityRight Parent Portal.

Microsoft Logon
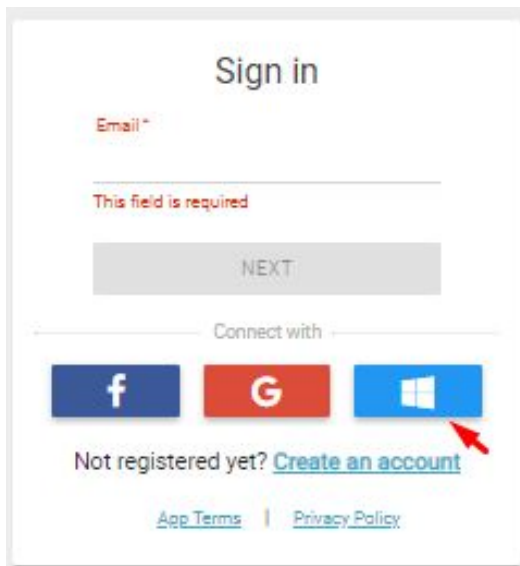
Click on Yes to go to ActivityRight.

Enter the verification code, provided to you by the school.

Enter your child's birthdate and click on SIGN UP.

That's it!

Once you have successfully registered, you will be taken to the ActivityRight Parent Portal.

Field Trip Notification – Grant permission as a parent

You will receive a notification when a field trip, permission slip or a fee collection form is approved by the Principal for distribution. Parents/Guardians are asked to sign consent forms to permit their child to participate in a field trip/activity being organized by the school. These forms are to fully inform you of the details of the field trip/activity and the risks, which your child may be exposed to.

Login to ActivityRight (https://activityright.com/login)
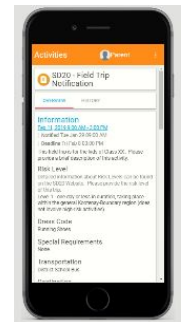
Once you have logged in, you may see you have received notifications.

Clicking on the notification, will take you directly to the form requiring your attention.
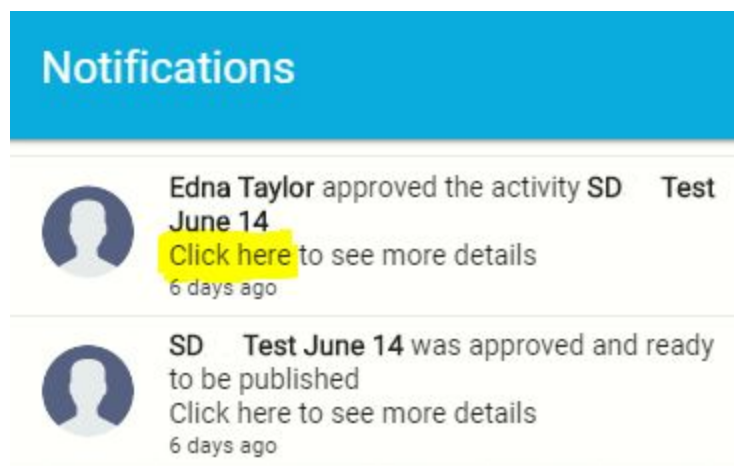
Parents/guardians who have more than one child, may switch between students using the Activities Menu dropdown arrow or student dropdown to view the student's activities.

- By clicking on the date and time of the field trip, parents have the option to add the date of the field trip to their own personal calendar.

- Select your Calendar option and Save.

- Parents can read the details of the field trip by clicking on the activity title:

- Answer questions and give optional information as required.
  (*indicates mandatory requirement*)

Granting Permission

Please read the terms & conditions of each permission form. Please contact your child's school for additional information.

Terms and Conditions

School Terms

Terms defined by school administration.

This information contained on this form is collected under the authority of the Public schools act, the Education Administration Act and the Freedom of Information and Protection of Privacy Act for the purpose of participating in school trips. If you have any questions about this form, contact your School Principal.

CONSENT

1. I acknowledge my right to obtain as much information as I require about this program or activity and associated risks and hazards, including information beyond that provided to me by the school or the School District.

2. I freely and voluntarily assume the risks and hazards inherent in the program/activity and understand and acknowledge that my child may suffer personal potentially serious injury due to an unforeseeable event associated with their participation.

3. My child has been informed that they are to abide by the rules and regulations, including directions and instructions from the school's and/or service provider's administrators, instructors and supervisors over all phases of the program/activity.

4. In the event my child fails to abide by these rules and regulations, disciplinary action may require their exclusion from further participation, or that I be contacted to have my child picked up, unless I have specified other transportation arrangements.

5. I acknowledge that it is my responsibility to advise the Teacher/District or School Employee of any medical and/or health concerns of my child that may affect their participation in this program/activity. I consent that the board, through it employees, agents and officers may secure such medical advice and services as they deem necessary for my child's health and safety, and that I shall be financially responsible for such advice and services.

Participant Consent and Permission Terms

Field trips have an element of risk. You agree that you have discussed travel safe practices with your child.

☐ I agree to the above terms and conditions

Check the box to acknowledge that you have read and agree to the terms and conditions!

Payment Options

If a payment is required, these options should appear. Select PAY ONLINE or ADD TO CART. Once you add fees to the cart, you may view another permission form for this child or view forms for another child to add additional fees to the cart. If you select PAY BY CASH OR CHEQUE, you will be required to bring the money to the school office.
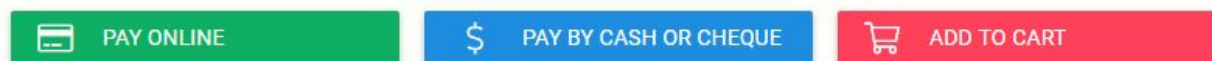
If you have added items to your cart and are ready to checkout, select Credit Card.

When choosing to pay by credit card or credit card debit (Mastercard or Visa), the credit card number, expiration date, and CVV security code, must be entered. Optionally, you may add an email address to receive a copy of the receipt or you may print the receipt once you CONFIRM the payment.

Select Confirm

Refunds

Refunds may be issued when an entire activity is cancelled or granted whenever possible on a case-by-case scenario. A refund transaction will issue the funds to a student credit account to be used for a future fee or activity. When a parent has a new activity or fee item to pay for, the parent will see a "USE CREDITS" option.

Once you click "USE CREDITS," enter the dollar amount that you would like to use from your credit account.

Viewing your Payment Transactions

To review the details of a payment, click on Payment History
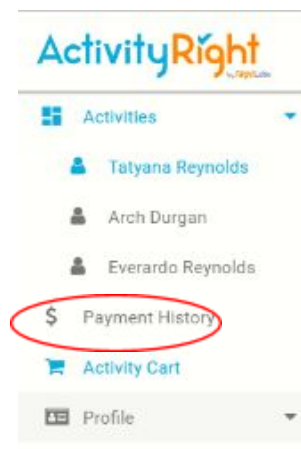
Clicking on a line item, will open up the payment transaction for review.

Review the payment transaction and print your receipt if required.

Print a copy of your receipt by clicking the Print Receipt button or click on the down arrow to review the details of the order.

Clicking on the X will take you back to the previous page.

Sign Out

Parents should sign out at the upper right hand side of screen, when exiting the program.
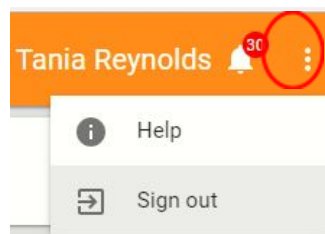
Need HELP?

Frequently Asked Questions – ActivityRight – Parent Online Payment System

1. **What is the purpose of ActivityRight?**

   ActivityRight is a paperless, cashless, mobile platform that offers parents the convenience of making online payments for their child(ren)'s field trips, pizza days, agendas and other school fee items. Using this method of payment will help eliminate the need to carry cash in schools, and thereby reducing theft and cash misplacement. It also provides parents with more flexibility.

2. **How is ActivityRight beneficial to parents?**

   ActivityRight provides parents with access and convenience at any time to pay for student activities. Parents will receive email notifications of upcoming class trips and fee items, and be able to maintain an electronic receipt history for items purchased. Parents will have the opportunity to pay for multiple items for their child(ren) all at once and with ease.

3. **Is ActivityRight's software secure?**

   It is top priority to keep your personal information safe. ActivityRight will never contact you by phone, email or mail to ask you to divulge confidential information. This software program does not store your payment information on the web server or any computers or other devices.

4. **How do I create an account?**

   1) Go to ActivityRight at: https://activityright.com/login
   2) Login through Facebook, Google, Office 365 or by clicking on Create an Account.
   3) Enter the Signup Verification Code provided to you by the school.
   4) Enter your child's birthdate and click on CONFIRM.
   5) Click on FINISH. You will be taken to the ActivityRight Parent Portal.

5. **Can each parent have a separate account?**

   Yes, if you are listed as a parent contact for a student at the district level.

6. **Why does ActivityRight need my email address?**

   - For your username to log into the system.
   - To enable you to receive email notifications of class field trips and activities.

7. **What methods of payment are available?**

   Parents are encouraged to pay online with their credit card or credit card debit card.

8. **How can I obtain a refund?**

   Refunds are permitted at the discretion of the school. Please contact the school office.

9. **Which credit card options are available?**

   ActivityRight will accept Visa and MasterCard. For security reasons and industry compliance, credit card information is not stored and therefore, will need to be entered at each checkout.

10. **Will I get a receipt?**

    Receipts may be received when making the payment by entering your email address. Information is also recorded in the Payment History > Transaction. You may print a copy of the electronic receipt by clicking on the print receipt icon.

11. **How often will I receive email notifications?**

    Email notifications are sent when new activities or fee items have been posted and assigned to your child.

12. **Will parents still be able to pay by cheque or cash?**

    Yes. Parents without access to a computer or Internet connection will still be able to pay by cheque or cash. Please visit your school office.

Still have questions?

- Your school office staff will be happy to assist you.

- For technical assistance, **please email activityright@prn.bc.ca.**