




Parent Portal





- Visit our website at www.elevategymnasticsacademy.com
- Read the **IMPORTANT MESSAGE** and click OK to enter the portal
- Enter the email address we have on file for you and click **CHANGE PASSWORD**
 - If you have trouble logging in, please call the gym at (916)393-3993 for assistance
- Read the waivers and click on the toggle switches
- Go to the 3 lines next to the picture of the cart and click on them



A screenshot of the Elevate Gymnastics Academy Parent Portal dashboard. The top navigation bar includes the EGA logo, a dashboard icon, a billing & payments icon, a classes & events icon, a shopping cart icon with a red notification bubble containing the number "36", and a red arrow pointing left towards the notification bubble. The main content area has a blue header with the text "Welcome Fred" and "DASHBOARD" below it. Below the header are two white cards: the first card shows "Current Balance 0.00" with a green "PAY NOW" button; the second card is titled "Looking for a class?" and includes the text "Click here to browse our selection of classes!" with a green "FIND CLASSES" button.


- Click on **Account**



Fred Flintstone
fred@bedrock.com

-  Dashboard
-  Account 5
-  Billing & Payments
-  Classes & Events

-  Latest Announcement
-  Messages

-  Contact Us

[SIGN OUT](#)

- You are now on the **STUDENTS** page
- Click on **VIEW** and the **student's name** on the students card

Fred Flintstone
fred@bedrock.com

STUDENTS BILLING & PAYMENTS CONTACTS SETTINGS POLICIES

+

Student Name	DOB	Enrollments	Absences	Action
Pebbles Flintstone	10/25/2020	0	0	VIEW PEBBLES
Dino Flintstone	11/05/2018	0	0	VIEW DINO

- Your are now on the students **DETAILS** page

Student

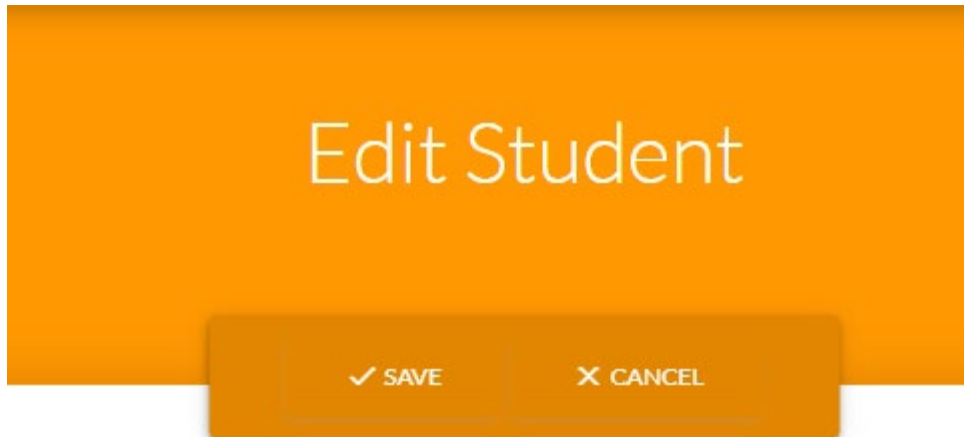
Pebbles Flintstone
1/1/2018

DETAILS ENROLLMENT RESOURCES ABSENCES

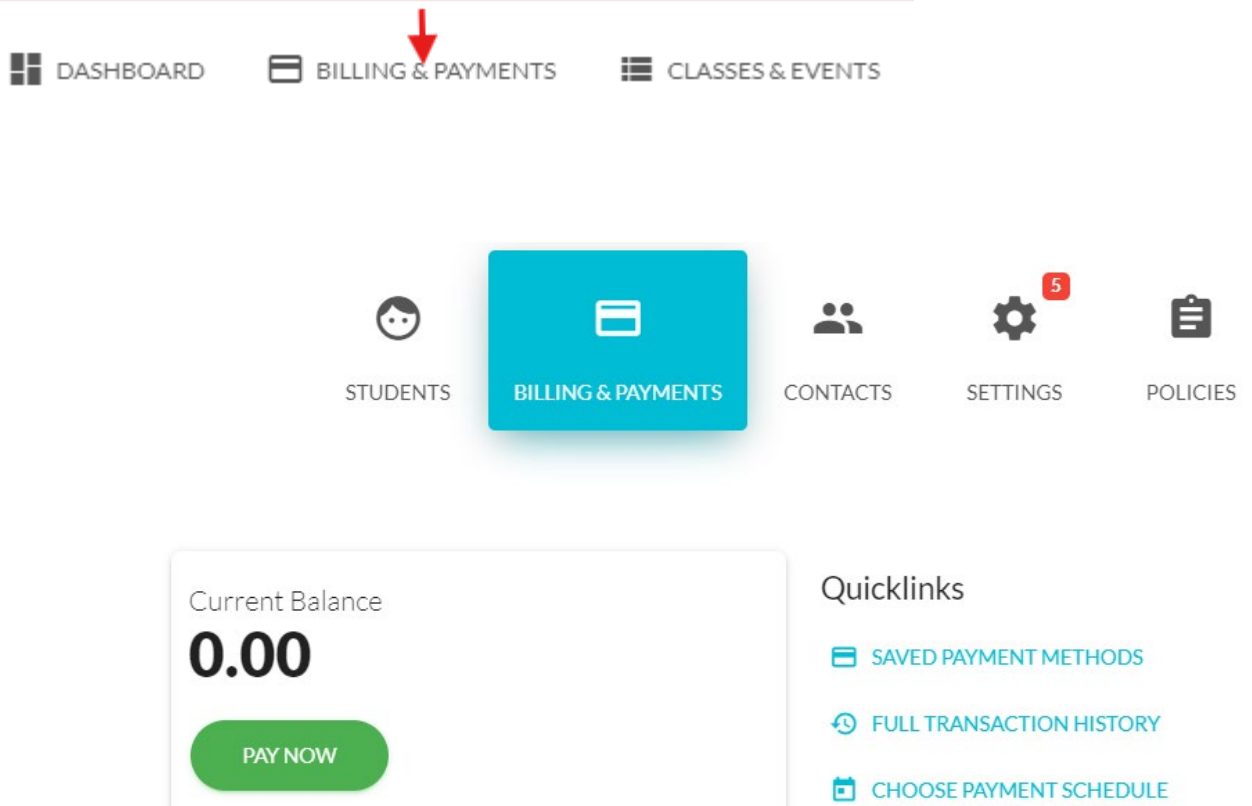
BASIC INFO
Pebbles Flintstone **FEMALE**

- Verify all of the students' information is correct
- Do this for each child you have enrolled
 - Click on the pencil in the circle to edit the information
 - Under the Basic Info heading the following are required fields
 - First and last name
 - Student Gender
 - Date of Birth
 - Leave blank the following fields
 - Phone Number
 - Student email
 - T-shirt size
 - School Info heading
 - Leave Blank
 - Medical
 - Primary Doctor-leave blank
 - Health Insurances Carrier-**REQUIRED**
 - This refers to carriers such as Kaiser, Sutter, Blue Cross, etc.
 - Medications
 - Enter if the child is Diabetic on Insulin
 - Allergies-leave blank
 - Special Needs
 - Enter if the child has a special need such as Autism, or ADHD, or something similar that would be helpful for our coaches to be aware of

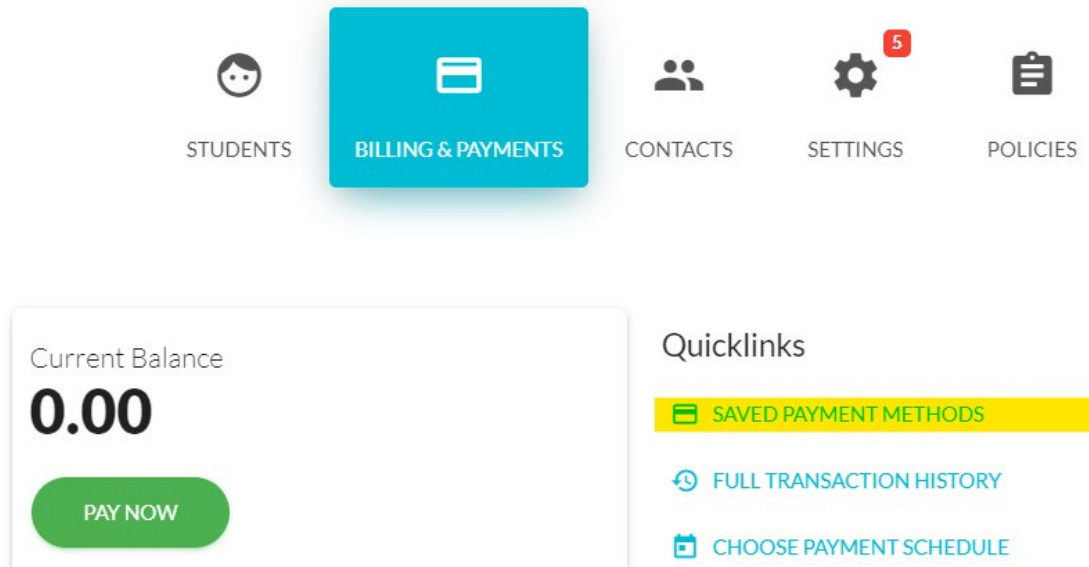
- Scroll to the top of the page and click Save



- Click on **Billings and Payments**
 - Can be reached by scrolling to the top of the **EDIT STUDENT** page
 - Or by clicking back to the **ACCOUNTS** page



- Under **Quick Links**, click on **Saved Payment Methods**.



- Click on the plus sign in the circle to add the payment method.
- **PARENTS WITH CHILDREN ON A COMPETITIVE TEAM MUST ENTER THIS INFORMATION**
- Accounts that were previously in collections **MUST** enter this information.
- Anyone who is currently on auto pay and wants to remain on automatic payments should enter a saved payment method to remain on automatic payments
- After November 30th, with the exception of Team and Collection accounts, anyone currently on automatic payments who has not entered their information into Jackrabbit will be removed from automatic payments.
 - You will be responsible for making your own payment between the 1st and the 15th of each month
- Only cards (credit or debit) with a Visa or Mastercard logo may be used
- Enter all of the requested information and click on **CONFIRM PREAMTHORIZATION**
- Return to Billing and Payments and click on **CHOOSE PAYMENT SCHEDULE**



STUDENTS



BILLING & PAYMENTS



CONTACTS



SETTINGS

5



POLICIES

Current Balance

0.00

PAY NOW

Quicklinks

[SAVED PAYMENT METHODS](#)

[FULL TRANSACTION HISTORY](#)

[CHOOSE PAYMENT SCHEDULE](#)



- Click on **SELECT**. A dropdown menu will appear

ELEVATE GYMNASICS ACADEMY EGA

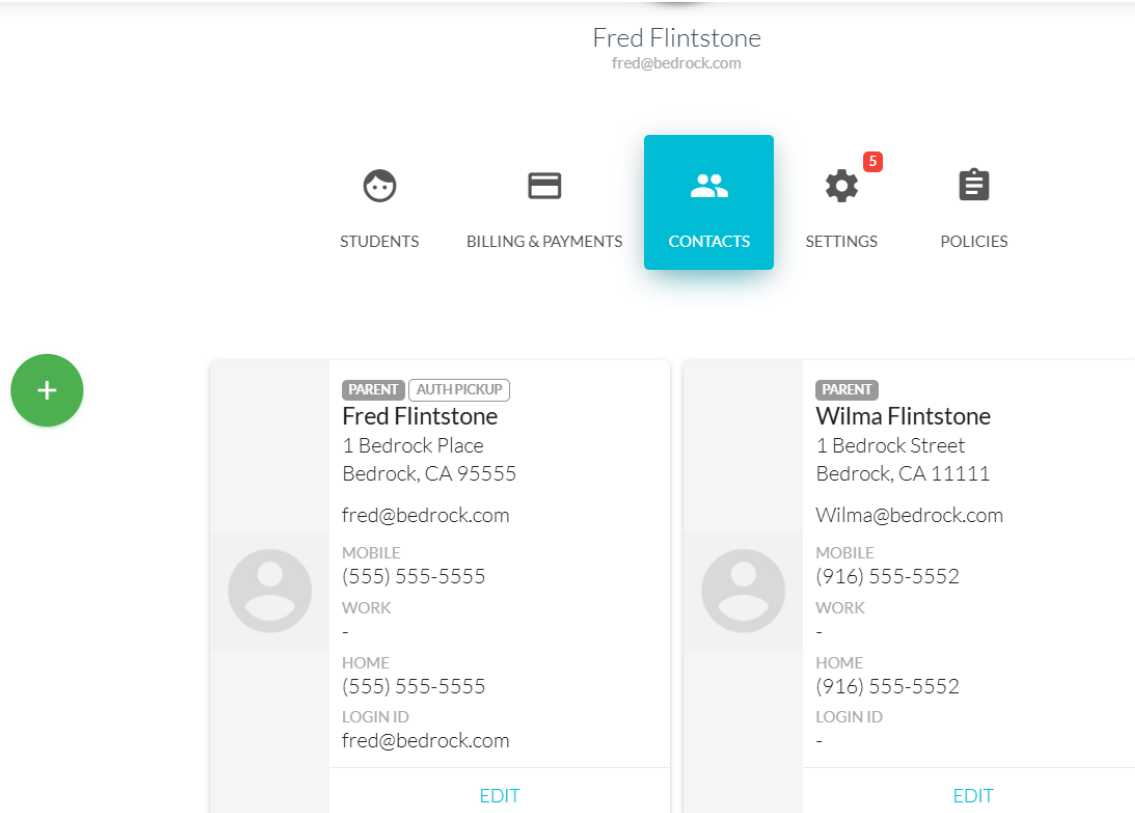
Choose Payment Schedule

Select which option works best for you.

select

- 15th Auto Pay
- 5th Auto Pay
- Non Auto Pay

- You may choose the 5th or the 15th for automatic payments
- If you will not be doing auto pay, please click on **Non Auto Pay**
- Click on **Save**
- Accounts not on auto pay will be emailed a bill
 - It is your responsibility to pay yourself on or before the 15th of each month
 - Payments are due regardless of a statement being received
- **Click on Contacts**



- Click on EDIT to review and update the information
 - Basic Info
 - First Name and Last Name are required
 - Type
 - Please choose from the dropdown if you are the child's parent, guardian, or if you are enrolling yourself
 - Birthday
 - Leave Blank
 - Address
 - On the address 1 line enter house number and street address
 - Address 2 line enter an Apartment number if applicable
 - Enter the City, State and Zip

- Contact Info
 - Preferred Email address is **REQUIRED**
 - Mobile and Home phone are **REQUIRED**
 - Work number is optional
- Employment
 - Leave blank
- Permissions
 - Authorized for Pickup-No action required, we do not use this feature
 - Can Log in?-Must be turned on to be able to log into the portal
- Log in Info
 - If a new contact is being added, add the email address and click change password
- Scroll to the top and click SAVE
- To add a second contact such as a spouse, click on the green circle with the white plus
 - All of the information from above needs to be entered
- **Settings**
 - My Info
 - Click the pencil in the circle to edit information as needed
 - This is the same information on the contacts page
- You can change your login ID and Reset password if needed
- Verify all of the information is correct.
 - Click on the blue circle with the white plus sign to make changes