

How to Sign in and Access Online Registrations

1. Navigate to the Customer Portal: <https://or-medford.intouchrecepting.com/>
2. Create your password by clicking the "Set Password" button:



Online Payment Portal

Medford School District's Payments Portal

With this system parents/guardians are able to shop for items at their student's schools, register for athletics and activities, and pay fines/fees using credit or debit cards. TouchBase is a secure site.

Use your **ParentVue email address as your username** and setup a password and get started today.

User Name

Password

1st Time Parents

Set your password to create an account.

Username: **Your ParentVUE Email**

Password:

It may take up to 24 hours after registering with the district before being able to log in here.

1st Time Guests

A guest account allows you to make purchases unassociated with a parent/student account.

Do not use a guest account if you have a student in Medford School District.

Forgot Username or Password?

To recover your username or reset your password.



Enter your ParentVue associated email address

Identify Your Account

To reset your password, please identify your account by email address.

Email Address

You will then receive an email with a link to reset your password.

Please note: If you receive a message saying your email address is not found, the login has not fully sync'd from ParentVue and should be available the next day.

3. Sign in using your ParentVue associated email and the password you created in Step 2

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[Create Guest Account](#)

Forgot Username or Password?

To recover your username or reset your password.

[Forgot Username or Password](#)



4. Click on the student you wish to register

Who are you shopping for?

Student 1 Example	
North Medford High School	Grade 11
Student 2 Example	
North Medford High School	Grade 9
Example Parent	
WEBSITE	Grade



5. Click “Register for Athletics and Activities”

Your Family Sign Out Your Account Contact Us Checkout 

Search

Student 1 Example

Shop

- Items At Student's School
- Items At All Schools
- Pay Fines/Fees
- Register for Athletics and Activities 

Reports

- Purchase History
- Reprint Receipts
- Unpaid Fines/Fees
- On Account History

6. You will then be redirected to the list of Programs available to your student.

How to Register for an Activity

1. Click the “Register” button for the activity you wish to register your student for:

Example Parent
Student 1 Example
North Medford High School

Student 1's Programs
Find Programs
Notes
Settings

Select Language | Sign Out

Available Programs

If you do not see the program you are looking for, please contact your district for more information

Search by field name

Keywords: Baseball Basketball Cheer Cross Country Dance Fall Sports Football Golf Soccer Softball Spring Sports Swimming Tennis Track and Field Volleyball Winter Sports Wrestling

Program Name	Availability	Action
Baseball North Medford High School Spring Sports Baseball	Available until Sun Jun 30 2024	Register
Boys Basketball North Medford High School Winter Sports Basketball	Available until Sun Jun 30 2024	Register
Boys Golf North Medford High School Spring Sports Golf	Available until Sun Jun 30 2024	Register
Boys Soccer North Medford High School Fall Sports Soccer	Available until Sun Jun 30 2024	Register
Boys Tennis North Medford High School Spring Sports Tennis	Available until Sun Jun 30 2024	Register
Boys Wrestling North Medford High School Winter Sports Wrestling	Available until Sun Jun 30 2024	Register

2. You will be redirected to the list of Programs your student is registered for, click the “Manage” button to complete the required steps:

Example Parent
Student 1 Example
North Medford High School

Student 1's Programs
Find Programs
Notes
Settings

Student 1's Programs

Any Status | Current Programs

Programs | Required Documents

Program Name	Status	Action
Baseball North Medford High School 2023-2024 School Year You have until 6/30/2024, 4:08:00 PM to complete this registration Steps in this registration: 7 7/7 Awaiting Submission	Pending	Manage

3. Complete each Step to complete registering by clicking the “Fill Out”, “Upload”, and “Pay” buttons:

Example Parent
Student 1 Example
North Medford High School

Student 1's Programs
Find Programs
Notes
Settings

STUDENT 1'S REGISTRATIONS

Baseball | Back to Registrations

Registration Step	Status	Action
Participation Form	Pending	Fill Out
OSAA Academic Eligibility	Pending	Fill Out
Participation standards and Code of Conduct	Pending	Fill Out
Parent Letter - Student Injuries and Insurance	Pending	Fill Out
Waiver and Release	Pending	Fill Out
Physical Examination Download your physical HERE	Pending	Upload
Fee Payment	Pending	Pay

How to Filter Programs by Keyword

1. You can filter the list of available programs by clicking the highlighted keywords at the top of the page.
2. Select either the sport or season you wish to view from the list:

The screenshot shows a sidebar on the left with the user's name 'Student 1 Example' and school 'North Medford High School'. The main content area is titled 'Available Programs' and includes a search bar. Below the search bar is a row of filter buttons for various sports and seasons: Baseball, Basketball, Cheer, Cross Country, Dance, Fall Sports, Football, Golf, Soccer, Softball, Spring Sports, Swimming, Tennis, Track and Field, Volleyball, Winter Sports, and Wrestling. A blue arrow points to the 'Baseball' button. Below the filters, three program listings are shown: 'Baseball', 'Boys Basketball', and 'Boys Golf'. Each listing includes the school name, availability date, and a 'Register' button. A blue arrow points to the 'Baseball' button in the filter row.

How to Download the Physical Exam Form

1. Navigate to the “Student’s Programs” screen and click “Manage” on the activity you need to submit a physical exam for.

The screenshot shows the 'Student 1's Programs' screen. The sidebar on the left has 'Student 1's Programs' highlighted with a blue arrow. The main content area shows a list of programs under the 'Required Documents' tab. The first program is 'Baseball' with a 'Pending' status. To the right of the program name is a 'Manage' button, which is highlighted with a blue arrow. There are also dropdown menus for 'Any Status' and 'Current Programs' at the top right.

2. On the “Upload Physical” step, click the link in the description to access a printable version of the form that your student’s doctor needs to complete.

The screenshot shows the 'STUDENT 1'S REGISTRATIONS' page for 'Baseball'. The sidebar on the left has 'Student 1's Programs' highlighted. The main content area lists several registration items, each with a 'Pending' status and a 'Fill Out' button. The items are: 'Participation Form', 'OSAA Academic Eligibility', 'Participation standards and Code of Conduct', 'Parent Letter - Student Injuries and Insurance', 'Waiver and Release', 'Physical Examination', and 'Fee Payment'. The 'Physical Examination' item has a description that says 'Download your physical [HERE](#)', and the 'HERE' link is highlighted with a blue arrow. There is also an 'Upload' button next to the 'Physical Examination' item.

How to Cancel a Registration

1. Click Student's Programs and click the "Cancel" button for the desired program:

The screenshot shows a user interface for managing student programs. On the left is a dark sidebar with the text 'Example Parent Student 1 Example North Medford High School' and menu items: 'Student 1's Programs' (highlighted with a blue arrow), 'Find Programs', 'Notes', and 'Settings'. The main content area is titled 'Student 1's Programs' and has two tabs: 'Programs' (active) and 'Required Documents'. At the top right are two dropdown menus: 'Any Status' and 'Current Programs'. Below the tabs, a registration for 'Baseball' is shown with a 'Pending' status tag. The details include 'North Medford High School' and '2023-2024 School Year'. A blue arrow points to the 'Cancel' button next to the 'Manage' button. Below the registration details, it says 'You have until 6/30/2024, 4:08:00 PM to complete this registration' and 'Steps in this registration: 7 / 7 Awaiting Submission'.

How to Register for Multiple Activities at Once

There are two methods for registering a student for multiple activities at once:

Method One:

1. After clicking the "Register" button for an activity, press the back button and click the "Register" button for the next activity you wish to register your student for.
2. Do this until all desired programs are listed on the "Student's Programs" page:

This screenshot shows the 'Student 1's Programs' page with three registrations listed. The sidebar is the same as in the previous image. The main content area shows three entries, each with a 'Pending' status tag. The first is 'Baseball', the second is 'Boys Basketball', and the third is 'Cross Country'. Each entry includes the school name 'North Medford High School' and the school year '2023-2024 School Year'. Below each entry, it says 'You have until 6/30/2024, 4:08:00 PM to complete this registration' and 'Steps in this registration: 7 / 7 Awaiting Submission'. To the right of each entry are 'Cancel' and 'Manage' buttons.

3. Click "Manage" for the first program and complete the steps.
4. Once complete, return to the "Student's Programs" screen and click the "Manage" button for the next incomplete program.
5. You will see that many of the steps are already completed, this is because some required are shared by all the activities, and you are only required to complete them once per year.
6. If applicable, complete any remaining steps to for additional activities.

Method Two:

1. After clicking the “Register” button for an activity, press the back button and click the “Register” button for the next activity you wish to register your student for.
2. Do this until all desired programs are listed on the Student’s Programs” page.
3. Once all the desired activities are listed on the “Student’s Documents” screen, click the “Required Documents” tab

The screenshot shows the 'Student 1's Programs' page. On the left is a dark sidebar with the user's name 'Example Parent', 'Student 1 Example', and 'North Medford High School'. Below this are menu items: 'Student 1's Programs' (highlighted), 'Find Programs', 'Notes', and 'Settings'. The main content area is titled 'Student 1's Programs' and has two tabs: 'Programs' and 'Required Documents'. A blue arrow points to the 'Required Documents' tab. Below the tabs, there is a section titled 'Student 1's Currently Required Documents' with a descriptive paragraph. A list of requirements follows, each with a status and an action button: 'Participation Form' (Pending, Fill Out), 'OSAA Academic Eligibility' (Pending, Fill Out), 'Code of Conduct' (Pending, Fill Out), 'Parent Letter' (Pending, Fill Out), 'Waiver and Release' (Pending, Fill Out), and 'Physical Exam' (Pending, Upload).

4. Click “Fill Out” or “Upload” for each listed requirement
5. If any programs are still incomplete then the participation fee is still pending, if applicable you can complete the payment by clicking “Manage” for each incomplete program and then clicking the “Pay” button.

The screenshot shows the 'STUDENT 1'S REGISTRATIONS' page for 'Boys Basketball'. The sidebar is identical to the previous screenshot. The main content area has a 'Back to Registrations' button in the top right. Below is a list of requirements with their statuses and action buttons: 'Participation Form' (Approved, Fill Out), 'OSAA Academic Eligibility' (Approved, Fill Out), 'Participation standards and Code of Conduct' (Approved, Fill Out), 'Parent Letter - Student Injuries and Insurance' (Approved, Fill Out), 'Waiver and Release' (Approved, Fill Out), 'Physical Examination' (Pending Approval, Upload), and 'Fee Payment' (Pending, Pay). A blue arrow points to the 'Pay' button for the 'Fee Payment' requirement.