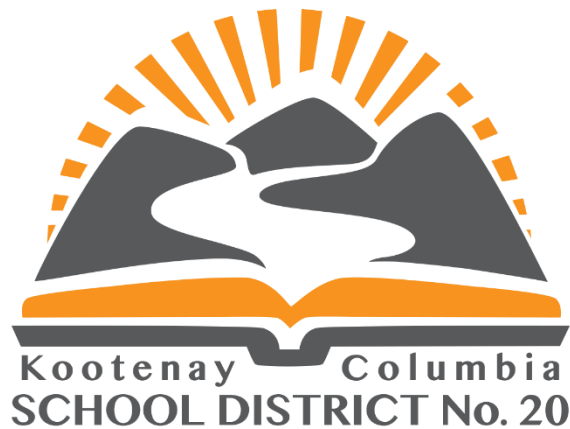


Parent's Guide



ActivityRight
by RightLabs

Parent Online Payment System

September 2020 v.1.0

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WELCOME PARENTS!

School District 20 is implementing ActivityRight across the District. ActivityRight is an easy to use and safe way to give permission for your child’s participation in field trips and to pay for your child’s class trips or other fee items. Fees for multiple students across multiple schools in the district can be managed from a single parent ActivityRight account, and paid for in a single transaction.

No more lost or missing permission forms. Approvals and payments are managed from the device of your choice, which means the student no longer needs to deliver cash or cheque payments to the school.

All you have to do is sign up for an account, attach your children and in no time, you will be able to make payments online. Forms and notifications related to your student’s activities are sent directly to your browser as a push notification so you can see notices as soon as they arrive, and manage completion wherever you are at.

As parents/guardians of students in School District No. 20, you will receive an email notification, inviting you to register with ActivityRight, our Parent Online Payment System. Check your junk/spam mail folder or contact your school if you haven’t received an invitation email.

Sign up thru the email notification, by clicking on the “Sign up” button provided in the email.

The following link will provide some familiarization with the program.

Video Overviews

Learn about the functions of ActivityRight by checking out this video:

<https://transact-1.wistia.com/medias/3grhj1e1h>

Login Information

This guide helps you to sign-up for an account, associate your account with your students, and take your first steps with ActivityRight. If you need help, please contact the school for assistance.

Email Notification

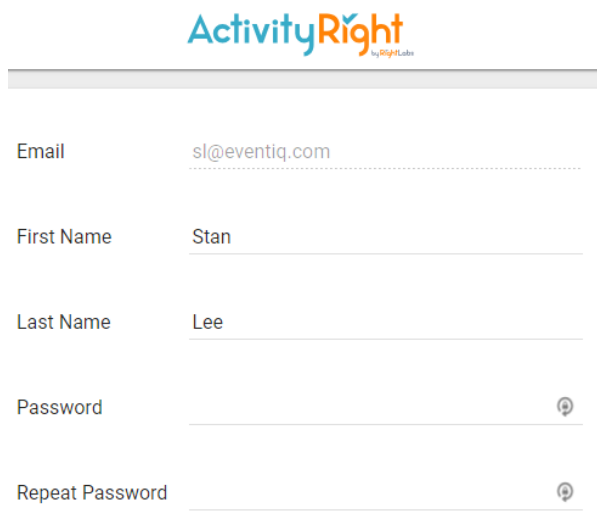
Step 1 - You will receive an email from your school similar to this:



School District 20 is excited to introduce an Online Payment system for School Fees and Field Trip Permissions. Simply click on the Sign Up button to create an account. [SIGN UP](#)

Please view the Parent’s Instruction Guide sent to you in a previous email for more information.

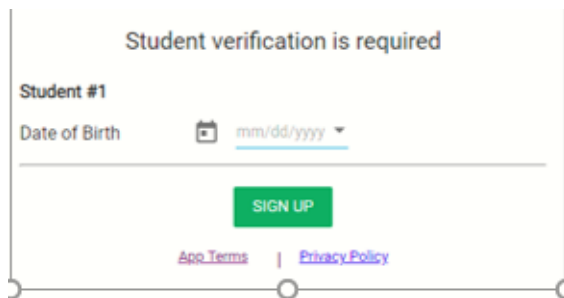
Step 2 – Create a password.



The screenshot shows the ActivityRight sign-up form with the following fields:

- Email:** sl@eventiq.com
- First Name:** Stan
- Last Name:** Lee
- Password:** (with an eye icon to toggle visibility)
- Repeat Password:** (with an eye icon to toggle visibility)

Step 3 – To complete student verification, enter your child’s birthdate and click on SIGN UP.

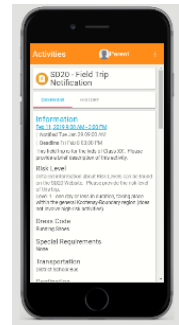


The screenshot shows a web form titled "Student verification is required". It contains a "Student #1" label, a "Date of Birth" label with a calendar icon, and a text input field containing "mm/dd/yyyy" with a dropdown arrow. Below the input field is a green "SIGN UP" button. At the bottom, there are two links: "App Terms" and "Privacy Policy".

That’s it! Once you have successfully registered, you will be taken to the ActivityRight Parent Portal.

Field Trip Notification – Grant permission as a parent

You will receive a notification when a field trip, permission slip or a fee collection form is approved by the Principal for distribution. Parent/Guardians are asked to sign consent forms to permit their child to participate in a field trip/activity being organized by the school. These forms are to fully inform you of the details of the field trip/activity and the associated risks which your child may be exposed to.

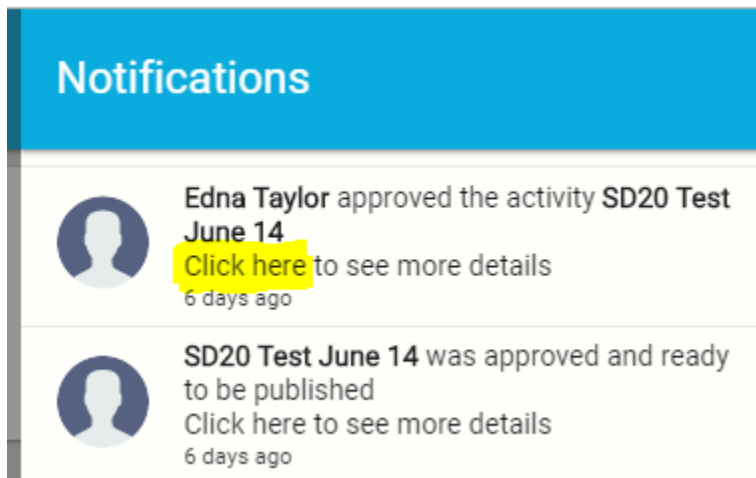


Login to ActivityRight (<https://activityright.com/login>)

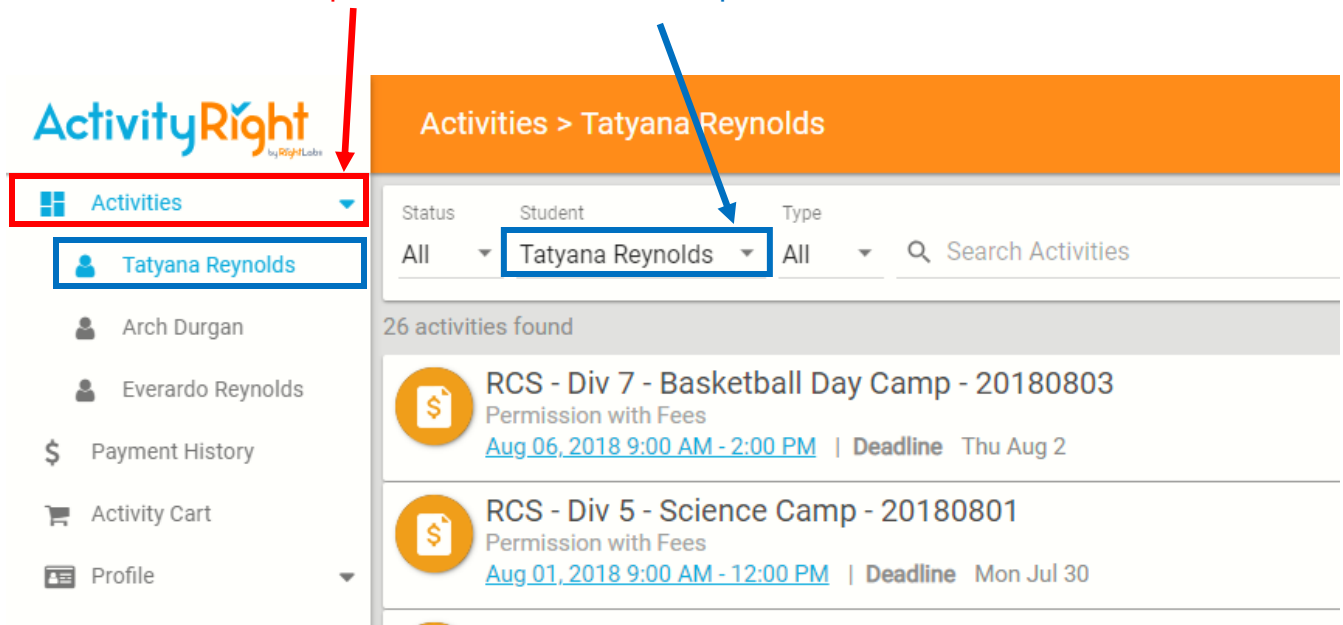
Once you have logged in, you will see in the upper right-hand profile area a bell, which may indicate received notifications. Click on the **notification bell** to expand the list of activities and notifications for your students.



Click on any notification, to see more details and complete any necessary actions.



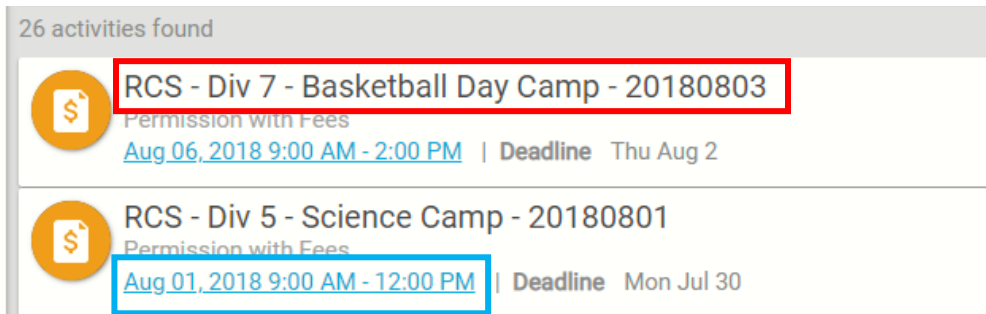
Parents/guardians who have more than one child, may switch between students using the **Activities Menu dropdown** arrow or **student dropdown** to view the student’s activities.



The screenshot shows the ActivityRight interface. On the left is a navigation menu with items: Activities (highlighted with a red box and a red arrow), Tatyana Reynolds (highlighted with a blue box and a blue arrow), Arch Durgan, Everardo Reynolds, Payment History, Activity Cart, and Profile. The main content area is titled 'Activities > Tatyana Reynolds'. It features a filter bar with 'Status' set to 'All', 'Student' set to 'Tatyana Reynolds' (highlighted with a blue box and a blue arrow), and 'Type' set to 'All'. A search bar is labeled 'Search Activities'. Below the filter bar, it says '26 activities found'. Two activity cards are visible: 'RCS - Div 7 - Basketball Day Camp - 20180803' with a deadline of 'Thu Aug 2' and 'RCS - Div 5 - Science Camp - 20180801' with a deadline of 'Mon Jul 30'.

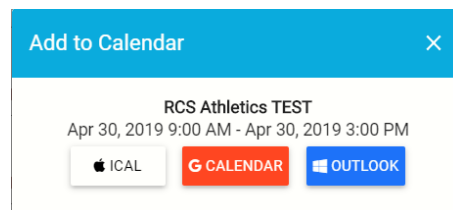
Activity Details

To open the form and view the details of the fee information or permission form, **click on the activity:**



This is a close-up of the activity list. The first item, 'RCS - Div 7 - Basketball Day Camp - 20180803', is highlighted with a red box. Below the title, it says 'Permission with Fees' and 'Aug 06, 2018 9:00 AM - 2:00 PM | Deadline Thu Aug 2'. The second item, 'RCS - Div 5 - Science Camp - 20180801', is highlighted with a blue box. Below its title, it says 'Permission with Fees' and 'Aug 01, 2018 9:00 AM - 12:00 PM | Deadline Mon Jul 30'.

By clicking on the **date and time** of the field trip, parents have the option to add the date of the Activity to their own personal calendar.



The screenshot shows a 'Add to Calendar' dialog box. It has a blue header with the text 'Add to Calendar' and a close button (X). The main content area displays 'RCS Athletics TEST' and the date and time 'Apr 30, 2019 9:00 AM - Apr 30, 2019 3:00 PM'. At the bottom, there are three buttons: 'ICAL' (with an Apple logo), 'CALENDAR' (with a Google logo), and 'OUTLOOK' (with a Microsoft logo).

Read **Information** and answer required **Questions** asked by the teacher or school about the activity. (**An asterisk indicates mandatory requirement and the form cannot be completed if a question with an asterisk is left blank.*)

\$ **RCS - Div 7 - Basketball Day Camp - 20180803**

OVERVIEW HISTORY

Information

Aug 06, 2018 9:00 AM - 2:00 PM | **Notified** Mon Jul 30 02:50 PM | **Deadline** Thu Aug 2 02:36 PM

Our School Basketball Team has been given the opportunity to develop their basketball skills under the direction of LeBron James.

Questions

Answered by Tania Reynolds On Jul 30, 2018 02:55 PM

Transportation *

A school district bus may be supplied if we have enough people requesting a bus.

Select 1 of 3

School Bus - Yes
 School Bus - No
 Parent will drive

View the **Fee Items** for the activity.

Fee Items			
Cost per student *	1 ▾	X	\$10.00 = \$10.00
Cost per student *	1 ▾	X	\$40.00 = \$40.00
			Subtotal \$50.00
			Credits Used \$0.00
			Total \$50.00
			Amount Paid \$50.00
			Amount Remaining \$0.00

Granting Permission

Please read the terms & conditions of each permission form. Additional information on Student Programs, Policy 1.9 - Student Field Trips at SD20 Website <https://www.sd20.bc.ca/student-programs/>

Terms and Conditions

School Terms

The information contained on this form is collected under the authority of the Public Schools Act, the Education Administration Act and the Freedom of Information and Protection of Privacy Act for the purpose of participating in school trips. If you have any questions about this form or field trip, contact your School Principal.

CONSENT

1. I acknowledge my right to obtain as much information as I require about this program or activity and associated risks and hazards, including information beyond that provided to me by the school or the School District.
2. I freely and voluntarily assume the risks and hazards inherent in the program/activity and understand and acknowledge that my child may suffer personal potentially serious injury due to an unforeseeable event associated with their participation.
3. I agree that I have discussed travel safe practices with my child. My child has been informed that they are to abide by the rules and regulations, including directions and instructions from the school's and/or service provider's administrators, instructors and supervisors over all phases of the program/activity.
4. In the event my child fails to abide by these rules and regulations, disciplinary action may require their exclusion from further participation, or that I be contacted to have my child picked up, unless I have specified other transportation arrangements.
5. I acknowledge that it is my responsibility to advise the Teacher/District or School Employee of any medical and/or health concerns of my child that may affect their participation in this program/activity.
6. I acknowledge that the trip supervisors may secure transport to emergency medical services and authorize emergency medical services as they deem necessary for my child's immediate health and safety, and that I shall be financially responsible for such advice and services.
7. By checking the permission box, you are acknowledging that you have read, understand and are agreeing to, the terms & conditions located here and on the SD 20 website - [SD20 Policy 1.9](#)

I have read, understood and I agree to the above terms and conditions.

Participant Consent and Permission Terms

Risk Level 1

Field trips have an element of risk. You acknowledge that you have read and understood the risks related to this field trip level that are found on the School District 20 website - [SD20 Policy 1.9](#) and agree to the terms and conditions. You will contact the School Principal if you require more information.

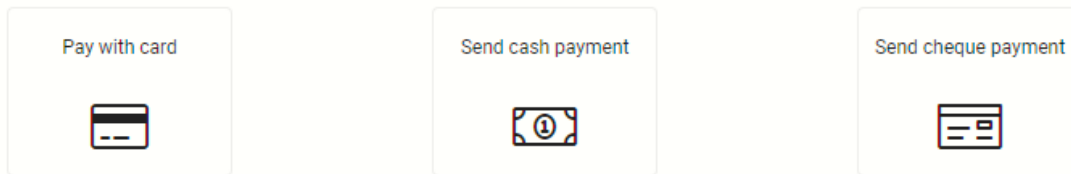
I understand this is a Risk Level 1 Field Trip/Activity. I have read, understood and agree to the above terms and conditions.

Check each box to acknowledge that you have read, understood, and agree to the terms and conditions!

Payment Options

If a payment is required, select ADD TO CART if you need to review other items for payment. Once you add fees to the cart, you may view another permission form for this child or view forms for another child to add additional fees to the cart. If you select PAY BY CASH OR CHEQUE, you will be required to bring the money to the school office.

Payment methods



Selecting pay with card brings up the order summary screen. If you have added items to your cart and are ready to checkout, select Proceed to Payment.





Enter your email address to receive a copy of the receipt. Enter your credit card number, expiration date, and CVV security code and all other required fields. Click the Pay button.


Pay with card

Email

Card information

1234 1234 1234 1234	
MM / YY	CVC 

Name on card


Country or region
Canada 

Postal code

[Pay CA\\$5.50](#)

By confirming your payment, you allow Right Labs to charge your card for this payment and future payments in accordance with their terms.

Once you have successfully made your online payment, you will be able to **print** or **email** your receipt.



PRINT
▶ EMAIL RECEIPT

☞ **Mante Corner Elementary School**
Receipt
 #1340
 Aug 20, 2020 2:18 PM

Payor: Elizabeth Reynolds

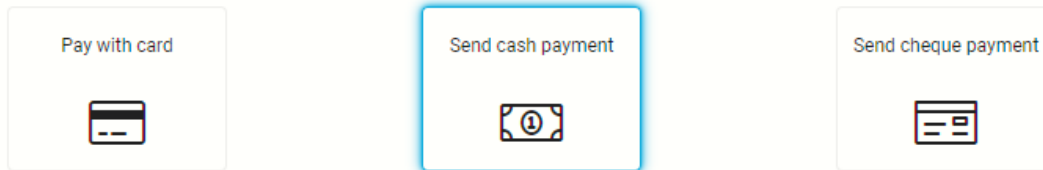
PARTICIPANT	NAME	QTY	PRICE
Sarah Reynolds	Test 20200819		\$5.50
	Bottled Water	1	\$2.00
	Juice	1	\$3.50
	Flavour		
	Apple		
	Orange		
	Cranberry		\$0.50
Subtotal			\$5.50
Student credits used			\$0.00
Total paid by credit card			\$5.50

Thank you for your payment.

Details of the transaction will show on your receipt.

Paying Fees by Cash or Cheque

Payment methods



Select “Pay by Cash or Cheque” and take your payment to the School office.

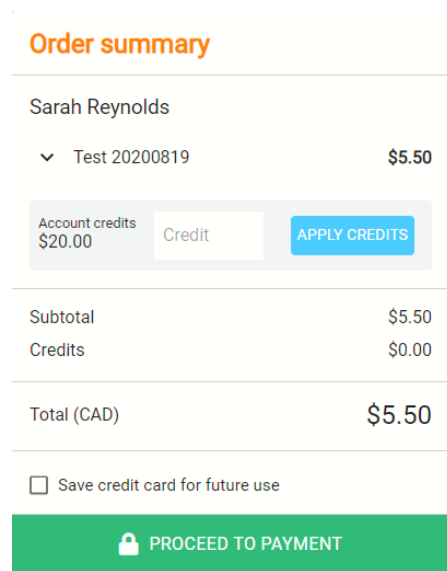
Can parents/visitors access the school?

Yes, but it will need to be by appointment through the school office. As per the health and safety guidelines, you will be required to sign in at the main entrance for contact tracing purposes. We respectfully request you wear a mask at all times while in the building, but it is required in high traffic and common areas.

The Administrative Assistant will record the fee as paid in the ActivityRight software. The parent view will be updated to reflect the correct status.

Refunds

Refunds may be issued when an entire activity is cancelled or granted whenever possible on a case-by-case scenario. A refund transaction will issue the funds to a student credit account to be used for a future fee or activity. When a parent has a new activity or fee item to pay for, the parent will see a “APPLY CREDITS” option.



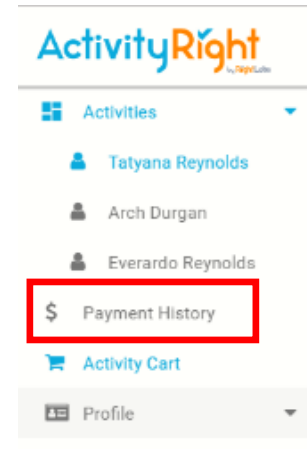
Order summary	
Sarah Reynolds	
▼ Test 20200819	\$5.50
Account credits \$20.00	Credit
<input type="button" value="APPLY CREDITS"/>	
Subtotal	\$5.50
Credits	\$0.00
Total (CAD)	\$5.50
<input type="checkbox"/> Save credit card for future use	
<input type="button" value="PROCEED TO PAYMENT"/>	

If you have credits available, enter the dollar amount that you would like to use from your credit account and click “APPLY CREDITS”.

If the available credit does not cover the cart total, an additional payment method will be required to complete the payment.

Viewing your Payment Transactions

To review the details of a payment, click on Payment History



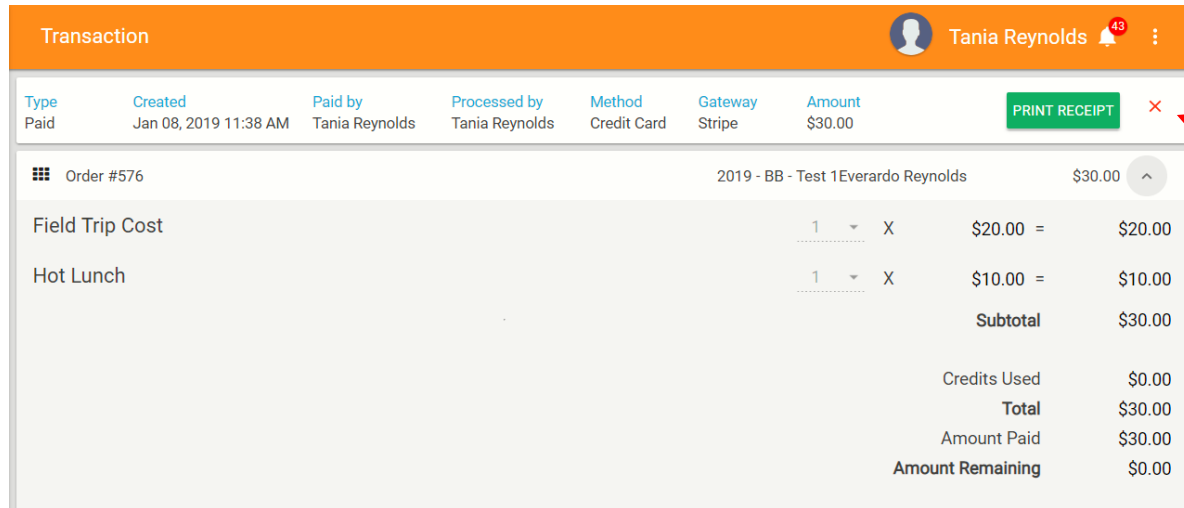
Clicking on a line item, will open up the payment transaction for review.

Status	Transaction ID	Created	Paid by	Student	Method	Amount
Paid	874		Tatyana Reynolds	Tatyana Reynolds	Account Credit	\$36.00
Refund	859			Tatyana Reynolds	Account Credit	\$36.00
Paid	858		Tania Reynolds	Tatyana Reynolds	Credit Card	\$36.00
Paid	847		Tania Reynolds	Tatyana Reynolds	Credit Card	\$12.00
Returned			Tania Reynolds	Tatyana Reynolds		\$16.00
Paid	841		Tania Reynolds	Tatyana Reynolds	Credit Card	\$36.00
Paid	837		Tania Reynolds	Tatyana Reynolds	Cash	\$16.00

Review the payment transaction and print your receipt if required.

Type	Created	Paid by	Processed by	Method	Gateway	Amount	
Paid	Jan 08, 2019 11:38 AM	Tania Reynolds	Tania Reynolds	Credit Card	Stripe	\$30.00	PRINT RECEIPT
Order #576		2019 - BB - Test 1Everardo Reynolds			\$30.00	▼	

Print a copy of your receipt by clicking the Print Receipt button or click on the down arrow to review the details of the order.



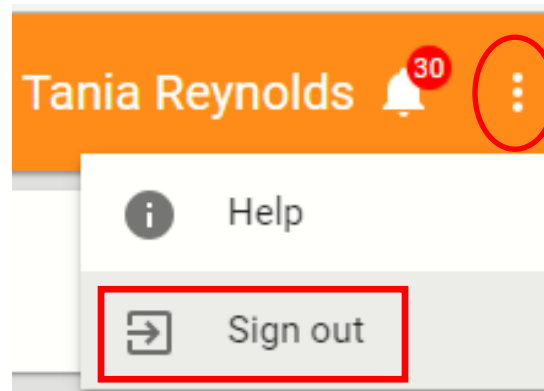
Type	Created	Paid by	Processed by	Method	Gateway	Amount	
Paid	Jan 08, 2019 11:38 AM	Tania Reynolds	Tania Reynolds	Credit Card	Stripe	\$30.00	PRINT RECEIPT X

Order #576		2019 - BB - Test 1Everardo Reynolds		\$30.00
Field Trip Cost	1	X	\$20.00 =	\$20.00
Hot Lunch	1	X	\$10.00 =	\$10.00
Subtotal				\$30.00
Credits Used				\$0.00
Total				\$30.00
Amount Paid				\$30.00
Amount Remaining				\$0.00

Click on the X to navigate back to the previous screen.

Sign Out

To exit ActivityRight, click on the three-dot menu in the upper right-hand side of the screen and click Sign out.



Frequently Asked Questions – Parent Online Payment System

What is the purpose of ActivityRight?

ActivityRight is a paperless, cashless, mobile platform that offers parents the convenience of making online payments for their child(ren)’s field trips, pizza days, agendas and other school fee items. Using this method of payment will help eliminate the need to carry cash in schools, and thereby reducing theft and cash misplacement. It also provides parents with more flexibility.

How is ActivityRight beneficial to parents?

ActivityRight provides parents with online access and convenience at any time to pay for student activities. Parents will receive email notifications of upcoming class trips and fee items, and be able to maintain an electronic receipt history for items purchased. Parents will have the opportunity to pay for multiple items for their child(ren) all at once and with ease, from the device of their choice.

Is ActivityRight’s software secure?

It is top priority to keep your personal information safe. ActivityRight will never contact you by phone, email or mail to ask you to divulge confidential information. This software program does not store your payment information on the web server or any computers or other devices.

Can each parent have a separate account?

Yes, if you are listed as a parent contact for a School District 20 student in MyEdBC. An invitation will be sent to you, inviting you to sign up with ActivityRight.

ActivityRight is asking for a sign-up code?

If you are using a different email than the one on file with your child’s school, you will be required to enter a sign-up code. Please call the school office to get your sign-up code. This is a security requirement.

Why does ActivityRight need my email address?

Your email address is your username to log into the system and enables you to receive email notifications of class field trips and activities from the system.

What methods of payment are available?

Parents are encouraged to pay online with their credit card or credit card debit card.

How can I obtain a refund?

Refunds are permitted at the discretion of the school. Please contact the school office.

Which credit card options are available?

ActivityRight will accept Visa and MasterCard.

Will I get a receipt?

Receipts may be received when making the payment by entering your email address. Information is also recorded in the Payment History > Transaction. You may print a copy of the electronic receipt by clicking on the print receipt icon.

How often will I receive email notifications?

Email notifications are sent when new activities or fee items have been posted and assigned to your child.

Will parents still be able to pay by cheque or cash?

Yes. Parents without access to a computer or Internet connection will still be able to pay by cheque or cash. Please visit your school office.

Still have questions? The school office staff will be happy to assist you.