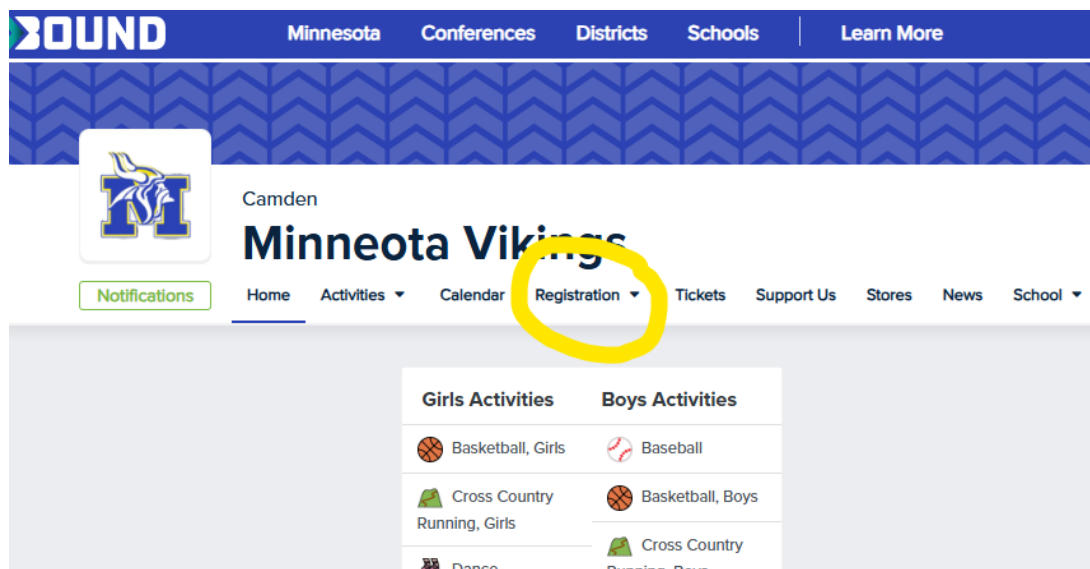


To Create a Family Account



1. On the Main Dashboard select Registration and then Activities. You will be prompted to create your family account with your parent information.
2. You will then be prompted to add a new child---***Please Note you will need to change the year to 2026-27 to get the correct Graduation Date

Add a Child

Student Name

1. Child

2. Organization

3. Student

4. Confirm

Who would you like to add to an organization?

Select an existing child or add a new one:

JM

Jacob Myrvik
Class of 2032

OM

Owen Myrvik
Class of 2028

TM

Taryn Myrvik
Class of 2030

Or add a new child to your family:

+ Add New Child

Cancel

Next →

3. Complete the information. You can upload a picture if you choose. ---***Please Note you will need to change the year to 2026-27 (at the top of the page) to get the correct Graduation Date

Add a Child

×

Student Name

1. Child

2. Organization

3. Student

4. Confirm

+ Add New Child

New Child Information

Profile Picture

Photo

Upload Photo

Optional

First Name *

Last Name *

Date of Birth

MM

DD

YYYY

Gender *

Graduation Year *

☐ Female ☐ Male

Select

▼

Cancel

Next →

4. Choose the organization. If Minneota does not populate, search the organization.

Add a Child

js

jane smith

Class of 2027

1. Child

2. Organization

3. Student

4. Confirm

Quick Select

Organizations your family already connected to:

Minneota

or search for a different organization

Search All Organizations

Q

Search by school or club name...

Search across all states by organization name

Back

Next →

5. Next click Create New Student Record

Add a Child

JS

Jane Smith

Class of 2027

1. Child

2. Organization

3. Student

4. Confirm

Minneota

Change

Search for Existing Student Record

Search by last name to see if Jane Smith already has a student record at this organization.

Q

Smith

Q

No students found. Try a different search or create a new student record.

Can't find the student record?

+ Create New Student Record

← Back

Next →

Create New Student Record

Create a new student record at this organization for Jane Smith.

First Name

Last Name

Jane

Smith

Graduation Year *

Gender

2027 (JR)

Female

☐ International Student

Enable if this student resides outside of the United States.

← Back

Next →

6. Certify that you are at least 18 and Add to Family

Add a Child

JS

Jane Smith
Class of 2027

1. Child

2. Organization

3. Student

4. Confirm

Jane Smith
Class of 2027
Minneota

A new child will be added to your family and enrolled at Minneota.

Invite to Family Portal

Send an invite so your child can access the family portal with their own account.

☐ Send an invite to my child

☐ I certify that I:

- am at least 18 years old
- am the parent or legal guardian of the student I am adding
- have read the Privacy Policy
- have read the Terms of Service

← Back

✓ Add to Family

7. Your family dashboard is now created. You can add more children to your dashboard in the same manner.

8. You can add additional Guardians or people you want to access the account.

2026-27

Myrvik Family Dashboard

Myrvik Family

Quick Actions

Manage your family and register for activities

Register

Add Child

Add Guardian

Children

9. Choose the Relationship of the Individual(s) you wish to add and complete the demographic information.

Add a Guardian ➤

1. Guardian Info

2. Permissions

3. Invite

Add another parent or guardian to your family account. They will be able to manage your children and receive important notifications.

Profile Picture



 Upload Photo

Optional

Relationship *



Mother



Father



Guardian



Grandparent



Other

First Name *

Last Name *

First name

Last name

10. Set the Guardian Role

Set Role

×

1. Guardian Info

2. Permissions

3. Invite



sam smith

Set Guardian Role

Choose a permission level for this guardian. You can change this later from the Users page.

 Primary Guardian

Full access to all family settings, children, registration, and payments.



 Co-Guardian

Can register children, sign documents, and pay fees, but cannot manage family settings or other users.

 Read-Only

Can view children and family information but cannot make changes, register, or pay.

 Custom

Choose specific permissions for this guardian.

← Back

Next →

11. If you choose Custom Permissions, you can select what the invited guardian can access.

Set Role



1. Guardian Info

2. Permissions

3. Invite

 Custom 

Choose specific permissions for this guardian.

Custom Permissions

Family Management	
Dashboard View View the family dashboard.	☐
Settings Edit Edit family settings such as slug, address, and primary organization.	☐
Users View View users and pending invites on the family.	☐
Users Manage Invite new users, resend or cancel invites, and remove user access.	☐
Children	
View Children View the list of children in the family.	☐
Add Child Add a child via new student creation, connecting to an existing student, or searching by student ID.	☐

12. Add and Send the Invite

Send Invite

1. Guardian Info

2. Permissions

3. Invite

 **sam smith**
Other

✓ Custom

Send Invite

An invitation will be sent to **pattyerickson15@yahoo.com** to join your family on Bound.

☒ Send email invitation now

Subject

Message

Patty Myrvik has invited you to join the Myrvik Family on Bound.

To accept your invite, click the button below.

← Back

➤ Add & Send Invite

13. Once Activity Parameters are set you will be able to register you child for 2026-27 MHS Activities. These will be finalized in early July. Watch for email release when registration opens.