

Site Basic - Parents: Info Center Menu

The following can be accessed under the Info Center menu links:

Library	Cafeteria	Online Auctions	Databases	Online Forms	Event Registration	Knowledgebase
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Note - each of these sections may be turned off by your school administration if they do not want these areas to be visible.

Library

Employees can search for Google books or books in your school's library collection by title, author or keyword. Click on the title in blue to view details about the book. Click on the local # in blue in the Overview area to reserve a book.

The screenshot shows the 'Library Search' page. At the top, there are navigation links: 'Specialties / Library / Library Search'. Below this, there are two search tabs: 'Local Search' and 'Google Search'. Under 'Local Search', there are radio buttons for 'by Title' (selected), 'by Author', and 'by Key Word'. A search input field is present with a 'Search Books' button. Below the input field, it says 'All Libraries' and '6830 Books in collection'. The main section is titled 'Library Search / Recently Added Books' and displays a grid of book cards. Each card includes a book cover, the title in blue, the author, and a local ID number in blue. The books listed are: 'Fluffy Bunny' (Author: , #140002187), 'Pythons' (Author: Mary Ann McDonald, #140002186), 'Harry Potter and the Chamber of Secrets' (Author: J.K. Rowling, #2147483648), 'Harry Potter and the Prisoner of Azkaban' (Author: J.K. Rowling, #2147483648), 'Harry Potter and the Sorcerer's Stone' (Author: J.K. Rowling, #2147483648), and 'Harry Potter and the Deathly Hallows' (Author: J.K. Rowling, #2147483648).

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Cafeteria

This is a calendar view of the lunches scheduled for each day. This calendar can be printed by clicking on the 'Print' button in the upper right. Click on the month and year to see previous or future dates.

Info Center / Cafeteria						
Meals						Print
← Sep 2017		October 2017			Nov 2017 → ^	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Chefs Salad Fruit Cookie	3 Chicken Fried Steak Mashed Potatoes Corn Salad Sugar Cookie Chicken Nuggets Mashed Potatoes Roll Fruit/Vegetable	4 Barbeque Meatballs Mashed Potatoes Green Beans Almondine Applesauce Double Quarter Pounder French Fries Drink	5	6	7
8	9	10	11 Cheese Nachos Fruit Vegetable Cookie Awesome Sauce Peanut Butter Sloppy Joes Tater Tots Applesauce Cupcakes	12	13 Beef Stroganoff Mashed Potatoes Green Beans Roll & Butter Apple Crisp Chicken Sandwich Baked Beans Carrot Sticks w/dip Popcicle	14
15	16 Beef Stroganoff Mashed Potatoes Green Beans Roll & Butter Apple Crisp Chefs Salad Fruit Cookie Cheese Nachos Fruit Vegetable Cookie Awesome Sauce Peanut Butter	17	18	19	20	21
22	23	24	25	26	27	28

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Online Auctions

Employees can place bids on various types of items. Click on the category drop-down to browse the different categories. You can view how many bids have been placed, what the current bid is and how much time is left before the bidding closes. Click on the blue 'Place Bid' button to enter a bid.

Info Center / Online Auction

Browse by Category

Available Items

Online Auction / Place Bid

Details

Label: Travel Expenses

Description: Travel expenses

Current Bid

My Bid

501.00 46d 07h 06m

Picture Unavailable

Start Tracking

Submit Bid Close Place Bid

Image Details

St. Thomas Vacation

5 bids 1101.00 73d 07h 06m

Set sail for your personal corner of paradise at Marriott Frenchman's Reef & Morning Star Beach Resort All-Inclusive. This recently updated resort overlooks beautiful Charlotte Amalie Harbor, which guests can access via water taxis to check out duty-free shopping, dining, nightlife and more. Since the resort is on

Place Bid



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Databases

This is where your school can choose to inventory specific items and keep a database for them. It might be a list of computer hardware in the school, or a listing of teachers with advanced degrees, or anything the school wants to track. Click on the table name in blue to see the items listed for that database table.








Info Center / Databases / **Lost and Found**

Structure Browse

Lost and Found Item	Date Found
 calculator...	08/07/2017
 Coat...	04/04/2017

Info Center / **Databases**

Tables

Table Name	Description
 Alumni	
 House Points	Team point totals
 Lost and Found	Lost and Found Items
 test	test
 Test	Testing
 Test	
 Transportation Table	

Close Display 25 rows

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Online Forms

An online form is a form that was created by your school that can be filled out online. It is an easy and convenient way for the office to gather information. If your school office has created online forms, click on the form name and the document will open in a new window. Complete the form and click the 'Submit' button. Once the form has been submitted, it will show under the Submitted tab and be viewable by the school administration.

Info Center / **Online Forms**

Available Submitted **Medical Form**

Name	
** High School - Internal	
Another Volunteer Hour Form	E
Lunch Order	
Lunch Order [Copy]	
Lynette	S
Lynette [Copy]	S
maintenance	t
maintenance	f
Medical Form	f
Page 1 of linked	
PANtest	
Parent Aide	Parents that would like to be a classroom aide
School Party Help (Hey)	Who would like to help run the games at school parties?
Sub Request	Request a substitute
Test 3	12345
Test Form	This is a test
Test Form [Copy]	This is a test
The Form of Doom	Abandon hope all who fill this out

Medical Form

Please scroll down
Nurses' Office


Student name

Date of last physical Oct 19 2017

How does this show up?

Yes
Please choose one.

NO



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Event Registration

Any events the school has listed for registration will be found here. The date, title, and the location of the event are shown. To register for an event just click on the blue name link under the title column. Events listed in pink are also accessible from the homepage.

Registration / **Event Registration**

Open

Day	Date	Title	Location
	Sat Apr 17 2010 01:00 PM	Golf Tourney	
	Fri May 13 2011 12:00 PM	Running of the Roses	
	Mon May 16 2011 06:00 PM	PTA Meeting	
	Tue May 17 2011 01:00 AM	Red Carnation sale	
	Sat Sep 17 2011 01:00 AM	All-Fam Beach Play Day	Lake Hawkins
	Fri Oct 28 2011 07:00 PM	6th-7th Museum Field Trip	Dallas Museum Nature/Science
	Fri Feb 24 2012 06:30 PM	Movie Night!!	
	Tue Feb 28 2012 05:30 PM	Pizza party for the winners	
	Fri May 11 2012 01:00 AM	Field Trip	
	Wed Jul 11 2012 01:00 AM	eBridge Event	
	Thu Aug 30 2012 03:00 PM	School Picnic	
	Fri Oct 05 2012 01:00 AM	Volunteer for picnic	
	Wed Oct 31 2012 02:00 PM	School-Wide Gathering	School Gym
	Fri Dec 14 2012 01:00 AM	Christmas Carnival	
	Mon Jan 14 2013 01:48 PM	Winter Fun	
	Mon Feb 25 2013 09:14 AM	Registered Event	
	Wed Mar 20 2013 01:00 AM	School Event	
	Thu Mar 28 2013 11:00 AM	Cake walk	
	Fri Jun 14 2013 02:00 PM	Golf	

Click on the blue event name to read details about the event. Click on the 'Continue' button at the bottom to proceed with registration. Fill in any pertinent information and click 'Continue' to complete the registration.

Event Registration / **Cake walk**

Date: Thursday, March 28 2013

Time: 11:00 AM

Location:

Volunteers for organizing and working the cake walk event

1

Registration: Open

Available Seats: 14

Continue

Cancel

Event Registration / **Cake walk**

First Name Sing *

Last Name Apore *

Organization *

Phone *

Email Address @sycamoreleaf.com *

2

*** Required fields**

Options			
Count	Description	Price	Amount
1		0.00	0.00
Total			0.00

Continue

Cancel

Event Registration / **Cake walk**

Event Participants

First Name **Last Name** **Email Address**
1 Test Family aaa@aaa.net

3

Continue

Cancel

Event Registration / **Cake walk**

Payment Options

No Charge

There is no cost associated with this event.

4

Check Out

Cancel

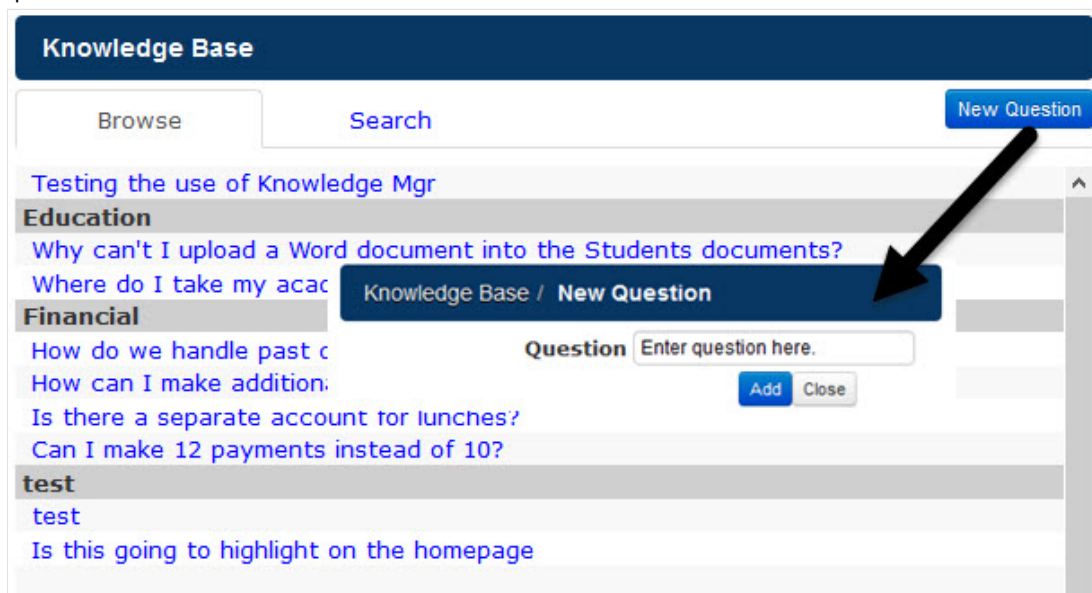
1. Review Event details

- 2. Select Event Options
- 3. Enter Event Participants
- 4. Make Payment (if applicable)

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Knowledgebase

Your school office can create a list of frequently asked questions specific to your school. A listing of those questions followed by the answers can be found here. Click on the question in blue font to reveal the answer. The Search tab across the top center allows you to search by a word or phrase. Click on the blue 'New Question' button to submit a question.



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Was this information helpful?

Thank you. Do you want to add anything else?
Thank you. How can we improve this document?

Fix typos

or
links

Fix
incorrect

or
incomplete
information

I
have
a
question

Add
or
update
screenshots

Article
too
long

The maximum length for this field is 400

Send

[No thanks](#)

Thank you. Your feedback helps us to continually improve our content.