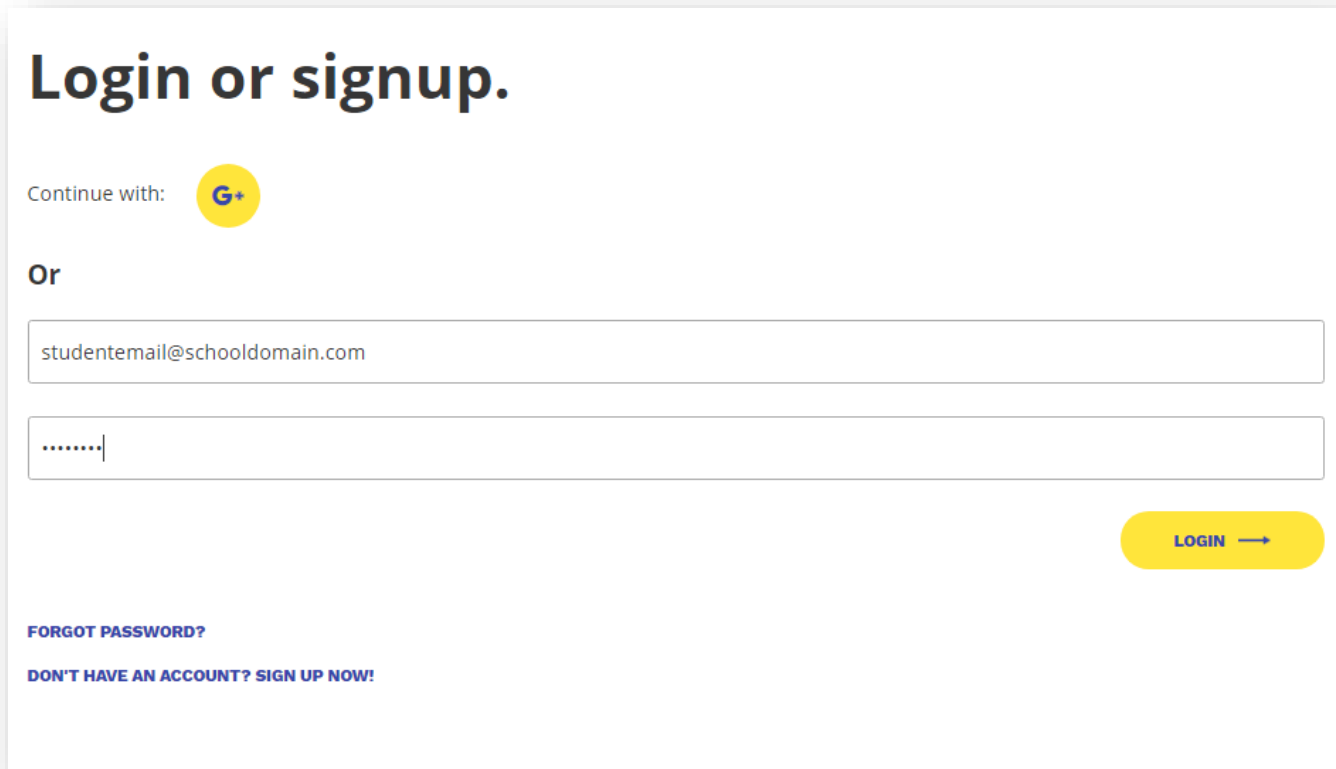


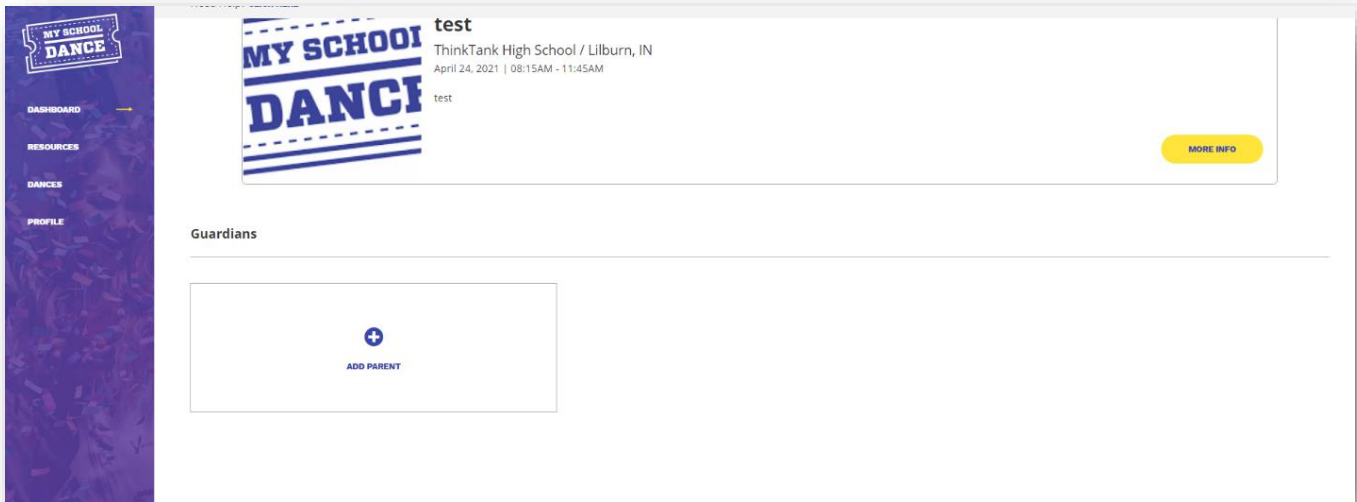
HOW TO LINK A STUDENT TO A PARENT IN MY SCHOOL DANCE

1. Student signs into MySchoolDance.com



The screenshot shows the login page for MySchoolDance. At the top, it says "Login or signup." Below that, there is a "Continue with:" section with a Google+ icon. Underneath, it says "Or" followed by two input fields: one for an email address (containing "studentemail@schooldomain.com") and one for a password (containing "....."). A yellow "LOGIN" button with a right-pointing arrow is on the right side. At the bottom left, there are two links: "FORGOT PASSWORD?" and "DON'T HAVE AN ACCOUNT? SIGN UP NOW!"

2. After logging in, student goes to bottom of dashboard, underneath Guardians, and clicks + **ADD PARENT**



The screenshot shows the dashboard for a user named "test" at ThinkTank High School / Lilburn, IN. The dashboard has a purple sidebar on the left with navigation links: "DASHBOARD", "RESOURCES", "DANCES", and "PROFILE". The main content area features a "MY SCHOOL DANCE" logo and a "MORE INFO" button. Below this, there is a section titled "Guardians" which contains a large white box with a blue plus sign and the text "ADD PARENT" below it.

3. After clicking + ADD PARENT, **ADD GUARDIAN EMAIL ADDRESS TWICE**—then click **SEND REQUEST**.

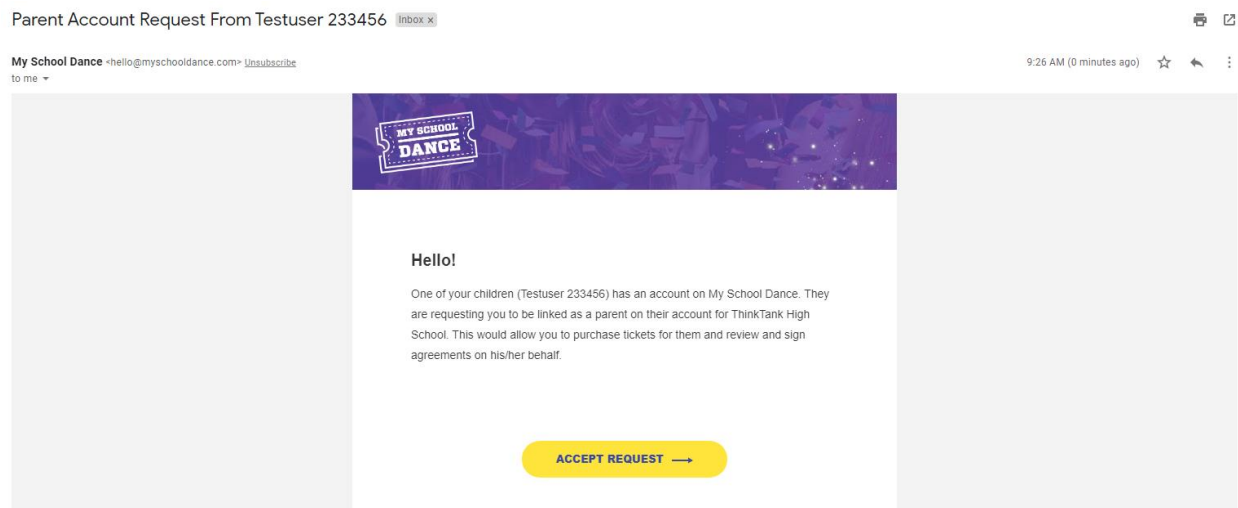
Enter your Parent's Email Address ×

Please enter your Guardian information if you would like for them to have their own My School Dance account. **Note:** They do not need an account in order to sign off on your agreements, they just can click the link in the email they received when you purchased your tickets.

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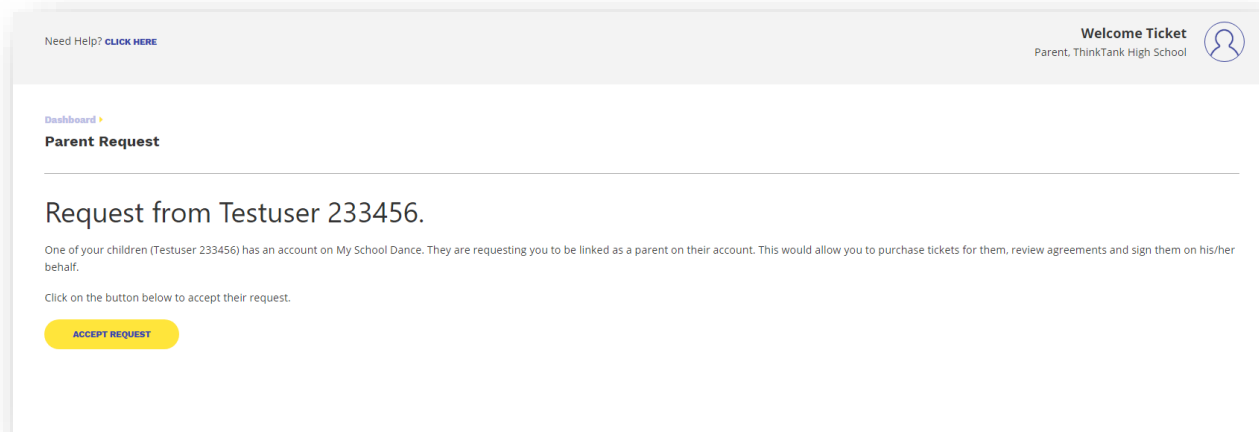
CANCEL **SEND REQUEST**

4. The parent will receive an email to their email address. **PLEASE NOTE: Be sure parent checks their SPAM folder, as Yahoo and AOL (and some Gmail emails) are sending our confirmation emails there. Click ACCEPT REQUEST** (Please note, if parent and student are doing this from the same computer, **MAKE SURE parent logs out of MySchoolDance underneath the student's account before they click ACCEPT REQUEST.**



5. **If parent has not created an account in MySchoolDance under the Guardian's email address, do so now, and verify the email address is correct by clicking on the verification email link.** This should be done before the next step below.

Login to MySchoolDance with the Guardian email address. Go back to your email, and click ACCEPT REQUEST a second time. This will take you to the correct page. (shown below) **Click Accept Request**



6. **Once this is done, you can verify your student's account(s) by going to the Guardian Dashboard, and looking for the name of your parent:**

