

2023-24 Registration Instructions for Afterschool & Friday Programs

Important Notes about Registering for Programs

NOTE: The Blackbaud home page will not show the "Purchase Optional Items" menu choice (step #3 below) until registration opens at 7:00 pm. Logging in prior to 7:00 pm and refreshing the screen does ***not*** add this option to the menu. We strongly recommend waiting until 7:00pm to ensure the best chance of the process running smoothly.

- Most of our programs have a limited # of spots available and may sell out very quickly.
- **Programs can SELL OUT during the registration process**
Even if a program is available when you start the registration process, it may “sell out” before you reach the payment screen. If this happens, the program closes automatically and should ***disappear*** from your cart so that payment cannot be made.
- Do not “Refresh” your screen in an effort to get a program to reappear (see prior bullet). Refreshing your screen will take you back to the beginning of the registration process.
- If you do not see a particular program listed, it’s already sold out (or not available for your student’s grade).
- You can register for multiple programs and/or students at the same time.

Step-by-step Instructions

1. Go to the Blackbaud parent website and log into your account:

<https://parent.blackbaud.school/Default.aspx>

The screenshot shows the Blackbaud Tuition Management login page. At the top left, it says "Blackbaud Tuition Management™" and at the top right, there are links for "Español", "Privacy & Security", and "Contact us". The main heading is "Welcome" with the instruction "Please sign in to access your account." Below this are two input fields: "Username" and "Password". There is a link "Forgot your username or password?" and a blue button labeled "Access your account". Below the button is a link "I am a first-time user". At the bottom, there are links for "Trouble logging in?", "Frequently Asked Questions", and "Not registered yet? Begin enrollment."

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2. On your account landing page, make sure you have selected the current school year. Otherwise, you will not be able to view any programs being offered.

The screenshot shows the Carroll School account landing page. At the top, there is a navigation bar with the school logo, 'Carroll School', and links for Home, Billing Detail, Payment, Purchase Optional Items, My Profile, and Help. A user profile icon 'KF' is in the top right. Below the navigation, the user is greeted with 'Welcome, K French' and their Family ID (1259123006232) and students (Hercules French, Sammy French). A 'Session Year' dropdown menu is set to '2023-2024'. A summary box shows a current balance of '\$0.00' (due by 08/01/2023) and a total amount of '\$1,120.00' (past due), with a 'Make a Payment' button. To the right, there are 'RELATED LINKS' for 'Manage Invoices' and 'Family Tuition Statement'. Below this is a 'Payment Details' table with columns for Due Date, Billed Amount, In Process, Paid, and Remaining Balance Due.

Due Date	Billed Amount	In Process	Paid	Remaining Balance Due
03/01/2023	\$0.00	\$0.00	\$0.00	\$0.00
04/01/2023	\$1,000.00	\$0.00	\$0.00	\$1,000.00
05/01/2023	\$40.00	\$0.00	\$0.00	\$1,040.00

3. Select “Purchase Optional Items” at the top of the page, select your student’s name(s), and click “Continue” at the bottom of the page.

***Note 1:** This menu option will **not** appear on your home page until **after** we open registration. Logging in prior to opening and then refreshing your screen does **not** add this option to the menu. We strongly recommend waiting until 7:00pm to ensure the best chance of the process running smoothly.

***Note 2:** You can sign up for several programs or more than one student at the same time.

The screenshot shows the 'Purchase Optional Items' page. The navigation bar is the same as in the previous screenshot. The page title is 'Purchase Optional Items' with the same family and student information. The 'Session Year' dropdown is also set to '2023-2024'. Below the header, there is a progress indicator with four steps: 1. SELECT STUDENT, 2. CART, 3. PAYMENT COMPLETE, and 4. CONFIRMATION. Under step 1, it says '2 student(s) selected' and provides 'Check all' and 'Uncheck all' buttons. Two students are listed with checkboxes: 'Sammy French (8)' and 'Hercules French (4)', both of which are checked. At the bottom, there is a note: 'Please note that the item(s) you are about to select will be applied to the current month.' and a 'Continue' button.

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4. On the next screen, all activities available to your student(s) will be listed. ***Note:** If you do not see a particular program listed, it's already sold out (or not available for your student's grade).

Carroll School Home Billing Detail Payment Purchase Optional Items My Profile Help KF

Purchase Optional Items Session Year 2023-2024

Family ID: 1259123006232 Students: Hercules French, Sammy French

1 SELECT STUDENT 2 CART 3 PAYMENT COMPLETE 4 CONFIRMATION

STUDENT NAME	BILLING ITEM	QUANTITY	AMOUNT
Sammy French (8)	<input type="checkbox"/> MS/US Fall 23 - Sample Afterschool	- 0 +	\$ 0.00
	<input type="checkbox"/> MS/US Fall 23 - Sample Sports	- 0 +	\$ 0.00
Hercules French (4)	<input type="checkbox"/> LS Fall 23 - Sample Mon. Afterschool	- 0 +	\$ 0.00
	<input type="checkbox"/> LS Fri. 9/15 - Sample Friday	- 0 +	\$ 0.00

Sub Total: \$ 0.00

Continue Back

5. Check the box in front of **all** activities you wish to select. The cost for each activity will populate automatically. Most of our programs have a limited # of spots available and if that's the case, you will see the pop-up message below.

Carroll School Home Billing Detail Payment Purchase Optional Items My Profile Help KF

Purchase Optional Items Session Year 2023-2024

Family ID: 1259123006232 Students: Hercules French, Sammy French

1 SELECT STUDENT 2 CART 3 PAYMENT COMPLETE 4 CONFIRMATION

This item has limited quantity and is not confirmed until purchased.
Please continue to payment to secure your item.
Close

STUDENT NAME	BILLING ITEM	QUANTITY	AMOUNT
Sammy French (8)	<input type="checkbox"/> MS/US Fall 23 - Sample Afterschool	- 0 +	\$ 0.00
	<input type="checkbox"/> MS/US Fall 23 - Sample Sports	- 0 +	\$ 0.00
Hercules French (4)	<input checked="" type="checkbox"/> LS Fall 23 - Sample Mon. Afterschool	- 1 +	\$ 150.00
	<input type="checkbox"/> LS Fri. 9/15 - Sample Friday	- 0 +	\$ 0.00

Sub Total: \$ 150.00

Continue Back

***NOTE:** Even if a program is available when you start the registration process, it may **sell out** before you reach the payment screen. If this happens, the program closes automatically and should **disappear** from your cart so that payment cannot be made.

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6. Once you've selected the activities you want, click "Continue" at the bottom of the page.

The screenshot shows the 'Purchase Optional Items' page for the 2023-2024 session year. The page includes a navigation bar with the Carroll School logo and links for Home, Billing Detail, Payment, Purchase Optional Items, My Profile, and Help. Below the navigation bar, the page title is 'Purchase Optional Items' with a 'Session Year' dropdown set to '2023-2024'. The family ID is 1259123006232 and the students are Hercules French and Sammy French. A progress indicator shows four steps: 1. SELECT STUDENT, 2. CART, 3. PAYMENT COMPLETE, and 4. CONFIRMATION. The main content is a table with columns for Student Name, Billing Item, Quantity, and Amount. The table lists four items: Sammy French (8) with MS/US Fall 23 - Sample Afterschool (0), MS/US Fall 23 - Sample Sports (1), Hercules French (4) with LS Fall 23 - Sample Mon. Afterschool (1), and LS Fri. 9/15 - Sample Friday (0). The sub-total is \$660.00. A 'Continue' button is highlighted in blue, and a 'Back' button is also visible.

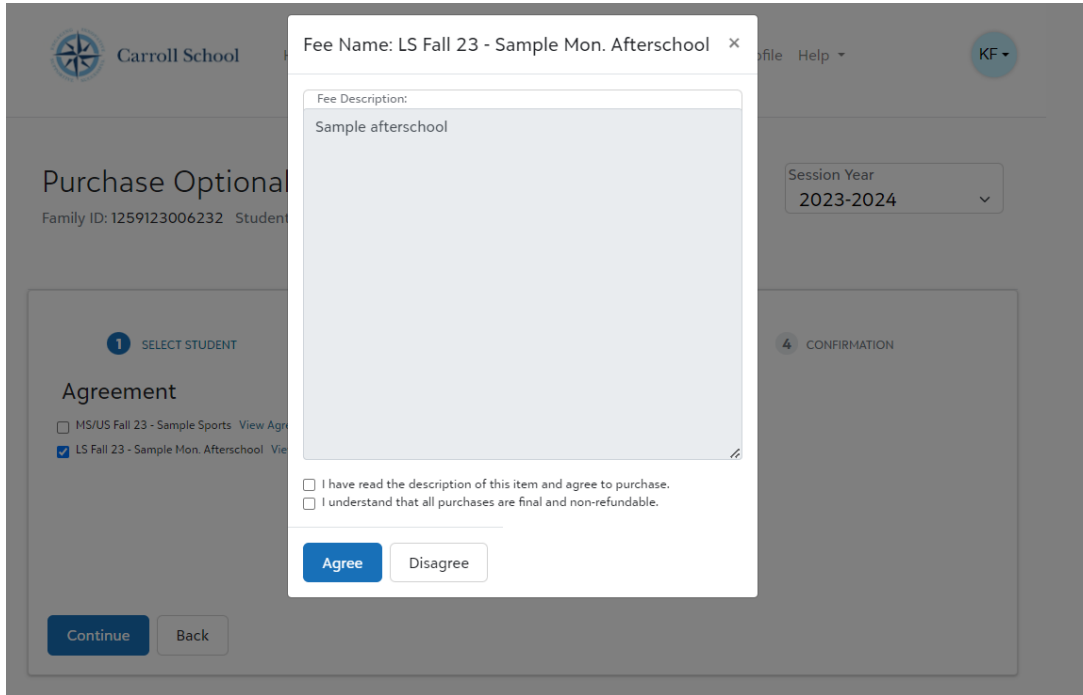
STUDENT NAME	BILLING ITEM	QUANTITY	AMOUNT
Sammy French (8)	<input type="checkbox"/> MS/US Fall 23 - Sample Afterschool	- 0 +	\$ 0.00
	<input checked="" type="checkbox"/> MS/US Fall 23 - Sample Sports	- 1 +	\$ 510.00
Hercules French (4)	<input checked="" type="checkbox"/> LS Fall 23 - Sample Mon. Afterschool	- 1 +	\$ 150.00
	<input type="checkbox"/> LS Fri. 9/15 - Sample Friday	- 0 +	\$ 0.00
Sub Total:			\$ 660.00

7. You must "agree" to the terms for **each activity** selected, as detailed in steps #8-10.

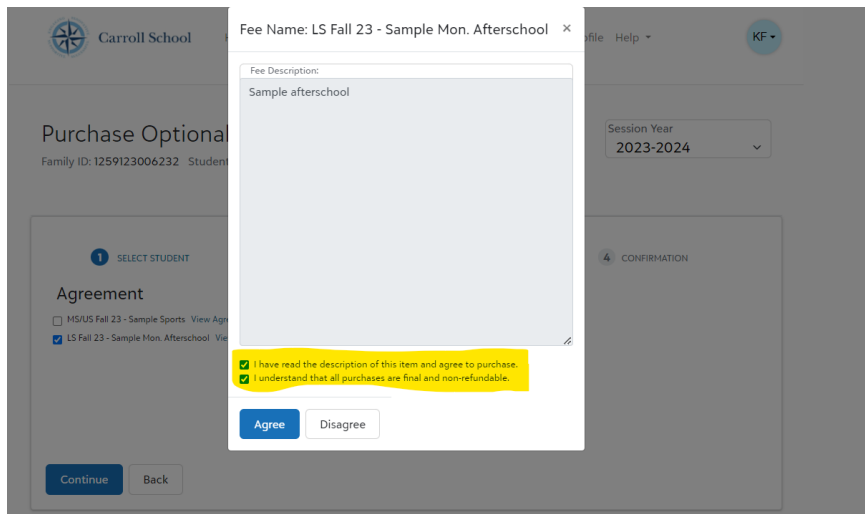
The screenshot shows the 'Purchase Optional Items' page for the 2023-2024 session year, specifically the 'Agreement' section. The page includes the same navigation bar as the previous screenshot. Below the navigation bar, the page title is 'Purchase Optional Items' with a 'Session Year' dropdown set to '2023-2024'. The family ID is 1259123006232 and the students are Hercules French and Sammy French. A progress indicator shows four steps: 1. SELECT STUDENT, 2. CART, 3. PAYMENT COMPLETE, and 4. CONFIRMATION. The main content is an 'Agreement' section with two checkboxes: MS/US Fall 23 - Sample Sports [View Agreement](#) and LS Fall 23 - Sample Mon. Afterschool [View Agreement](#). A 'Continue' button is highlighted in blue, and a 'Back' button is also visible.

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8. When you check the box next to an activity, the following screen will appear:



9. Click on both boxes at the bottom of the screen and then click "Agree".



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10. Repeat steps #7-9 for each activity for which you'd like to register. When all program boxes are checked, click "Continue" at the bottom of the page.

Carroll School Home Billing Detail Payment Purchase Optional Items My Profile Help KF

Purchase Optional Items Session Year 2023-2024

Family ID: 1259123006232 Students: Hercules French, Sammy French

1 SELECT STUDENT 2 CART 3 PAYMENT COMPLETE 4 CONFIRMATION

Agreement

- MS/US Fall 23 - Sample Sports View Agreement
- LS Fall 23 - Sample Mon. Afterschool View Agreement

Continue Back

11. On the payment screen, you can choose "Pay Now" or "Pay Later". If you choose "Pay Now", select the payment account from the dropdown box and then click "Continue". **If you choose "Pay Later", skip to step #13.**

Purchase Optional Items Session Year 2023-2024

Family ID: 1283223007097 Students: Biz Office

1 SELECT STUDENT 2 CART 3 PAYMENT COMPLETE 4 CONFIRMATION

Edit Fee

STUDENT NAME	BILLING ITEM	QUANTITY	AMOUNT
Biz Office (PK)	One Time Fee (Unlimited Quantity)	1	\$ 1.20

Total: \$1.20

Payment Method

Pay Now

Pay Later

Pay using account

Checking, A/C #6789

Continue Cancel

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12. On this screen, details of your payment are shown. Click “Continue” at the bottom of the page to complete the process. **Skip to step #16.**

Purchase Optional Items

Family ID: 1283223007097 Students: Biz Office

Session Year
2023-2024

1 SELECT STUDENT 2 CART 3 PAYMENT COMPLETE 4 CONFIRMATION

Family ID:	1283223007097
Pay the bill for my:	2023-2024
Pay using account:	Checking *****6789
Amount paid:	\$ 1.20
Credit/Debit Card Usage Fee:	\$ 0.00
Total Payment:	\$ 1.20
My payment will post on:	08/04/2023
My confirmation number is:	46116f73-1d88-40d5-bc37-dfd5a9ab35e7
Authorization Code:	

Continue

13. If you chose “Pay Later”, select the payment account from the dropdown box

1 SELECT STUDENT 2 CART 3 PAYMENT COMPLETE 4 CONFIRMATION

Edit Fee

STUDENT NAME	BILLING ITEM	QUANTITY	AMOUNT
Biz Office (PK)	SPC Walk A Thon \$50	1	\$ 50.00

Total: \$ 50.00

Payment Method

Pay Now

Pay Later

Pay using account
Checking, A/C #6789

Payment date
08/04/2023

Select a date before the end of current month

Continue Cancel

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14. Select **any date before the end of the current month** as the payment date.

1 SELECT STUDENT 2 CART 3 PAYMENT COMPLETE 4 CONFIRMATION

Edit Fee

STUDENT NAME	BILLING ITEM	QUANTITY	AMOUNT
Biz Office (PK)	One Time Fee (Unlimited Quantity)	1	\$ 1.20
	Test Fee July opening	1	\$ 1.00

Total: **\$ 2.20**

Payment Method

Pay Now

Pay Later

Pay using account
Checking, A/C #6789

Payment date
08/31/2023

Select a date before the end of current month

Continue Cancel

15. On this screen, details of your future payment are shown. Click “Continue” at the bottom of the page to complete the process.

Purchase Optional Items

Session Year
2023-2024

Family ID: 1283223007097 Students: Biz Office

1 SELECT STUDENT 2 CART 3 PAYMENT COMPLETE 4 CONFIRMATION

Family ID: 1283223007097

Pay the bill for my: 2023-2024

Pay using account: Checking ****6789

Amount paid: \$ 2.20

Credit/Debit Card Usage Fee: \$ 0.00

Total Payment: \$ 2.20

My payment will post on: 08/31/2023

My confirmation number is: 0122eb69-a0f7-4988-9ace-0e5fdded0cae1


Authorization Code:

Continue

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16. When payment is complete (even if you choose “Pay Later”), you will receive a confirmation email from Blackbaud Tuition Management (**please check your Spam folder). ****NOTE: If you do not receive this confirmation email, your child is NOT REGISTERED for the program.**

8/11/22, 8:35 AM The Carroll School Mail - Blackbaud Tuition Management - Shopping Cart confirmation for (125912101) on ...

 Business Office <businessoffice@carrollschool.org>

Blackbaud Tuition Management - Shopping Cart confirmation for (125912101) on 4/4/2022

customerservice@blackbaud.school <customerservice@blackbaud.school> Mon, Apr 4, 2022 at 11:15 AM
To: businessoffice@carrollschool.org

blackbaud[®]

Date: 4/4/2022

Dear School Administrator,

On 4/4/2022, (125912101) selected Pay Now for the following fees in shopping cart.

Student Name	Billing Item	Quantity	Amount	Description
	MS/US Spring 3/28-6/8/22 M-Th Co-ed Frisbee	1	\$480.00	MS/US Spring 3/28-6/8/22 M-Th Co-ed Frisbee
Total		1	\$480.00	

Sincerely,
Your Blackbaud’s Charter Services Team

Please DO NOT REPLY to this mail.

17. Have questions about how to register or need help? Please contact:

Blackbaud Tuition Management: 1-888-868-8828 (please have your family ID # ready)

Carroll School Business Office: businessoffice@carrollschool.org