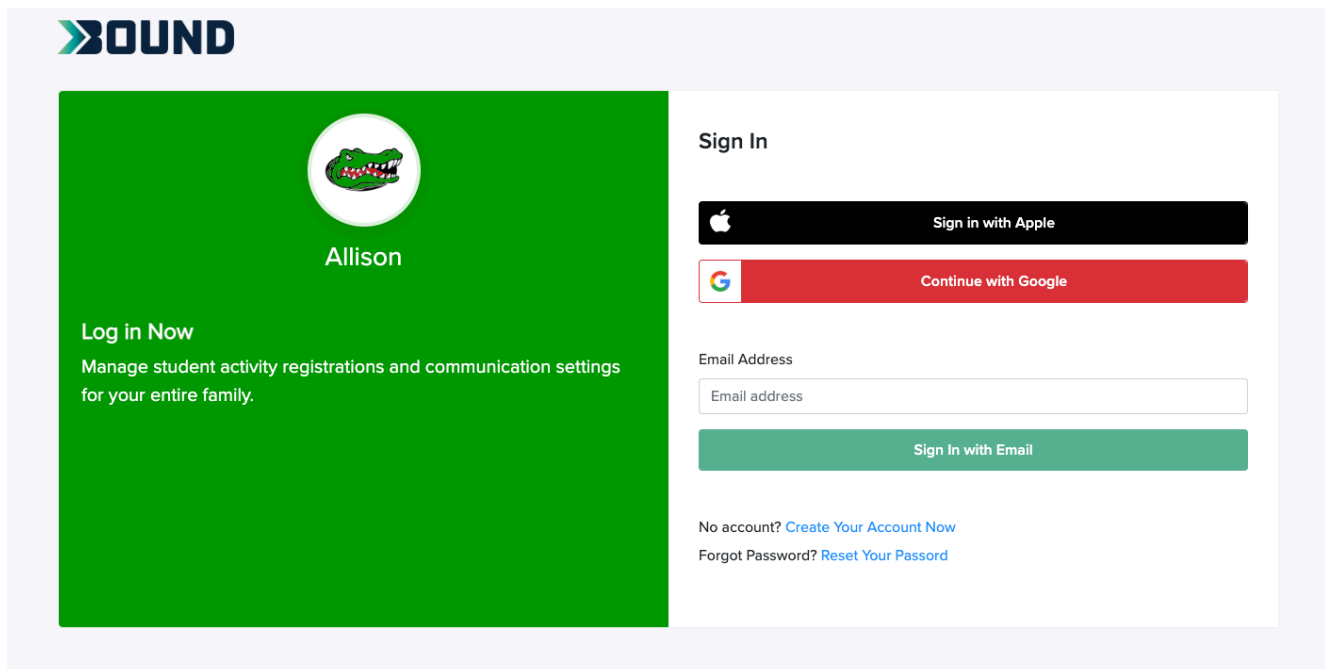


## Log Into Bound or Create an Account

<https://www.gobound.com/ia/schools/davenportwest>

In order to register your student for an activity, you must have a Bound account. Log in with your account, or click on "Create Account" below to create your account.

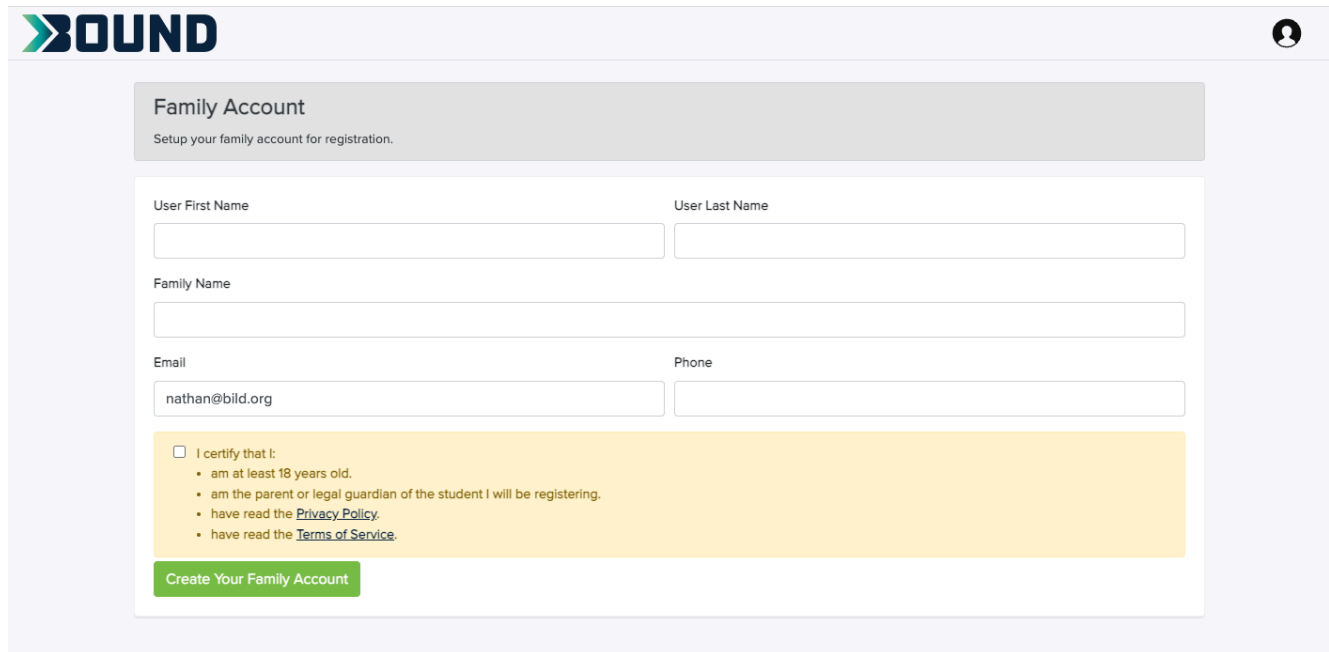
**IMPORTANT: If you already have a Bound account from a previously registering a student or purchasing a ticket, be sure to use that account!**



## Create Your Family Account

The first time you register a child for an activity on Bound you will be asked to create your Family account. You can add multiple children and/or Guardians to your family account.

Create your Family Account by entering in your name, your Family last name and other requested information. *You will only be asked to complete this step once.*

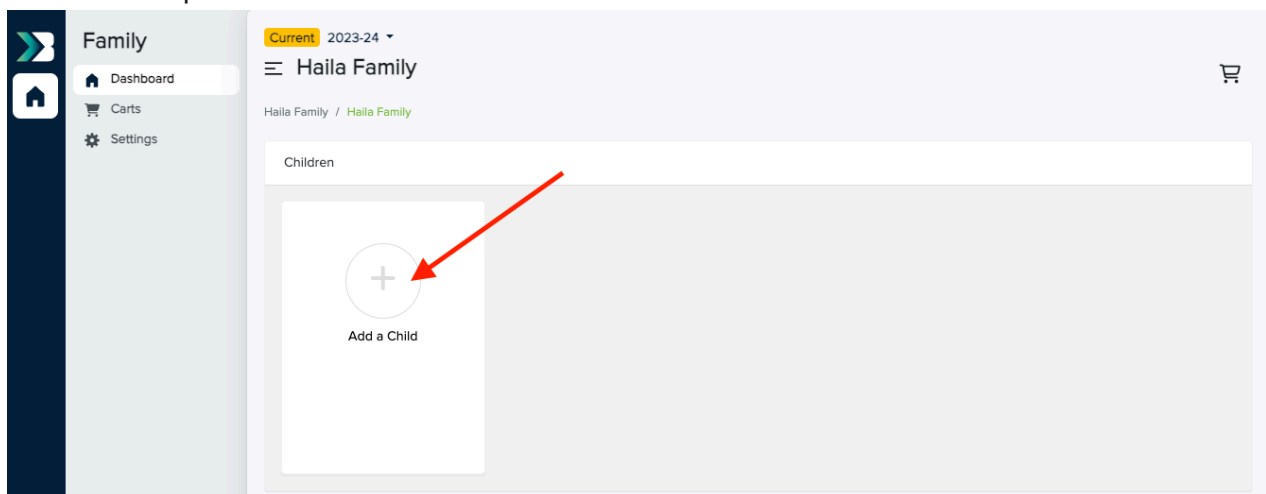


The screenshot shows the 'Family Account' registration page. At the top left is the 'BOUND' logo, and at the top right is a user profile icon. The main heading is 'Family Account' with a sub-heading 'Setup your family account for registration.' Below this are several input fields: 'User First Name', 'User Last Name', 'Family Name', 'Email' (with the example 'nathan@bild.org'), and 'Phone'. A yellow highlighted section contains a checkbox for 'I certify that I:' followed by four bullet points: 'am at least 18 years old.', 'am the parent or legal guardian of the student I will be registering.', 'have read the [Privacy Policy](#).', and 'have read the [Terms of Service](#).'. At the bottom of this section is a green button labeled 'Create Your Family Account'.

## Add a Child to your Family

To add a Child to your family, complete the following steps

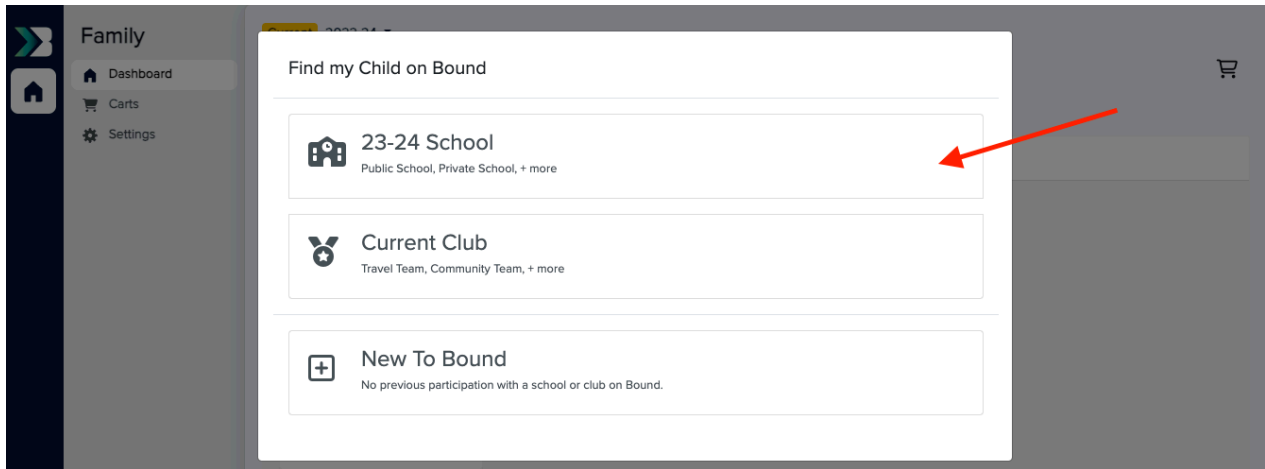
1. Click on the plus button in the Children section.



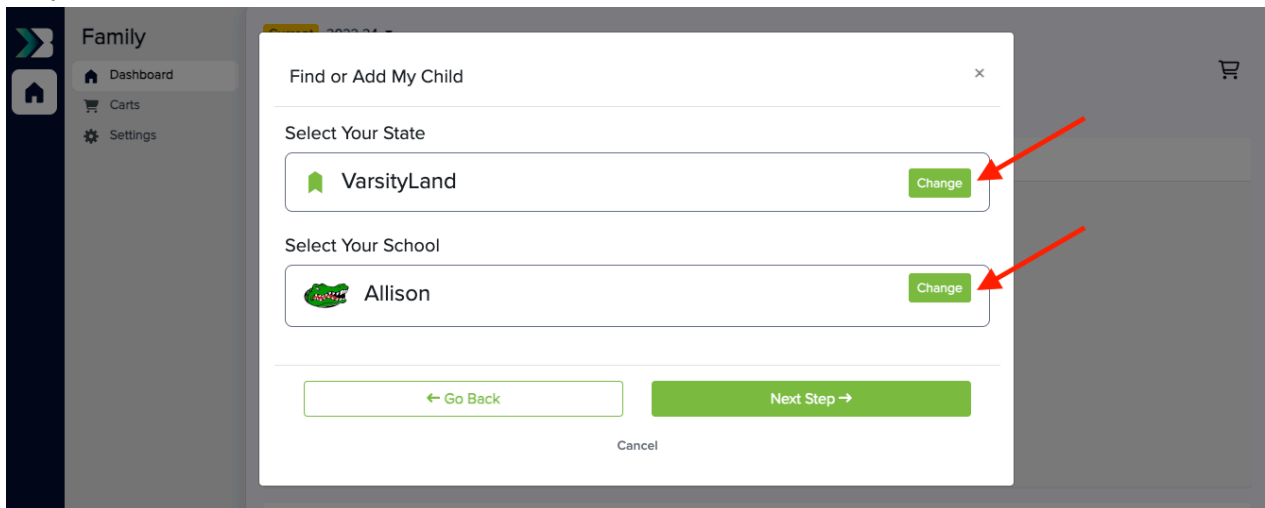
2. Choose the appropriate option to find your child on Bound, or add them directly if you are new to Bound.

- a. **If your child previously participated in activities at a school using Bound:** Go to Step 3.
- b. **If you are new to Bound:** Go to Step 8

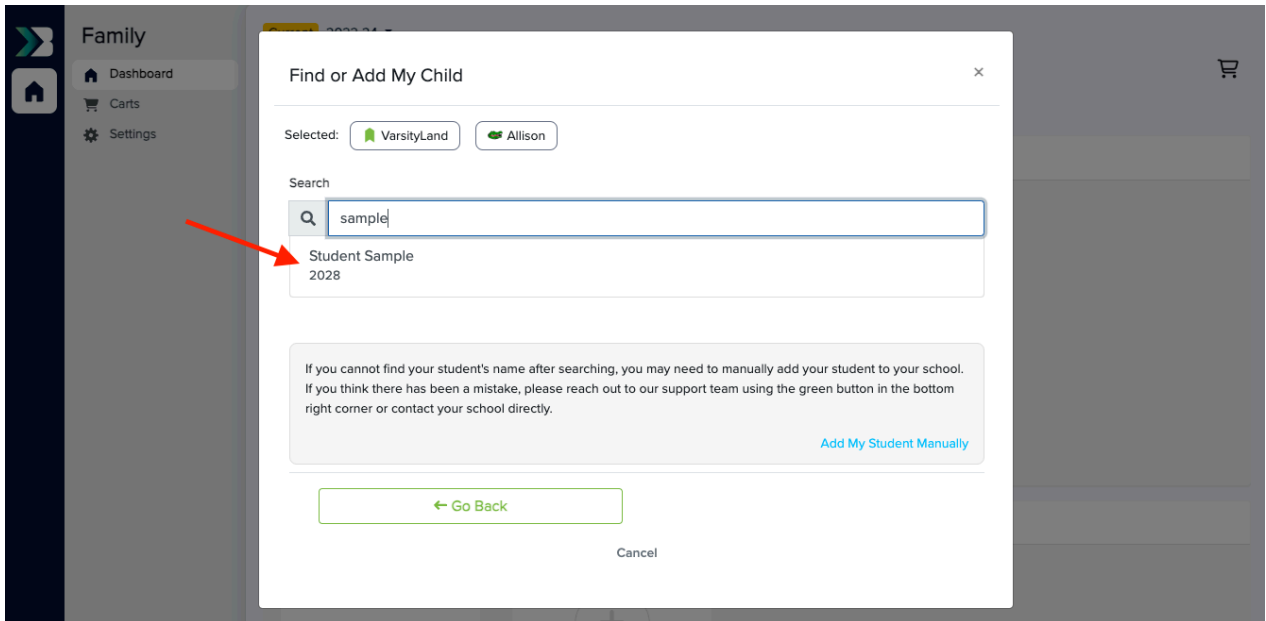
3. If your child previously participated in activities at a school using Bound, Click on the “[Year] School” button



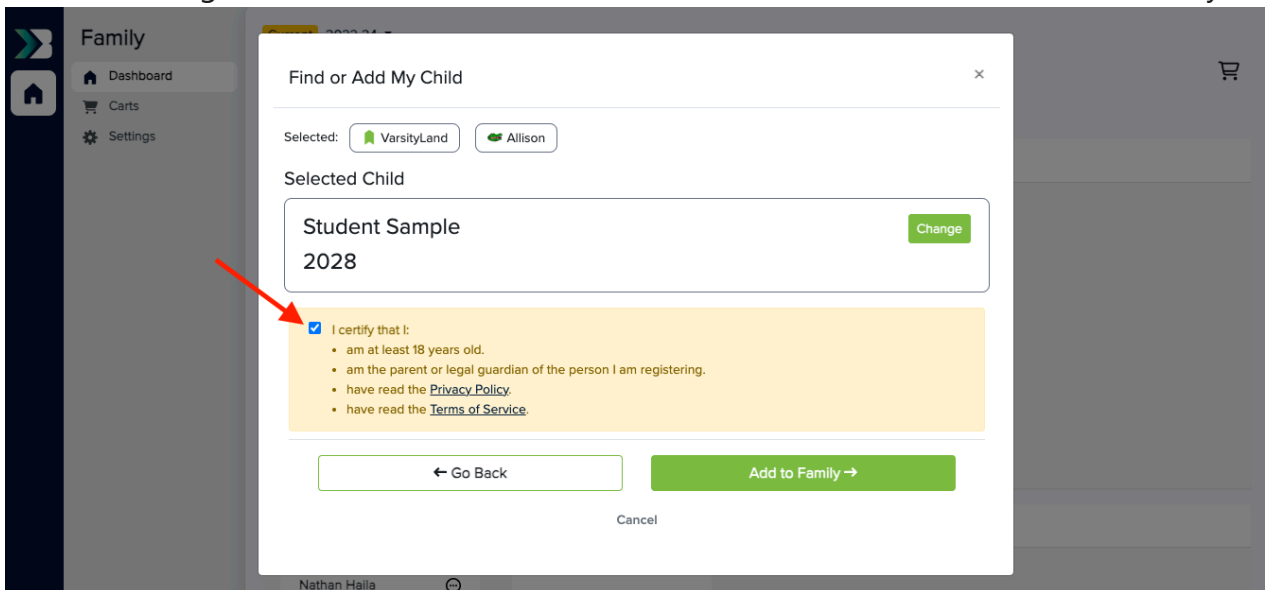
4. Select the State and School that your child participated in activities at and click “Next Step.”



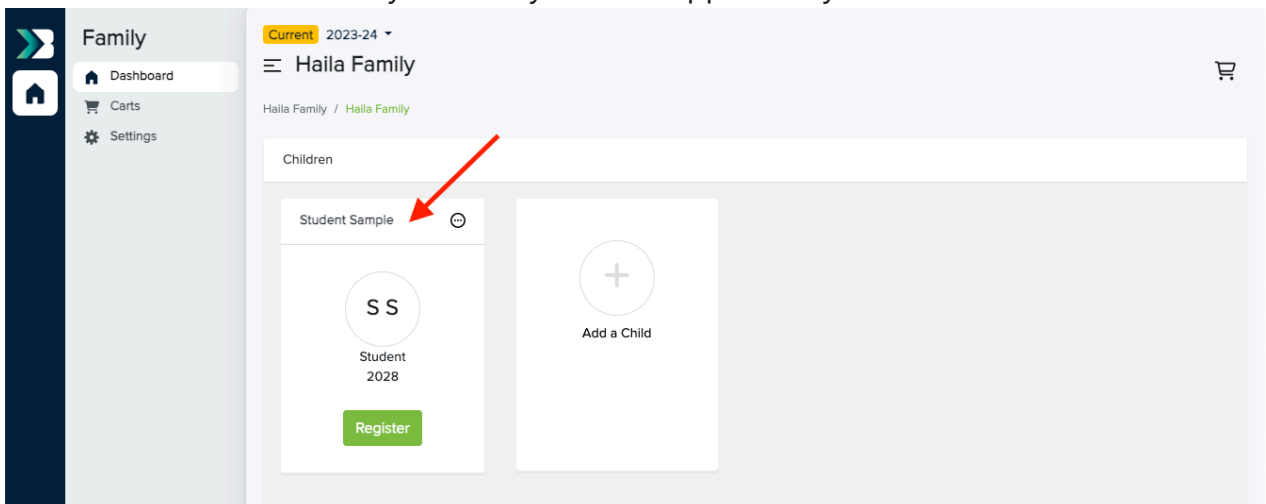
5. Find your student by entering in your child’s last name. When your child is found, click on the child’s name to select it.



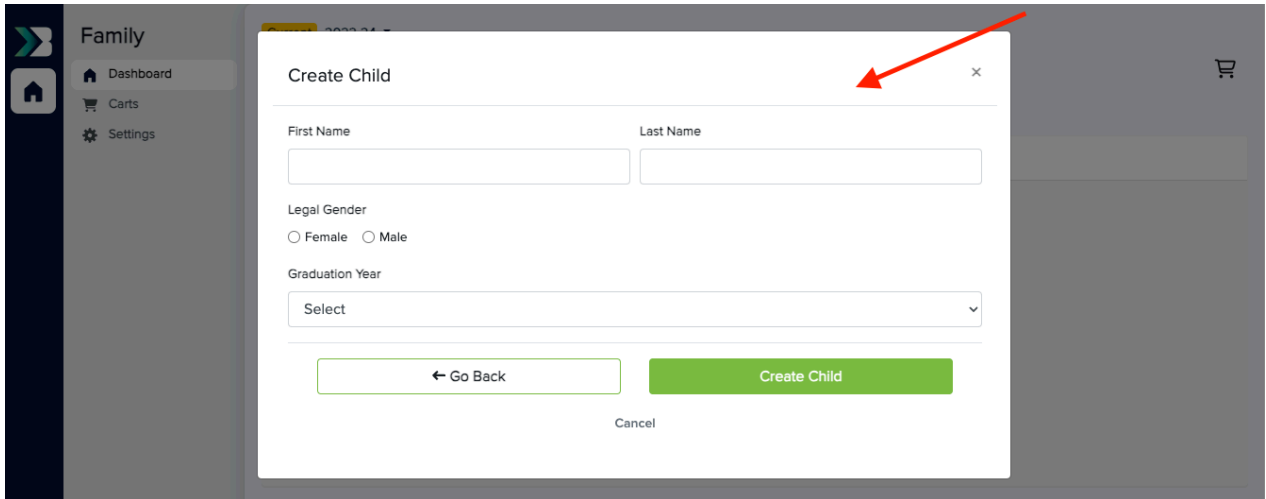
6. After reviewing the information, click the checkbox to confirm and click "Add to Family."



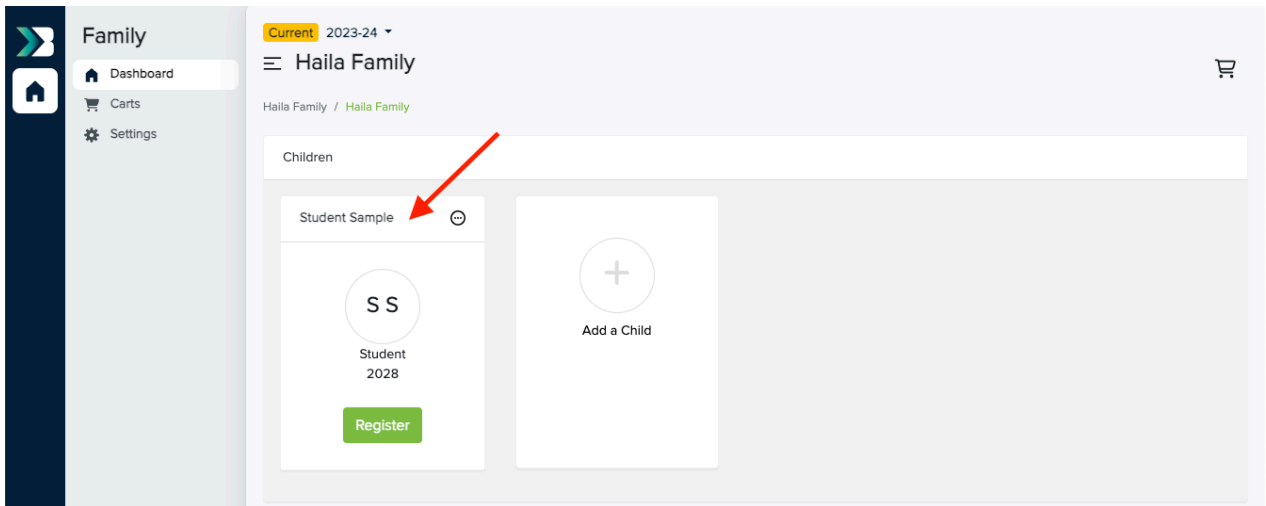
7. Your child will be added to your family and will appear on your Dashboard.



8. If you are new to Bound, enter the requested information and click "Create Child."

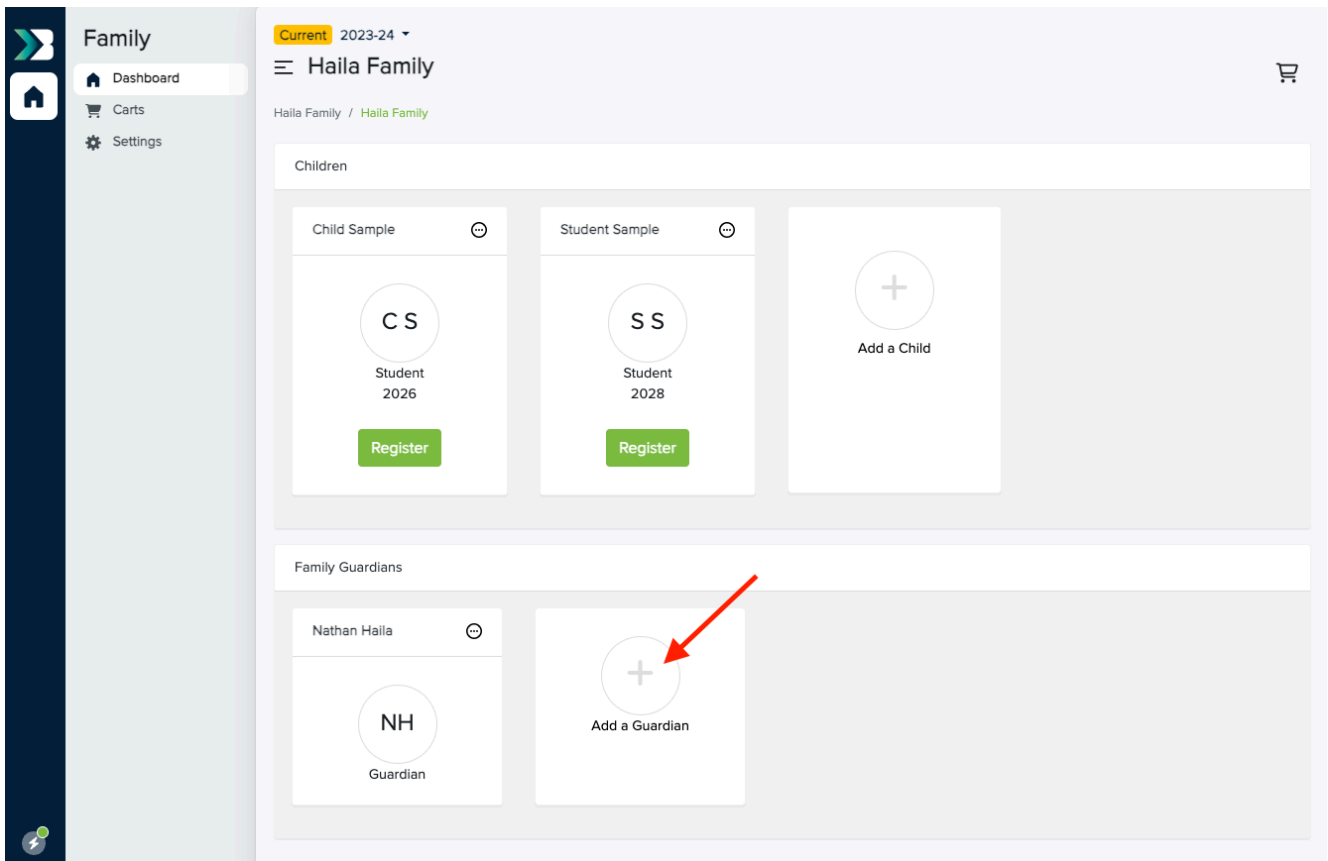


9. Your child will be added to your family and will appear on your Dashboard.



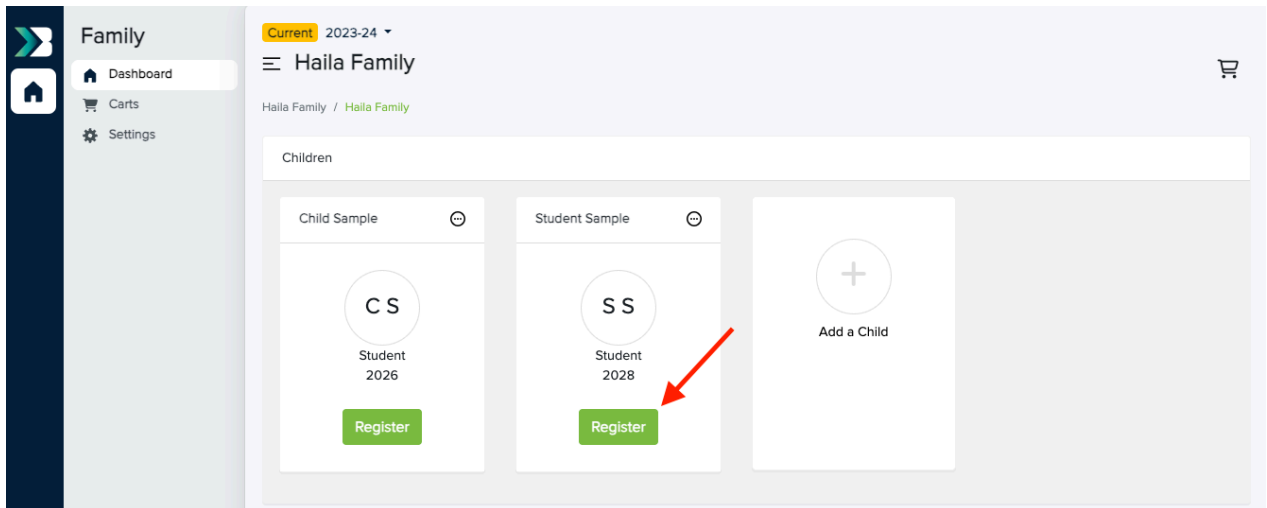
### [OPTIONAL] Add Additional Guardians to your Family

To add additional Guardians to your family, click on the plus button in the Guardian section and then enter in the requested data for the Guardian. You may also send the Guardian an invite email, which will allow them to create their own Bound account. As part of the invite process you will be asked to set the level of family access each guardian has.

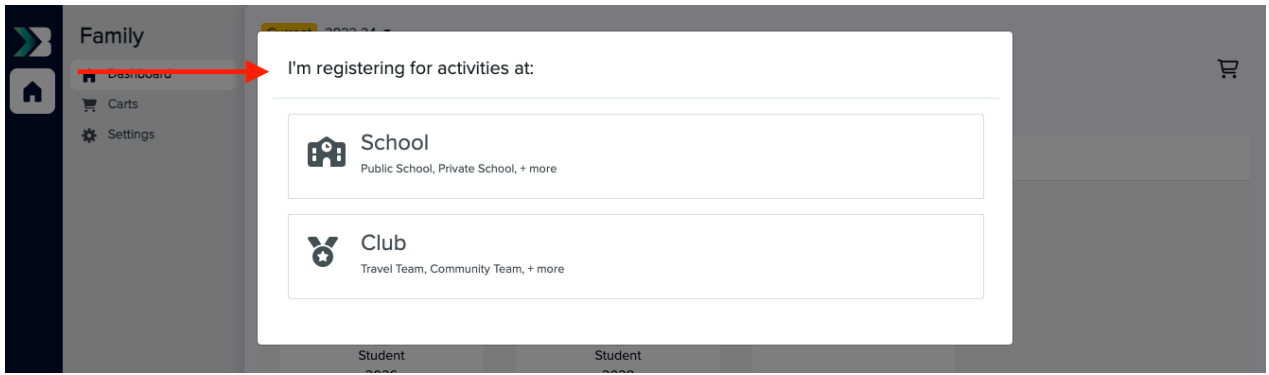


## Register Your Child for Activities

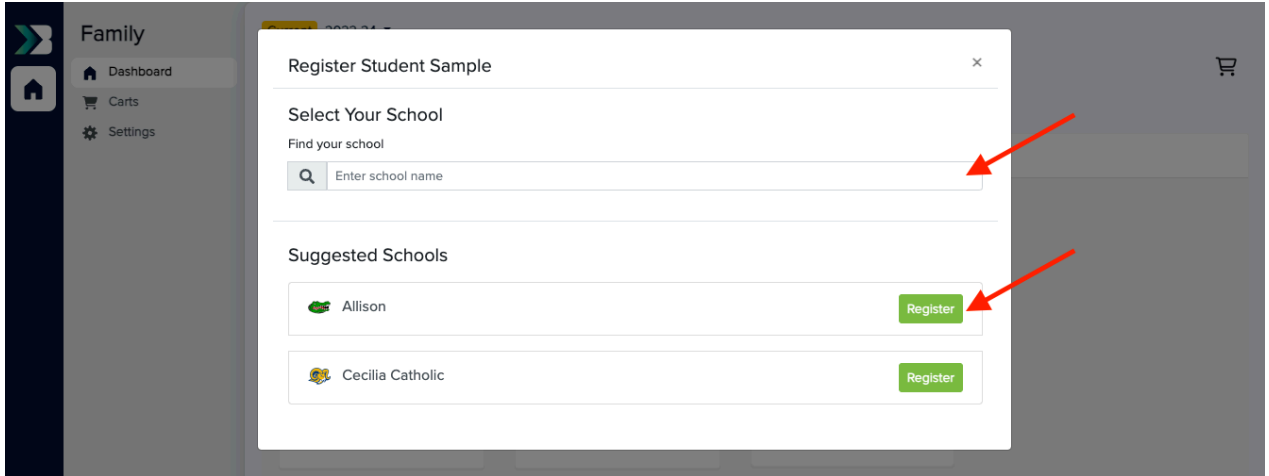
1. Click on the "Register" button on your child's Family Card.



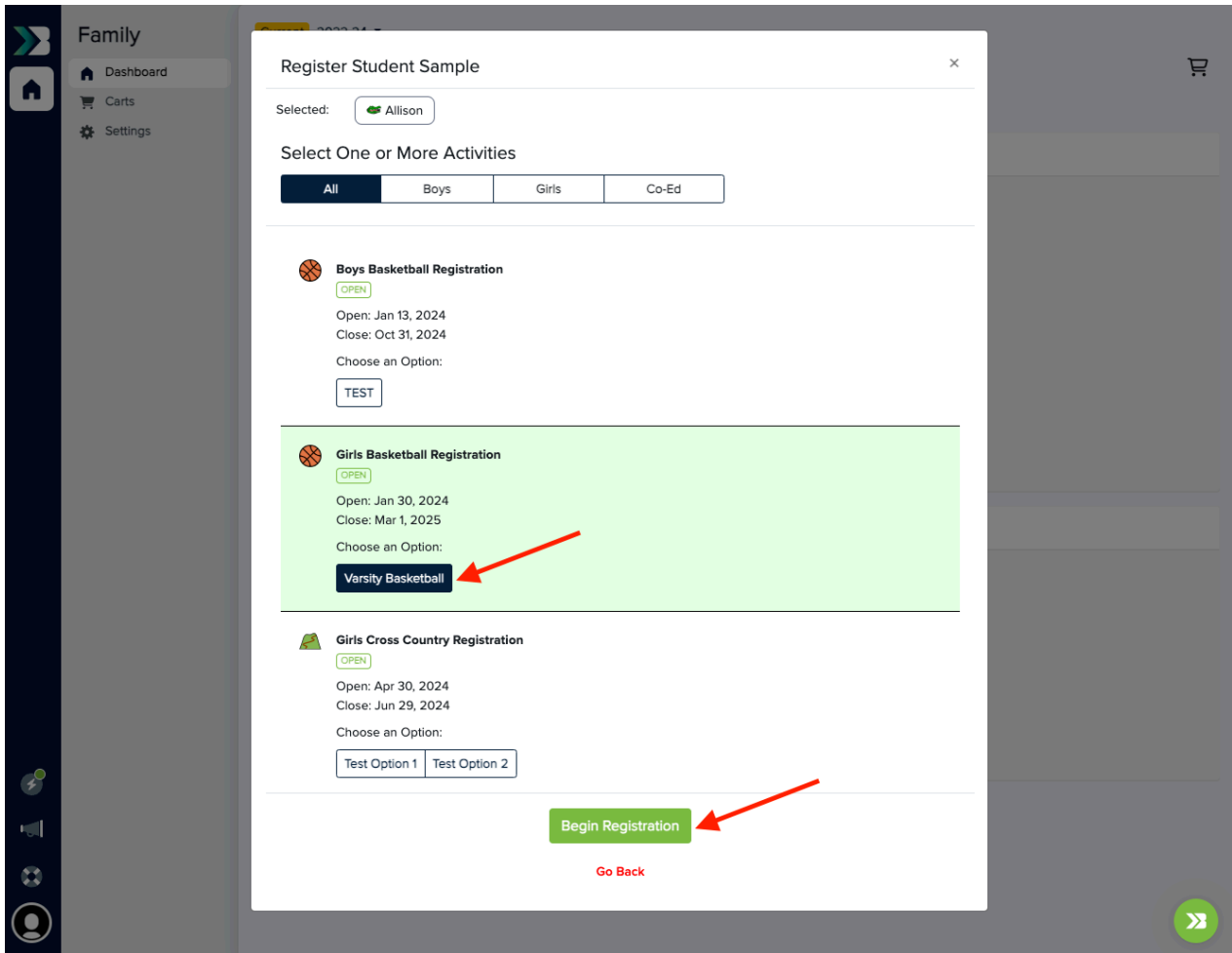
2. Select the entity that you are registering for activities at.



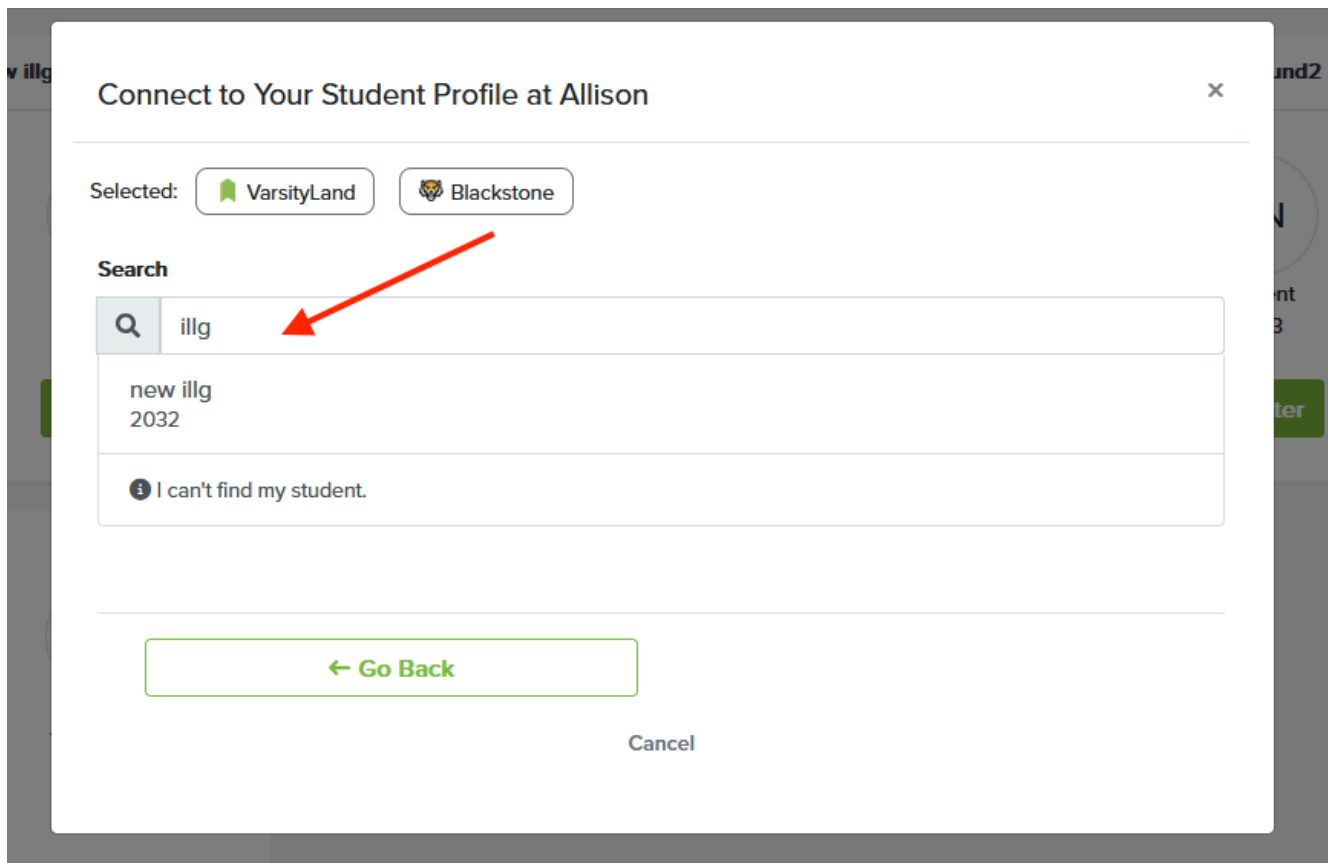
3. Search for or select the school you need to register at.



4. Select one or more activity options to register for. Then click on "Begin Registration"



5. Search for your child at their school and click on their name to connect them to their Student Profile at the school.

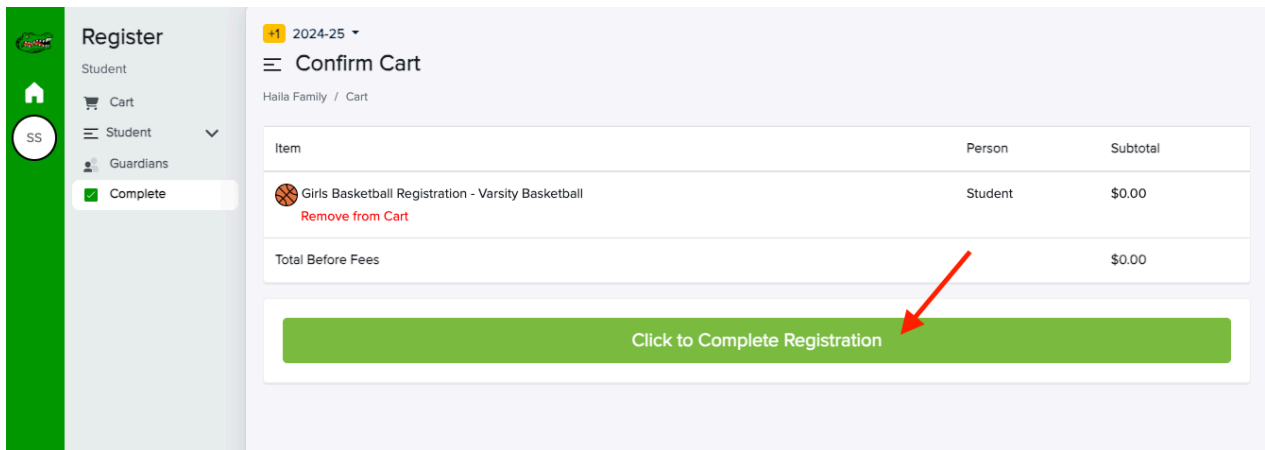


## Enter the Information Requested by Your School

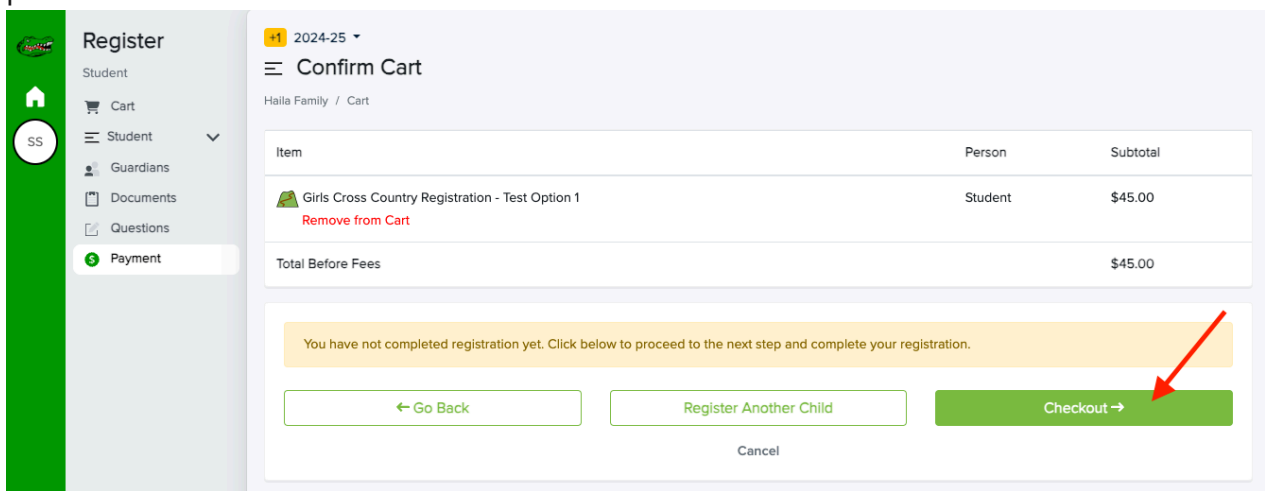
Follow the instructions to provide the appropriate information as requested by your school.

**IMPORTANT:** When you register your child, an account creation email will be sent to the email address you entered. Make sure they accept the invite and create their account. This is key to receiving future communication from school faculty and coaches!

1. If there is no charge for registration, you can "Click to Complete Registration."



2. If there is a charge for your registration, click "Checkout" to complete the checkout process.



## Registration Complete!

Once all the steps are completed, you will have successfully registered your child for their activities.