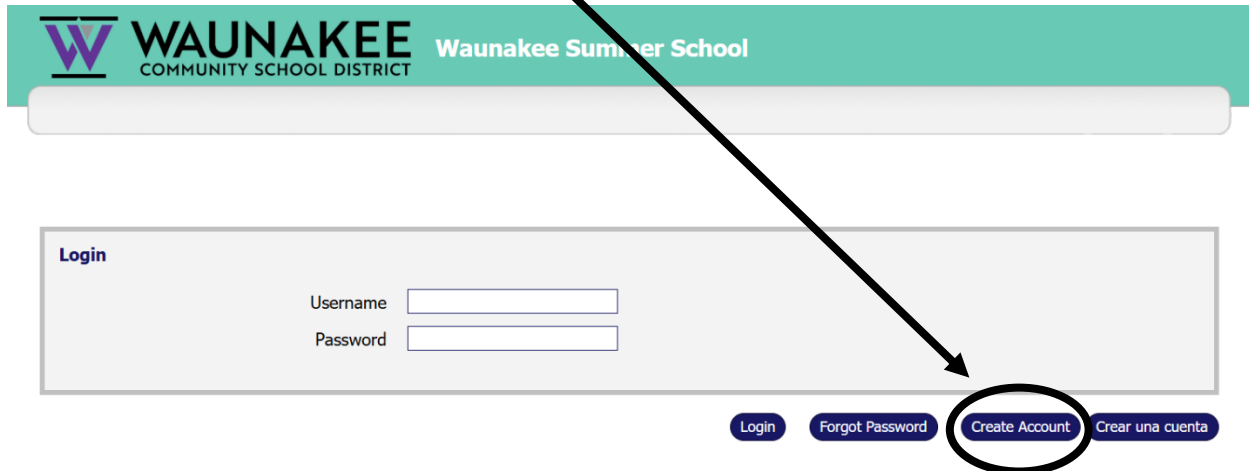


Waunakee Summer School Registration – New Account Setup

**** Everyone will need to setup a new account for Summer School 2026 ****

Information on Waunakee Community School District (WCSD) students who will be active in 2026-2027 has been uploaded into the registration program.

1. On the login page, click on “Create Account.”

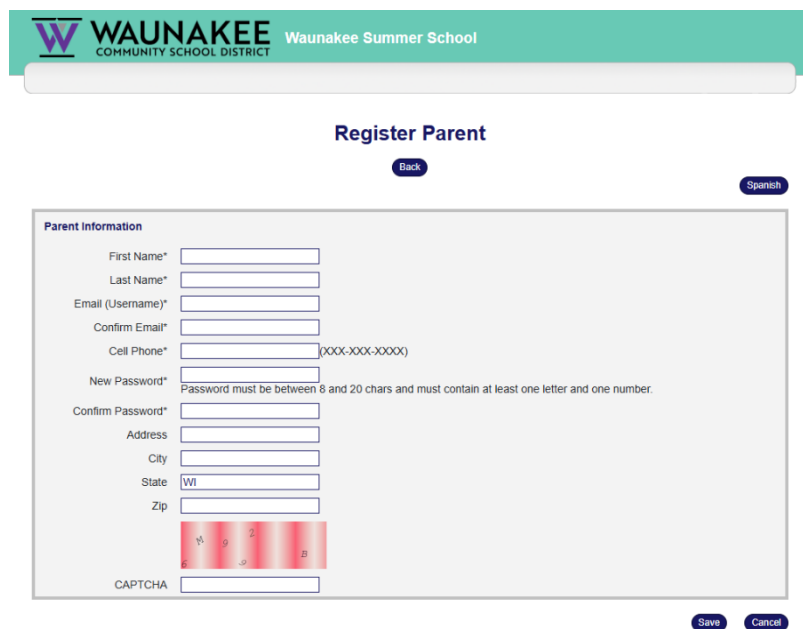


2. Enter parent information. Click “Save”.

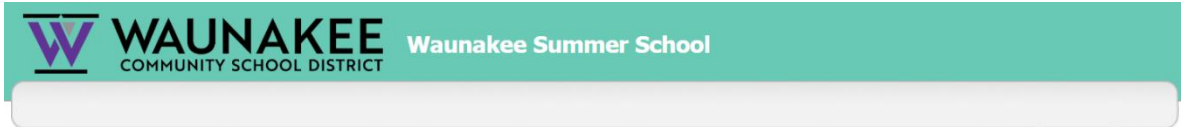
- Beginning in Summer 2026, the Waunakee Community School District will use summer school-specific contact groups to communicate important information with families. When registering for summer school, you will be asked to provide an email address and cell phone number. The contact information entered during the summer school registration process will be the primary method used for all summer school communications, including time-sensitive updates or emergency notifications.


It is important that you enter contact information that you regularly monitor during the summer months, as this information may differ from what is on file during the regular school year. Keeping this information current helps ensure timely communication and supports the safety and well-being of all students participating in summer school programming.

- If you would like to view the registration program in Spanish, select the Spanish button in the upper right corner of the screen. Every time you log in, the screen will be displayed in the language you selected. If you want to change the language, you may. You will need to log out and then log back in again in order for the system to update and make the change.



3. Check your email and click on the link to activate your account. If you do not receive an email, check your spam/junk folder.



 Successfully saved account. Please check your email to activate your account. Make sure to check your Junk folder

Login

Username

Password

[Login](#) [Forgot Password](#) [Create Account](#) [Crear una cuenta](#)

SignUpHelper Activation External Inbox



SignupHelper <admin@signuphelper.com>
to me ▾

Hello Will,

[Please click on this link to activate your account.](#)

Thank you,
SignupHelper Staff

Note: The link is only active for 30 minutes. If you do not access it during that window of time, you will need to have the system resend you a new link.

4. Once your account is activated, login to your account. Your username is your email address.

WAUNAKEE COMMUNITY SCHOOL DISTRICT **Waunakee Summer School** Will Test | Log Out

Dashboard Courses Settings

Successfully activated user. You can now login.

Login

Username will_test@waunakee.k12.w

Password

Login Forgot Password

5. Accept End User License Agreement.

WAUNAKEE COMMUNITY SCHOOL DISTRICT **Waunakee Summer School** Will Test | Log Out

Dashboard Courses Settings

Eula

You must agree to the EULA before continuing.

SOFTWARE LICENSE AGREEMENT

IMPORTANT - PLEASE READ CAREFULLY BEFORE DOWNLOADING, INSTALLING OR USING ANY PART OF THE SOFTWARE. THIS IS A LEGAL DOCUMENT THAT STATES THE TERMS AND CONDITIONS THAT GOVERN A LICENSEE'S USE OF THE SOFTWARE. BY DOWNLOADING, INSTALLING OR USING THE SOFTWARE, THE LICENSEE ACKNOWLEDGES THAT THE LICENSEE HAS READ THIS AGREEMENT, UNDERSTANDS IT AND AGREES TO BE LEGALLY BOUND BY ITS TERMS. PLEASE READ THE TERMS CAREFULLY BEFORE PRESSING THE "AGREE" BUTTON OR USING THE PROGRAM, BECAUSE PRESSING THE "AGREE" BUTTON OR USE WILL INDICATE YOUR AGREEMENT TO SUCH TERMS. IF YOU DO NOT AGREE, DO NOT USE THE SOFTWARE.

This END USER LICENSE Agreement ("Agreement") is a legal agreement by and between you, or, if you represent a legal entity, that legal entity (hereinafter "Licensee") and PF Data, LLC, a Wisconsin Limited Liability Company ("PF Data") and is applicable to the Software that is accompanied by this Agreement.

WHEREAS, the Licensee desires to contract with PF Data to obtain a license to use SignupHelper, a web-based registration software tool; and

WHEREAS, PF Data is ready, willing and able to provide a license for the web-based software pursuant to the terms of this Agreement.

NOW THEREFORE, in consideration of the mutual promises, covenants and agreements herein, the receipt and sufficiency of which is

Accept

Cancel

6. Click "Manage Your Account" on the dashboard to add your student(s) to your account.

The screenshot shows the top navigation bar with the Waunakee Community School District logo and 'Waunakee Summer School' text. Below the navigation bar are three tabs: 'Dashboard', 'Courses', and 'Settings'. The main content area is titled 'Dashboard' and contains four cards: 'Manage Your Account' (circled in black), 'Review Course Listings', 'Course Review and Cost', and 'Add/Drop Courses'. The 'Add/Drop Courses' card states 'Registration is live.'

7. Enter your student's Student ID. You can find this information by logging into Infinite Campus, selecting your student from the dropdown menu, click on the student's photo and then a screen will pop up with their student number right next to their name/photo.
- Each student can only be added to one parent account. The student can only be registered using the account they were added.

The screenshot shows the 'Edit Parent' form. At the top is the navigation bar with the Waunakee Community School District logo and 'Waunakee Summer School' text. Below the navigation bar are three tabs: 'Dashboard', 'Courses', and 'Settings'. The main content area is titled 'Edit Parent' and contains a 'Back' button. Below the 'Back' button is the 'Parent Information' section, which includes fields for First Name, Last Name, Email (Username), Phone, Address, City, State, Zip, and Language. Below the 'Parent Information' section are 'Save' and 'Cancel' buttons. Below the 'Save' and 'Cancel' buttons is the 'Student Information' section, which includes a field for Student ID (circled in black) and an 'Add' button. Below the 'Student ID' field is the text 'Associated Students: None'.

8. On the “Manage Your Account” screen, students are listed at the bottom. Continue to add students until all of your children are listed on your account.

Student Information

Student ID * [Add](#)

Associated Students None

If you have multiple students in your family, you can either create a separate adult login for each child or you can link all children to the same account. If you link all children to the same account, it is possible to login to that account on multiple devices at the same time (for example one parent on one computer for Child A and one parent on a different computer for Child B).