Instructions for the new online registration portal

Great Hearts schools has moved to a new online registration portal for all Club, Athletic, and other school events. In order to ease the transition process, we have created the following walkthrough document covering the initial account setup, adding students (participants), registration, and payment process.

Note – each school has their own individual payment portal and so account information between the schools is not shared. This means that if you have students in multiple Great Hearts schools, you will need a separate account for each school. Additionally, each parent account can contain only one email address – parents with multiple email addresses will need to create an account for each email address they wish to have access to the portal. Students can be added to multiple accounts, however, student event registration information cannot be shared between accounts. (i.e. a club registration purchased under one parent’s account cannot be viewed under another parent’s account). We recommend creating one account per household.

Please review and walk through the steps below to gain access to the portal to register for clubs and athletics. If you have any questions or run into an issue with anything on the portal, please email the Webmaster at webmaster@archwaychandler.org for assistance at any time.
Creating an Account

If you have already created an account for Archway Chandler please skip to the “Logging Into Your Account”, “Adding a Participant”, or “Register for an Event” sections.


In the new account form, fill in the requested information. The items below are required to create your account:

**Username or Email Address** – for ease of access, enter your email address.

**Email Address** – enter in the email address you will use to receive notifications from Archway regarding events and registration. Only one email address can be entered per household account. This should be the same email address you entered in the previous **Username or Email Address** box.

**Password / Re-Enter Password** – Create a password that you will remember. If you forget it, you can use the “Forgot” links on the login page to retrieve it, or contact the Webmaster (webmaster@archwaychandler.org) to have it reset.

**First Name** – you can enter one or both parents’ names in this box as in the example below.

**Last Name** – enter YOUR last name (if different from your student’s please make sure you enter your own here – you will set up your student(s) in a later step).

If you are a Great Hearts employee, please indicate that at the bottom of the form by selecting the appropriate radio dial.
Click the “Create Account” button. You will then be prompted to add your name and home address for the account – these are required fields to create your account. Fill in the required information and click “Save as Account Address”.

<table>
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<tr>
<td>Address 3</td>
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Logging Into Your Portal Account

Browse to https://archwaychandler.configio.com and click the Logon button in the upper right-hand corner of the webpage.

In the “Returning Families” section, enter the username (email address) and password you used to create the account, then click the “Login” button. If you have forgotten your username or password, use the indicated button to have this information sent to your account email address, or contact the Webmaster (webmaster@archwaychandler.org) to have it reset.
Adding Your Students (Participants)

Each event or club you register for must have a student assigned to it before registration can be completed. Your student(s’) information must be added into your account in order to register.

Once logged in, hover (not click) your mouse pointer over the top menu bar labeled “Account”. The fly out menu will drop down with the available Account options – use your mouse to highlight (not click) “Settings”, then click on “Participants”.

If you have previously added participants, they will be listed here. To add your student(s), click the “Add New Participant” button in the right side of the Participants window. NOTE – once you add a participant, you CANNOT delete them. You can change the information in the participant record, but the record will be permanently attached to your account.

Fill in the information for your student. You are NOT required to enter an email address for students. Click the “New Participant” button at the bottom of the screen to complete the Participant entry.

Repeat these steps for each student you will be registering for Archway Chandler ONLY. **DO NOT enter students in Chandler Prep or other Great Hearts schools (see the note at the beginning of this document).** Do not use the “Hide Participant from Cart” checkbox for active students – enabling this feature will hide this participant from any registration process.
Registering for a Club/Event

Browse to https://archwaychandler.configio.com and logon with your credentials.

Search for events by using the tree on the left side of the screen, select a category and browse the available options. To see all ACC Events available for registration, click the top link in the tree labeled “Archway Chandler”.

Navigation Tree. Click the top “Archway Chandler” link to see a list of all available registration events.

Available event list. This list may be filtered based on the categories you selected in the tree on the left. Click the name of the event, or the “View Product” button to get more information. Items with multiple options must be viewed to add to your cart.

The Cart lists your current total of the items you have selected to register for.
Click the name of an item or the “View Product” button to get more information about an event. Items with multiple options (such as the ability to register for additional Quarters) will need to be viewed before you can select them to register. Items without multiple options can be viewed or added to your cart directly from the Product List page by setting the quantity clicking the “Add to Cart” button.

The Product Detail view provides additional information about an event including a list of options to register for if available. You can add multiple events and/or variations to your cart before checking out, so you only have to go through the checkout/payment process once.
Clicking any of the “Add to Cart” buttons will add that event and/or event variation to your cart. You will see your selection and new total in the “Cart” section on the left. The Cart confirmation window will pop up to confirm your selection was added – click “Continue Shopping” to continue to browse for and add events to register for, or click the “Checkout” button to move forward in the registration process.
You can manage your cart through the running cart total on the left side of the screen. To remove an item you’ve added, click the red X next to the item you wish to remove.

To remove all items, click the “Clear Cart” button.

The Details button provides an “Invoice-like” view of the items you are purchasing – you can also manage your cart items or checkout from this page.

When you are satisfied with the items in your cart, click the “Checkout” button at the bottom of the cart to proceed. Once in the checkout process, if you find you have forgotten to add something to your cart, simply click the “Shop” link in the upper left corner of the top menu bar to go back to the event selection pages.
Checking Out

In the first part of the checkout process you will be asked to assign participant(s) to the events you selected. Pay close attention to the text at the bottom of the participant selection screen – it contains information regarding grade restrictions and the number of participants that must be selected for each event you are registering for (applies to group registrations). Assign students to each registration by clicking the check box next to the student’s name. To change to a different student, uncheck your previous selection and check another one.

Once you have assigned all your participants, click the “Save and Continue” button at the bottom to proceed.
Depending on the type of event selected, you may be asked to fill out additional information for each of your events/participants (grade, teacher, emergency contact information, etc.) Fill out each form and click the “Save and Continue” button at the top or bottom of each screen.
Payment

Once you have added all the requested form information you will be brought to the payment page. Payment is accepted via Visa, MasterCard, American Express, or Discover credit cards. If you have previously entered your credit card information, the system will retrieve that card for you to pay with. You can use this previously entered credit card, edit it, or add a new one. If you have not already saved your credit card information, enter your card information in the indicated box. The account address information you entered when you created the account will be shown in the address information section. If this is not the address associated with the credit card you are using, add a new address to be associated with this card.

Clicking the “Save” button will validate your card and save the information to your account for future use. It will NOT purchase the items in your cart at this point.
Once you are satisfied with the payment method click “Save and Continue”. You will be prompted for the CVV number on your credit card. This information is NOT saved in the system in any way. Enter in the CVV number, and click “Continue”. Your purchase is NOT complete – you will be brought to a page to review your final order. Your order will not be completed until you click the “Process Payment” button.

Review your order and payment method – if you need to make changes to your payment method, use the “Edit” button in the “Process Order” section. If you need to make changes to your cart, use the back buttons or the “Shop” menu link at the top to go back to the event listing page. Once you are satisfied with your order, click “Process Order” to process your payment.

If you have questions or run into any problems with any of the steps needed for setting up your account, adding participants, or registration please contact the Webmaster via email at webmaster@archwaychandler.org.