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

> **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.

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.

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 cateogories. 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.

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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.

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.

Available	Submitted		**Medical Form**

Name		**Please scroll down**
📝 ** High School - Internal		**Nurses' Office**
📝 Another Volunteer Hour Form	E	Student name [ ] ❓
📝 Lunch Order		Date of last physical [Oct ▾] [19 ▾] [2017 ▾]
📝 Lunch Order [Copy]		
📝 Lynette	S	**How does this show**
📝 Lynette [Copy]	S	*up?*
📝 maintenance	t	☐ Yes
📝 maintenance	f	Please choose one.
📝 Medical Form	N	☐ NO
📝 Page 1 of linked		
📝 PANtest		[Submit] [Cancel] [🖨 Print]
📝 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

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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.

	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)

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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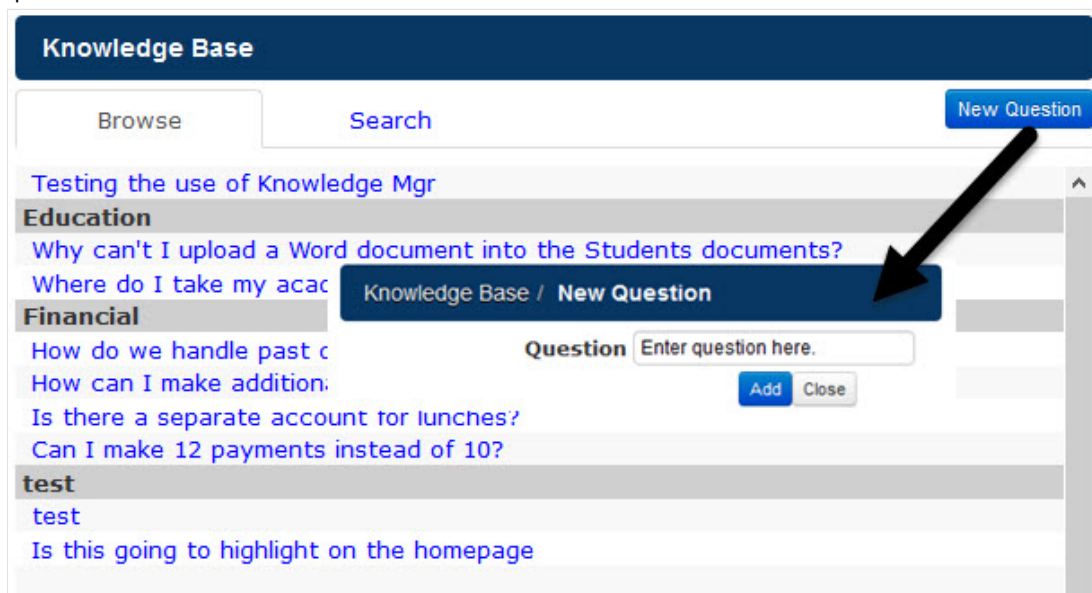
Was this information helpful?

Yes

No

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.