



ARCHWAY CLASSICAL ACADEMY | CHANDLER

A Great Hearts Academy

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.

Browse to <https://archwaychandler.configio.com/ShoppingCart.aspx?com=newaccount&ReturnURL=>

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.

Account Information

Profile Photo



Update Photo

***Username or Email Address**

myemail@gmail.com

***Email Address**

myemail@gmail.com

***Password**

•••••

***Re-enter Password**

•••••

***First Name**

Aaron & Michelle

***Last Name**

Brezenski

Are you an employee of Great Hearts?

☒ No

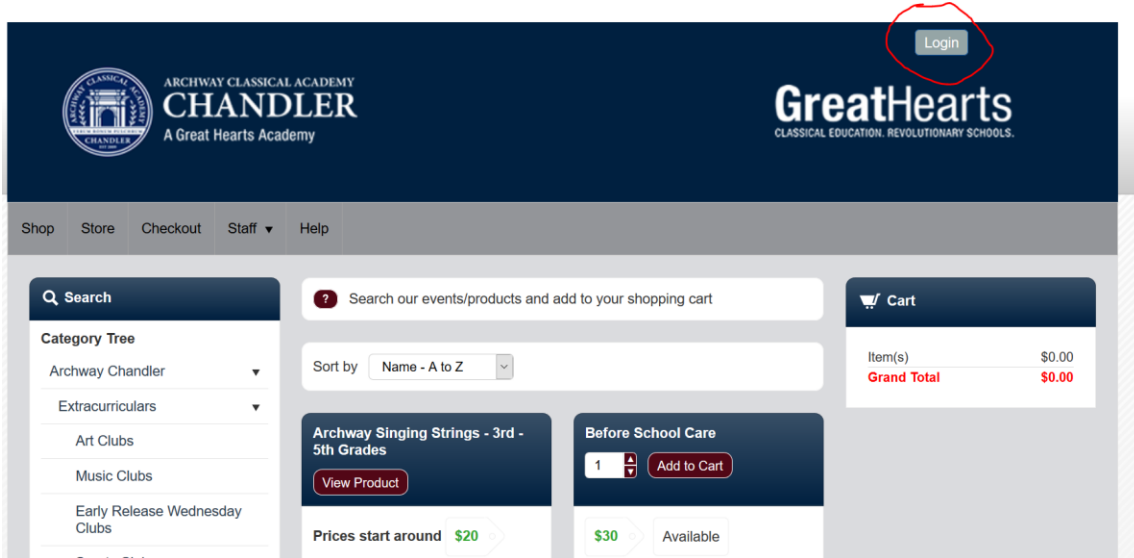
☐ Yes

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**”

Account Address		X
*First Name	*Postal Code	
<input type="text" value="Aaron & Michelle"/>	<input type="text" value="85249"/>	
*Last Name	*City	
<input type="text" value="Brezenski"/>	<input type="text" value="Chandler"/>	
*Address 1	*State/Province	
<input type="text" value="1234 Anywhere Drive"/>	<input type="text" value="Arizona"/>	▼
Address 2	*Country	
<input type="text"/>	<input type="text" value="United States"/>	▼
Address 3		
<input type="text"/>		
<input type="button" value="Skip"/>		<input type="button" value="Save as Account Address"/>

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.



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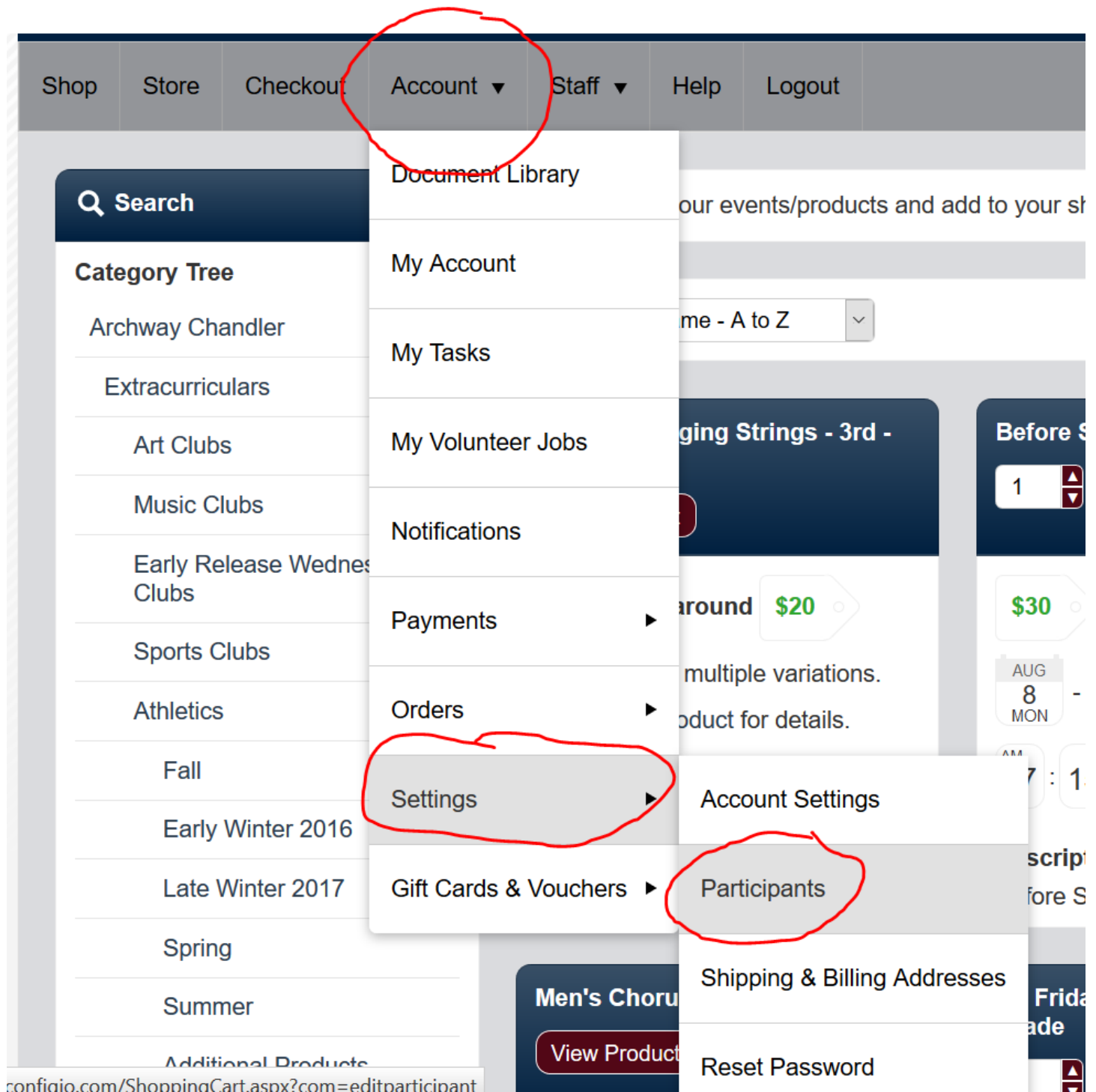
In the **“Returning Families”** section, enter the username (email address) and password you used to create the account, then click the **“Login”** button. If you have forgotten your username or password, use the indicated button to have this information sent to your account email address, or contact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

The image shows the 'Returning Families' login form. At the top, there is a message that says 'Please Login'. Below this is a dark blue header with the text 'Returning Families'. The form contains two main sections: 'Username or Email Address' and 'Password'. The 'Username or Email Address' field contains the text 'daffysocks@gmail.com'. The 'Password' field is masked with dots. There are 'Forgot?' buttons next to both fields and a 'Login' button at the bottom right. A 'Back' button is located at the bottom left.

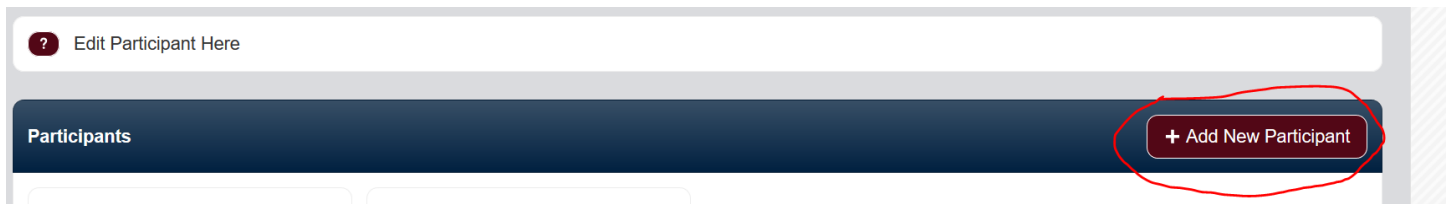
Adding Your Students (Participants)

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.

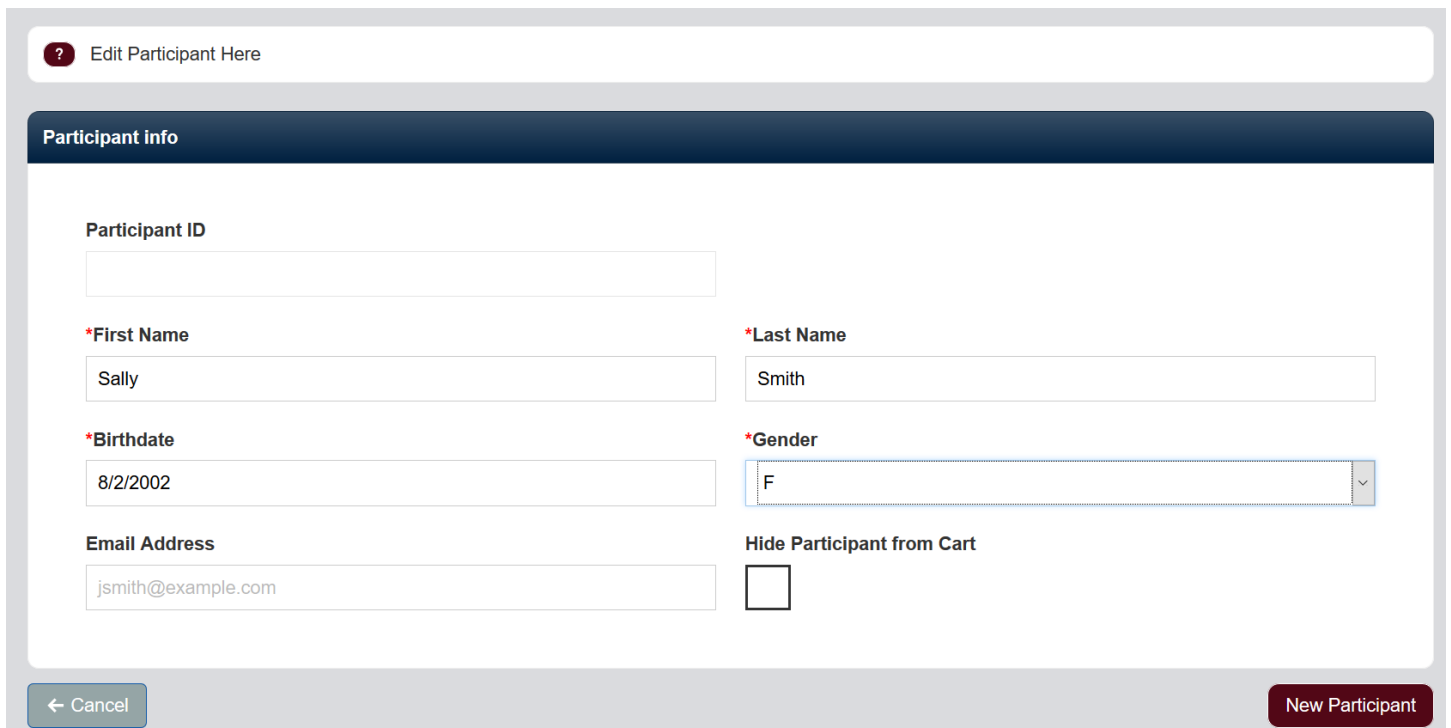
Once logged in, hover (not click) your mouse pointer over the top menu bar labeled **"Account"**. The fly out menu will drop down with the available Account options – use your mouse to highlight (not click) **"Settings"**, then **click** on **"Participants"**.



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.

This screenshot shows the top portion of a web application. At the top is a light gray bar with a question mark icon and the text "Edit Participant Here". Below this is a dark blue horizontal bar labeled "Participants" on the left. On the right side of this bar, a red button with a white plus sign and the text "+ Add New Participant" is circled in red.

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.

This screenshot shows the "Participant info" form. It has a dark blue header with the text "Participant info". The form contains several input fields: "Participant ID" (empty), "*First Name" (containing "Sally"), "*Last Name" (containing "Smith"), "*Birthdate" (containing "8/2/2002"), and "*Gender" (a dropdown menu showing "F"). There is also an "Email Address" field (containing "jsmith@example.com") and a "Hide Participant from Cart" checkbox (which is unchecked). At the bottom left is a "← Cancel" button, and at the bottom right is a "New Participant" button.

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"**.

The screenshot shows the Archway Chandler registration website. At the top is a navigation bar with links: Shop, Store, Checkout, Account, Staff, Help, and Logout. Below this is a search bar with the text "Search our events/products and add to your shopping cart". On the left is a "Category Tree" with a search icon and a list of categories: Archway Chandler, Extracurriculars, Art Clubs, Music Clubs, Early Release Wednesday Clubs, Sports Clubs, Athletics, Fall, Early Winter 2016, Late Winter 2017, Spring, Summer, Additional Products, Consumables, Field Trips, and Fundraisers. The main content area displays a grid of event cards. Each card includes the event name, a "View Product" button, a price range, and a description. The events shown are: Archway Singing Strings - 3rd - 5th Grades (Prices start around \$20), Before School Care (Prices start around \$30), Men's Chorus 3rd - 5th Grades (Prices start around \$20), and Q1 Friday Drawing Club - 4th - 5th Grade (Prices start around \$20). On the right is a "Cart" section showing the total amount for items in the cart, currently \$0.00.



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.

Event Variations

AUG

8

MON

-

MAY

24

WED

Study Club - INDIVIDUAL Registration

Please choose from the variations below to see the items details, price, and to add it to your shopping cart.

	Name	Price	
View	Quarter 1	\$20.00	Add to Cart
View	Quarter 2	\$20.00	Add to Cart
View	Quarter 3	\$20.00	Add to Cart
View	Quarter 4	\$20.00	Add to Cart

Individual Registration - Study Club Details

NOTE - This registration product is used to register a single student for Study Club. If you are registering multiple students, please use the Group Registration product instead.

Study Club will be offered during both Wednesday Afternoon sessions from 1:00 - 3:20 PM.

The fee for Study Club is a flat \$20 per quarter per student (max \$40 per family), which will cover any and all attendance time in the club.

Please indicate if your student will be attending during Session 1. Session 2. or

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.

ACADEMY

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GreatHearts

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Successfully Added to Cart

You added Wednesday Study Club - Individual Registrant (Quarter 1 Aug 17 - Oct 5) to your Cart

Study Club - per quarter

Continue Shopping

Checkout

Event Variations

Wednesday Study Club - Individual Registration

AUG 8 MON - MAY 24 WED

Study Club - INDIVIDUAL Registration

Please choose from the variations below to see the items details, price, and to add it to your shopping cart.

	Name	Price	
View	Quarter 1	\$20.00	Add to Cart
View	Quarter 2	\$20.00	Add to Cart
View	Quarter 3	\$20.00	Add to Cart
View	Quarter 4	\$20.00	Add to Cart

Individual Registration - Study Club Details

Cart

Calendar

Item(s) \$20.00

Grand Total \$20.00

Balance \$20.00

Clear Cart

Details

Wednesday Study Club - Individual Registrant (Quarter 1 Aug 17 - Oct 5)

Item Total \$20.00

Checkout

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.

The screenshot displays the application interface, divided into two main sections. The top section shows a mobile-style cart overlay, and the bottom section shows the main application content.

Cart Overlay (Top):

- Header: **Cart** (with shopping cart icon) and **Calendar** (with calendar icon).
- Summary:
 - Item(s): \$40.00
 - Grand Total: \$40.00**
 - Balance: \$40.00
- Buttons: **Clear Cart** (with trash icon) and **Details**.
- Items:
 - X** Wednesday Study Club - Individual Registrant (Quarter 1 Aug 17 - Oct 5)
Item Total: \$20.00
 - X** Wednesday Study Club - Individual Registrant (Quarter 2 Oct 19 - Dec 14)
Item Total: \$20.00
- Bottom Button: **Checkout** (with shopping cart icon).

Main Application Content (Bottom):

- Top Menu Bar: **Shop**, Store, Checkout, Account (dropdown), Staff (dropdown), Help, Logout. The **Shop** link is circled in red.
- Progress Bar: 1. Participants (active), 2. Forms, 3. Payment, 4. Process Payment.
- Section Header: **Assign Participants to the events below** (with a question mark icon).
- Instruction: *Select participant(s) for each event below. If they are not listed, click on the "Add New Participant" button to add them.*
- Event Card: **Wednesday Study Club - Individual Registrant (Quarter 1 Aug 17 - Oct 5)** with an **+ Add New Participant** button.
- Participant List:
 - ☐ Michelle Brezenski (Age: N/A)
 - ☐ Student 1 Brezenski (Age: 9)
 - ☐ Student 2 Brezenski (Age: 10)
 - ☐ Student 3 Brezenski (Age: 12)
- Each participant row has a small edit/delete icon on the right.

Cart Overlay (Bottom Right):

- Header: **Cart** (with shopping cart icon).
- Summary:
 - Item(s): \$40.00
 - Grand Total: \$40.00**
 - Balance: \$40.00
- Buttons: **Clear Cart** (with trash icon) and **Details**.
- Items:
 - X** Wednesday Study Club - Individual Registrant (Quarter 1 Aug 17 - Oct 5)
Item Total: \$20.00
 - X** Wednesday Study Club - Individual Registrant (Quarter 2 Oct 19 - Dec 14)
Item Total: \$20.00

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.

1. Participants

2. Forms

3. Payment

4. Process Payment

?

Assign Participants to the events below

Select participant(s) for each event below. If they are not listed, click on the "Add New Participant" button to add them.

Wednesday Study Club - Group Registration (Quarter 1
Aug 17 - Oct 5)

+ Add New Participant

☐

Michelle Brezenski (Age: N/A)

☒

Student 1 Brezenski (Age: 9)

☒

Student 2 Brezenski (Age: 10)

☐

Student 3 Brezenski (Age: 12)

Requirements: Min Participant: 2 , Min Grade: k , Max Grade: 5 Participant Count: 2, You may choose 2 - 5 Participants for this Event.

Q1 Science Club - 4th - 5th Grades

+ Add New Participant

☐

Michelle Brezenski (Age: N/A)

☒

Student 1 Brezenski (Age: 9)

☐

Student 2 Brezenski (Age: 10)

☐

Student 3 Brezenski (Age: 12)

Requirements: Min Grade: 4 , Max Grade: 5 Available: 20, Participant Count: 1, You may choose 1 Participant for this event.

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.

Form 2 of 6: Please complete this form for Wednesday Study Club - Group Registration (Quarter 1 Aug 17 - Oct 5) for Student 1 Brezenski

Select your student's grade level

- ☐ Kindergarten
- ☐ 1st Grade
- ☒ 2nd Grade
- ☐ 3rd Grade
- ☐ 4th Grade
- ☐ 5th Grade

Select your student's teacher

- ☐ 2A - Foutch
- ☐ 2B - Fischer
- ☒ 2C - Carlson

Indicate which study club session (1st, 2nd, or both) that your student will be attending. This will not affect the cost of the club, it is simply to help us plan.

- ☒ 1st Session
- ☐ 2nd Session
- ☐ Both Sessions

[← Previous Form](#)

[Save & Continue →](#)

? Please complete the form below

[Save & Continue →](#)

Form 3 of 6: Please complete this form for Q1 Science Club - 4th - 5th Grades for Student 1 Brezenski

Select your student's grade level

- ☐ 4th Grade
- ☒ 5th Grade

Select your student's teacher

- ☐ 5A - Kielmeyer
- ☒ 5B - Sirobushanam
- ☐ 5C - Baker

[← Previous Form](#)

[Save & Continue →](#)





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.

Payment

Credit Card

Credit Card



Card Number

1234567891234567

Cardholder Name

Michelle Brezenski

Valid Through

7-July

/

2020

Choose Existing Address

*First Name

Michelle

*Last Name

Brezenski

*Address 1

1234 Anywhere Place

Address 2

Address 3

*Postal Code

85249

*City

Chandler

*State/Province

Arizona

*Country


United States

Save


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.

 **Process Order**

Your order is not complete until you click the "Process Order" button.

Item(s)	\$20.00
Grand Total	\$20.00
	\$20.00

Process Order

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@archwayhandler.org.