

## Two Household Process for Activity Registration

Please use this process to register a student who is a member of two (2) household families.

\*One parent needs to be the primary that sets up the Family account. Generally, this follows custody agreements, or families should follow the same pattern they use for academic registration responsibilities.

\*\*Both guardians can have access and the ability to manage the student in Bound.

- The user must be invited to BOTH the Family Account as a Guardian AND to the Student. See those directions below.
- A Guardian can have access to the Family Account and NOT have access to a different student that is in the Family Account.

\*\*\*Students can be attached or a part of **only** one family group.

\*\*\*\*Required Documents/Forms can be filled out by either household; however, they can be signed only one time in most cases. Once a form has been completed, it is attached to the student profile.

\*\*\*\*\*Feel free to give your family name anything you want.... For example, it can be Smith/Jones if you want to reflect the dual household names.

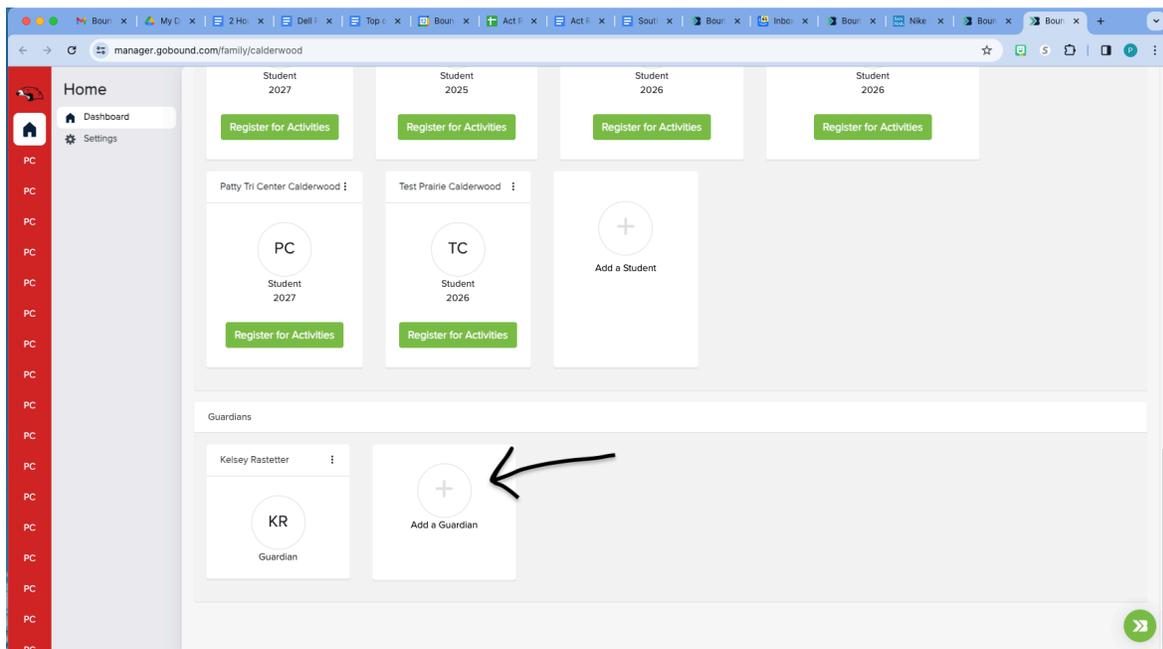
Help Doc for Activity Registration:

<https://intercom.help/boundhq/en/articles/7934242-registering-your-student-for-an-activity>

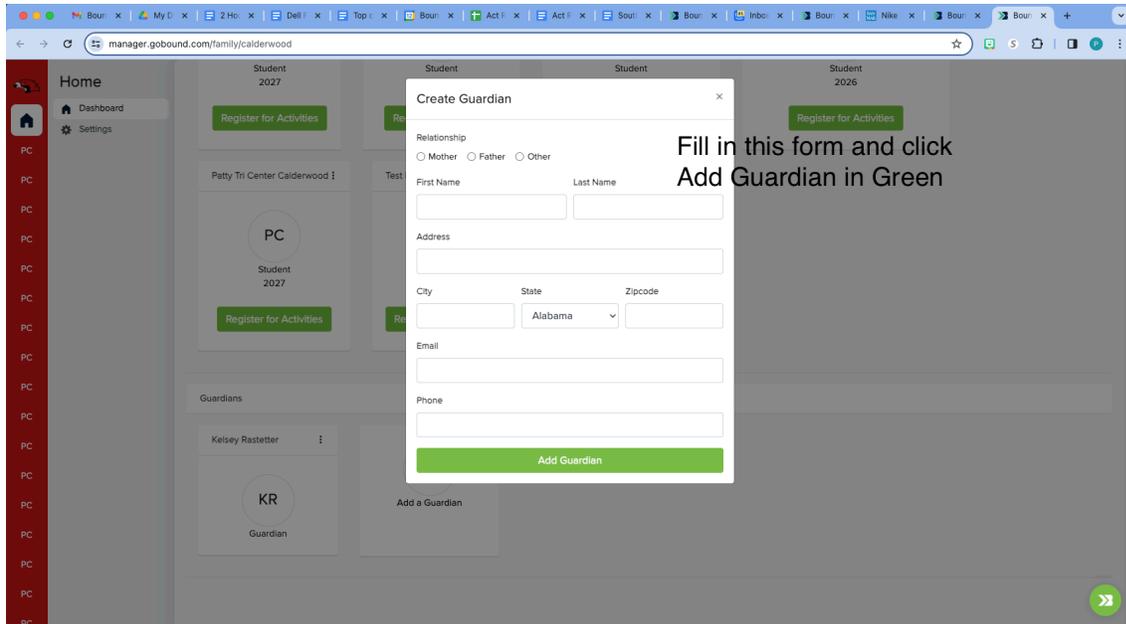
After you have set up your family group and added the student to the family group, follow this path to grant access as a user to the other household:

### PART 1: INVITE the other Guardian to be a User on the Family Account:

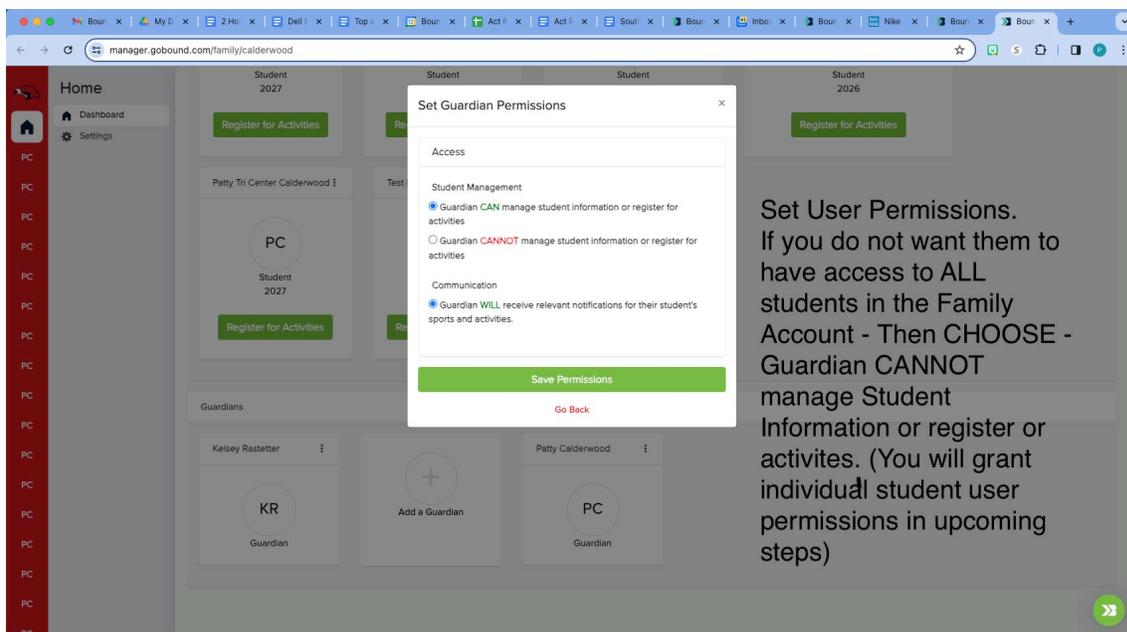
1. Click the Add a Guardian button:



2. Fill in the Pop-Up Window Form (completely – as all fields are required) - Click Add Guardian in Green - Then follow the prompt to Invite the Guardian on the next pop up window.



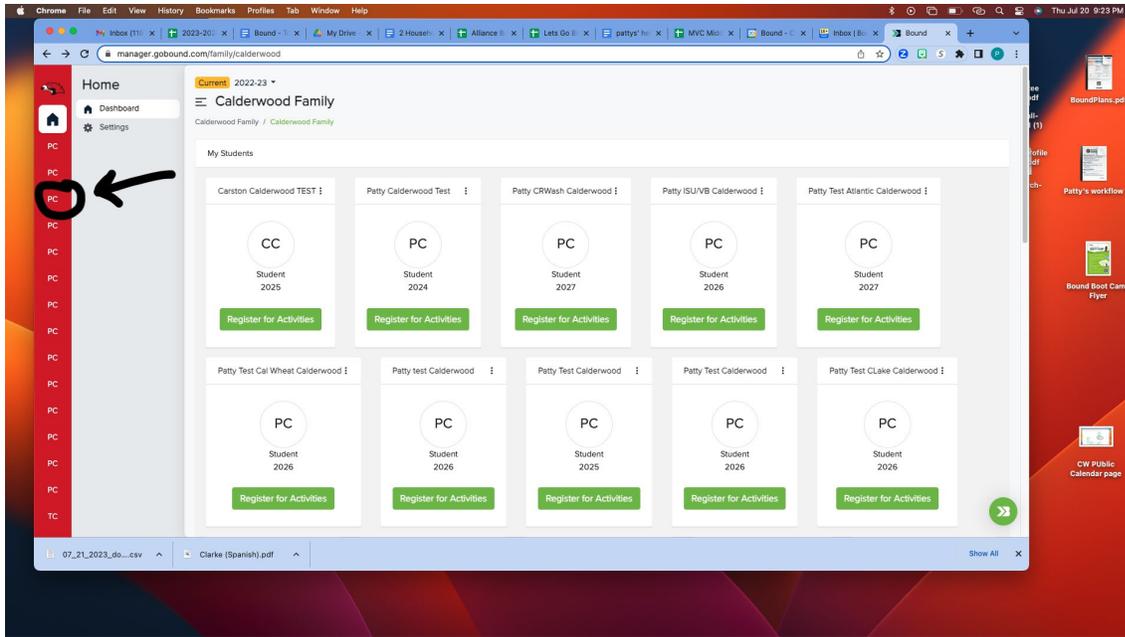
3. You must set User Permissions for the Guardian you are inviting to the Family Account.
  - a. If the Guardian can have access to all students in the Family Account Choose “Guardian CAN manage student information or register or activities”. (If you choose this option, you do NOT need to complete PART 2 of these directions.
  - b. If you do NOT want the Guardian to have access to ALL students in the Family Account - Then Choose “Guardian CANNOT manage student information or register activities”. (We will grant them user permissions for their student(s) separately in Part 2 of these instructions)



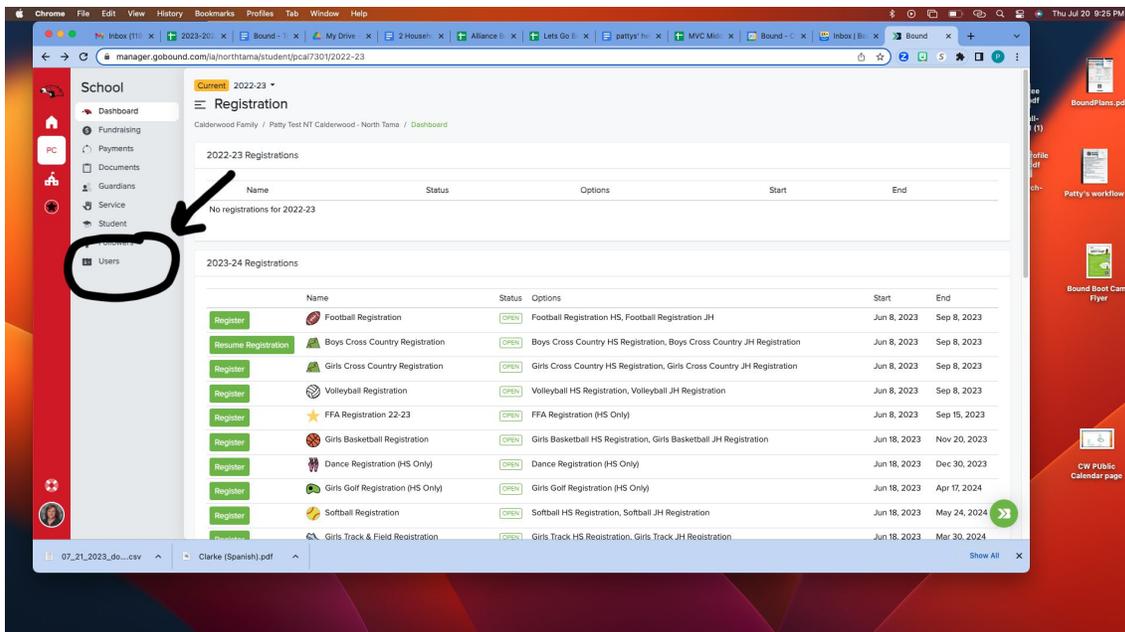
4. Click the Green SEND INVITE Button on the next screen. This will send an email to the Guardian you are inviting. If they do not see the email in their inbox - check their promotions tab or spam folder.

## PART 2: INVITE the other Guardian to be a User on a specific Student Portal listed in the Family Account:

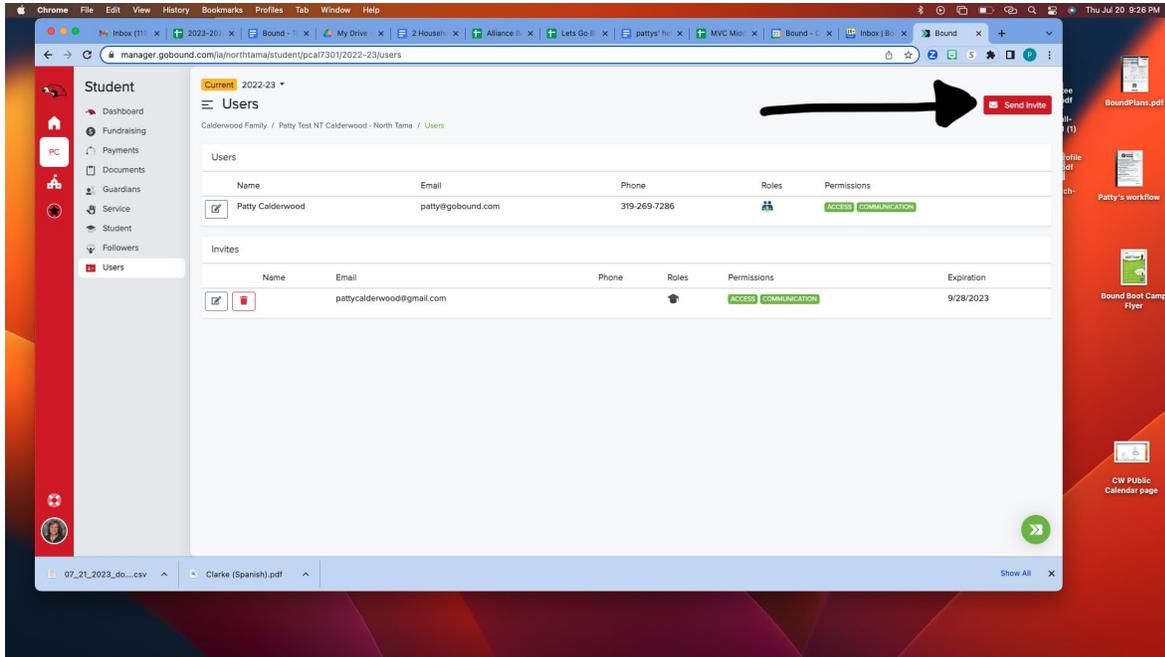
1. Click on the students initials in the left gray navigation bar on a computer. You can also find this menu bar by clicking the hamburger on a phone.



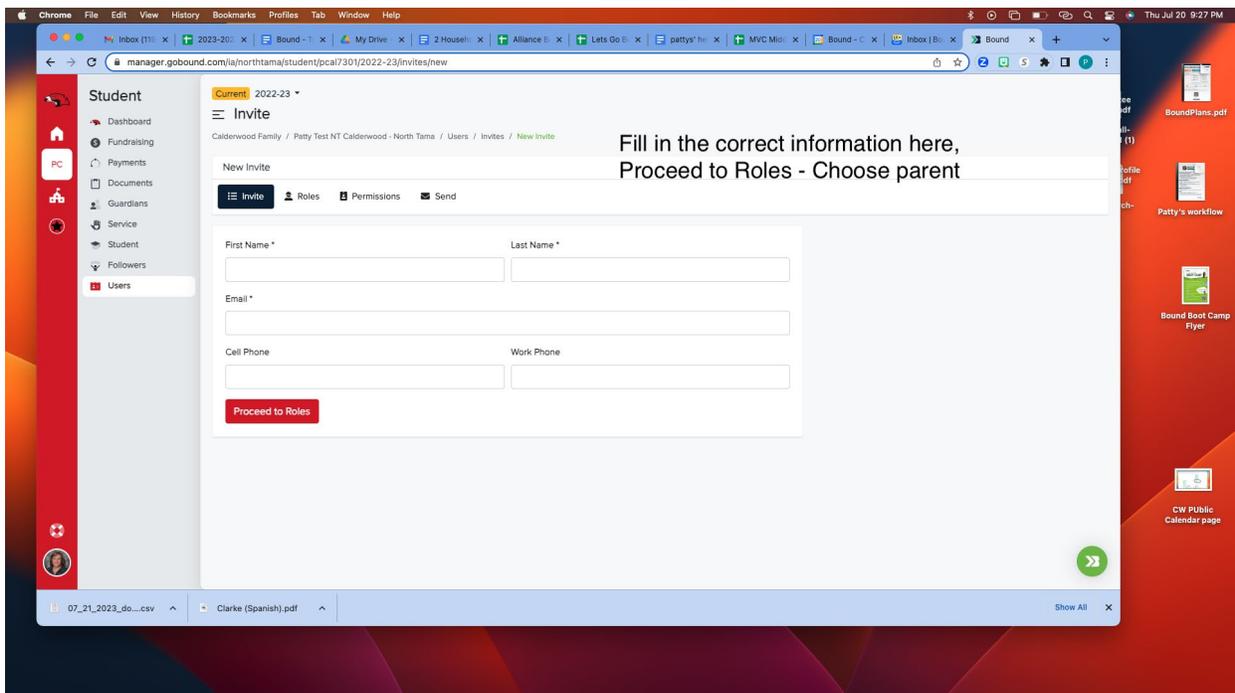
2. Click on USER



3. Click Send Invite - this will allow you to enter the name, email address and cell phone number of the other household guardian.



4. Fill in the correct Information and proceed:



5. Click proceed to roles and click the parent box

## 6. Click proceed to permission and click ADD ACCESS

Students

Current 2022-23

Invite

North Tama / Students / Patty Test NT Calderwood / Invites

Patty Test NT Calderwood  
Freshman | Class of 2026

Overview Documents Injuries Service Eligibility Payments Registrations Merge Guardians Settings Connect

Invite Roles Permissions Send

Access

The invite has **ACCESS** for your student. Once the user accepts the invite, they will be able to manage all the student's information and register for activities.

Remove Access

Communication

The invite has **COMMUNICATION** for your student. Once the user accepts the invite, they will automatically be signed up to receive relevant notifications for their student from their school and teams.

Proceed to Send Invite

If it doesn't have ACCESS in green - please click to add Access. Then click proceed to send invite and hit send on the next screen.

## 7. Click proceed to send invite

## 8. Click Send.

- This will send an invite to the other guardian and will give them access to manage this student under the family account.
  - If you do not see the email in your inbox - check your promotions tab.
- After the 2nd household accepts that invite, they will have access to manage the student just like the household that set up the family account.