

Welcome to Park Day School's online enrollment system! Each custodial parent has their own user name, and should follow the activation link that arrived in your email to get started.

**STEP 1: Accept the Connect invitation**

You will receive an email invitation with the subject "Connect to {School Name}". Click on the Accept Invitation button to open the Sign up page.

Connect to {School Name}



Hello {Name},

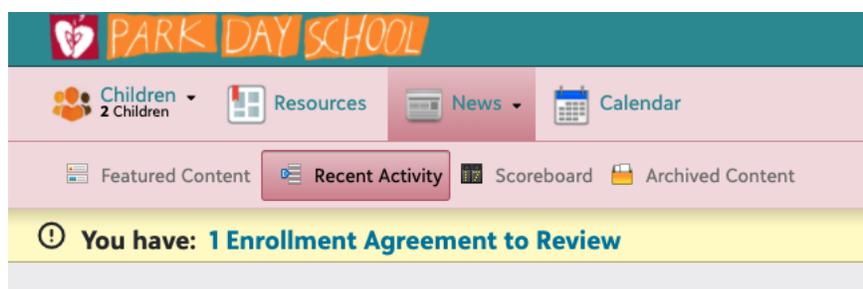
{School Name} is ready for you to login via Blackbaud Services using this email address as your username.

With this invitation, you will create and use a Blackbaud ID to connect with {School Name}.

Accept Invitation

**STEP 2:** Follow "accept invitation" prompts to create your Blackbaud ID account using the email address on file with the school.

**STEP 3:** Login here: <https://parkdayschool.myschoolapp.com/>. You will see...



- Review your enrollment agreement. As part of the process, you will be prompted to indicate: "No, I do not already have a Tuition Management account with Park Day School" in order to sign the contract and simultaneously set up a tuition management account.
- **Each custodial parent should log into their own individual account, using their own unique username and account.** Then initial and sign the enrollment agreement as prompted.
- After each custodial parent has signed...

By signing my name below, I am certifying that I agree to submit this Contract electronically. I have read and accepted all of the terms and conditions on all pages of this Contract. I understand that I am liable for the total payment and other obligations set forth in this Contract. I am verifying that I am the person whose name appears below and agree that typing my name below and initialing "I accept" is the legal equivalent to a manual signature on a document. For those who do not agree electronically, they may print out this Contract and manually sign it and return it to the School.

Signature

Date

- ...they should then click "review" then "accept" and then "pay & submit" to submit a 10% non-refundable deposit and confirm your student's place at Park Day School.
- Please note that if one custodial parent has already paid the deposit, a second custodial parent would click "next" to submit the contract rather than "pay & submit".

We hope your family decides to enroll at Park Day School and are available to help as you navigate. Don't hesitate to contact [josie.agshapiro@parkdayschool.org](mailto:josie.agshapiro@parkdayschool.org) with any questions.