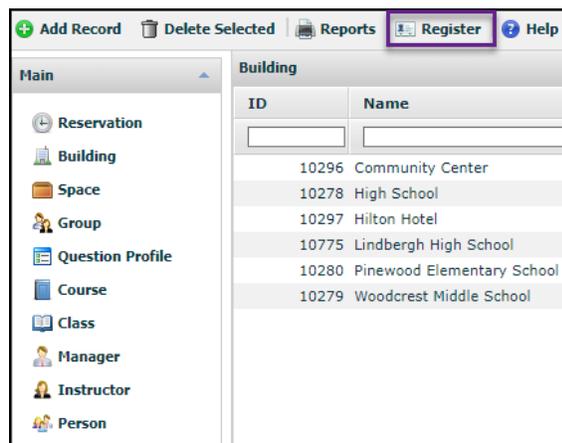




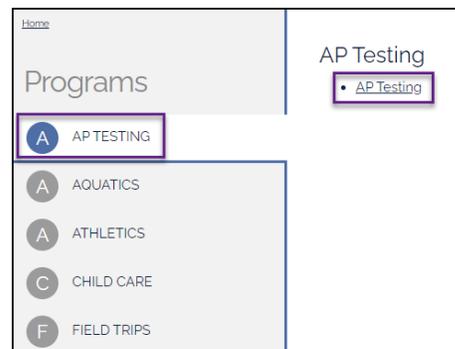
Sharing Invoices Between Guardians

In situations where multiple adults need access to invoices, the RegWerks system does require each person to have their own account. Follow these steps when guardians/parents request and agree to this level of visibility.

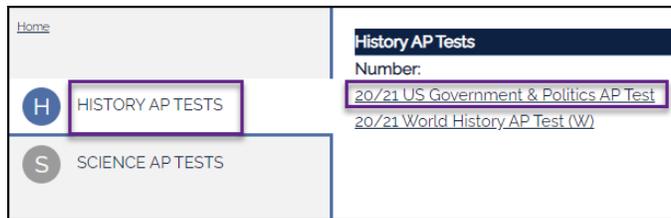
1. First, confirm that at least one of the guardians/parents is an active account holder in RegWerks, and has at least one registration linked to the account. If both adults are each an account holder, skip ahead to Step #3.
2. If the second person does not yet have a RegWerks account, complete a *partial* walk-in registration. Begin by selecting **Register**.



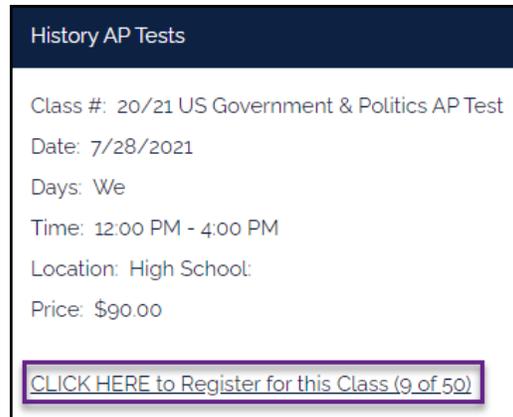
- Select any **Program**, then select any **Course**. The selections do not matter, since the walk-in registration process is only being partially followed to create the new account, and not to complete a registration.



- Select any **Category**, then select any **Class**.



- Select **CLICK HERE to Register for this Class**.



- Select **New Account**, and enter **Personal Details** as needed.

A screenshot of a registration form. It features a dropdown menu labeled 'Last, First', an empty text input field, and a 'Search' button. On the right side of the form, there is a button labeled 'New Account' which is highlighted.

- Select **Submit** once Personal Details are complete. It is very important to close this browser tab after seeing both the prompt, “**Who are you registering**” and the name of the new Person. Seeing the second guardian’s name in a list of possible registrants confirms that you have successfully created a RegWerks account for this individual.

A screenshot of a selection screen titled 'Who are you registering?'. Below the title, there is a prompt: 'Please select the person you would like to register for History AP Tests. If the person you want to register is not listed please click on the "A New Person" option below.' There are two radio button options: 'Mohamed Ahmed (self)' and 'A New Person'. The 'A New Person' option is highlighted.

- Once both adults have their own unique RegWerks account, navigate to the **Class** in which invoices will be shared. Open the Registration for the appropriate participant. In the **Invoice History** tab, click on the green plus icon.

[13826324] Registration

Name: Bambery, Liam Cancelled

Class: 20/21 Girls Basketball High School Basketball

Pricing: Standard

Additional Student

Payment Invoice History Questions Contract History Attendance Notes & Emails

Sent To RevTrak: 20200716081646

Cart Item ID: 8011

Transaction Date: 7/16/2020 8:18:33 AM

Order ID: 17112015

Invoices

Date	Number	Amount
------	--------	--------

Additional Persons

Name	Email
------	-------

Reports Cancel Save

- In the **NEW Registration Contact** window, **Search** for the second guardian's name (or the person for whom the new account was just created). Select the second person's name, then **Save**.

[NEW] Registration Contact

Search: ahmed

Name	Address
Ahmed, Mohamed	123 Maple Avenue

Cancel Save

- In the Registration window, the second Person appears in the **Additional Persons** field. Select **Save**.

The screenshot shows a registration window titled "[13826324] Registration". The form includes fields for Name (Bambery, Liam), Class (20/21 Girls Basketball High School Basketball), Pricing (Standard), and an unchecked checkbox for "Additional Student". Below these are tabs for Payment, Invoice History, Questions, Contract History, Attendance, and Notes & Emails. The "Invoice History" tab is active, showing a table with columns for Date, Number, and Amount. The "Additional Persons" section is highlighted with a red box and contains a table with columns for Name and Email. A new person, "Ahmed, Mohamed" with email "machmed@noemai", is listed. The "Save" button at the bottom right is also highlighted with a red box.

Additional Persons	
Name	Email
Ahmed, Mohamed	machmed@noemai

4. The new Person will now be able to view invoices for this class through his/her account.