

## NEW ACCOUNT SET-UP

Click on **District Calendar** located in the left column

Creating new user account:

- Click on “**SIGN UP**” located on the upper right hand corner of the screen under tool icons
- Click on the “Sign Up for FREE account”
- Create login information by entering email, first name, last name and answering the security question and then click on sign up located at the bottom of the page
- Go to your email account to activate account by following instructions sent via email.

Account Activation

### General

- Create a password
- Retype password

### Event Tracking and Filtering

- Select “add” for drop down of schools you are interested in.
- Select Orchard Farm and then click “Ok”
- Select “add” for drop down of group(s) you keep track of.
- Select any/all groups you want to keep track of. Additional groups can be added at anytime.

### Address

- Enter your address

### Optional Information

**This field is very important so that we can contact you for any changes.**

- Enter the requested phone numbers

Click on the “Activate” button

You will receive a message that “Your Account Has Been Activated”

Sign In

- Enter email address and password
- Click on the “Sign In” button