Instructions for Accessing and Using the Parent Portal

The Parent Portal is a secured website to enter your child’s registration information. NextUp requires registration each year and collects the following information:

- Active consent to participate in programs
- Information on your child and their needs
- Consent to collect data from RPS
- Permission to use photos
- Acknowledgement of Waiver/Liability
- Understanding of Security in the Virtual Learning Space

We will not share any of the information you provide without your consent. If you have any questions or concerns, please contact Sarah Ramirez, NextUp Program Services Specialist at sramirez@nextuprva.org.
Email to Log-in Parent Portal

- After your information is verified, you will receive an email from donotreply@cityspan.com with directions to log into the Parent Portal to complete registration for your child(ren).

Dear NextUp Parent,

Thank you for your interest in enrolling your child in programs coordinated by NextUp RVA. Please click the link below to complete the online application.

- Website: nextupportal.cityspan.com
- Username: csimonnextup@NextUpDemo
- Password: id5p77v7&

If you have any questions or need assistance, do not reply back to this email; however, please contact Sarah Ramirez directly at sramirez@nextupva.org.

Thank you!

Parent Portal Log-In Page

Use the username and password provided in the email to log in the Parent Portal.

- Note: Once you’ve logged into the Parent Portal, you can change the password if you want to use something you will remember. This is optional and not required.
Parent Portal Dashboard

- On the Dashboard you will have the option to change the language from English to another language by selecting a language in the dropdown menu.
Dashboard Displays Application Status

- On your Dashboard you will see “Parent Information” and “Youth Information” sections. The status will show either “unsubmitted” or “submitted” for each section.
- Click each section to update and enter all required information to continue.

The COVID-19 pandemic has presented our community and the world, with many challenges --- one of which is to solve for how we can keep our kids active, engaged and connected through this time of crisis. NextUp has decided to turn this challenge into an opportunity to be creative and innovative in our efforts to provide high-quality enrichment experiences for Richmond Public Schools students.

To that end, we have developed the NextUp Online Enrichment Portal, a digital, social and enrichment platform that aims to give youth the opportunity to:

- participate in live enrichment classes led by approved program providers
- interact socially with friends, NextUp staff and enrichment program instructors;
- access do-on-your-own activities in the areas of Sports and Health, STEM, Arts and Humanities and Leadership and Mentoring

Important Note: After you submit your registration form, you will be directed to a link to begin signing your child up for classes. We hold four registration periods through the school year. The deadline to sign your child up for Fall Session classes is September 21st at 5:00pm EST.

1. COMPLETE PARENT INFORMATION

   Candace Benn
   Unsubmitted - Continue

2. COMPLETE YOUTH INFORMATION

   King, Coretta
   Submitted

   Saint, Malla
   Unsubmitted - Continue
Parent/Guardian Information

- Complete or update your information in the Parent Information tab

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Name</strong></td>
<td>Candace</td>
</tr>
<tr>
<td><strong>Middle Name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Last Name</strong></td>
<td>Benn</td>
</tr>
<tr>
<td><strong>Relationship to Student</strong></td>
<td>Mother/Stepmother</td>
</tr>
<tr>
<td><strong>Preferred Language for Communication?</strong></td>
<td>English</td>
</tr>
<tr>
<td><strong>Street Address</strong></td>
<td>3409 W Moore St</td>
</tr>
<tr>
<td><strong>Apartment Number</strong></td>
<td></td>
</tr>
<tr>
<td><strong>City</strong></td>
<td>Richmond</td>
</tr>
<tr>
<td><strong>State</strong></td>
<td>VA</td>
</tr>
<tr>
<td><strong>ZIP</strong></td>
<td>23230</td>
</tr>
<tr>
<td><strong>Home Phone</strong></td>
<td>804 - 409 - 5554</td>
</tr>
<tr>
<td><strong>Work Phone</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Other Phone</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td><a href="mailto:csimonnextup@gmail.com">csimonnextup@gmail.com</a></td>
</tr>
</tbody>
</table>
Youth Registration Status

- Complete or update your child’s information in the **Youth Information** tab by clicking on your child’s name. If you have multiple children registering for NextUp they will show on the Youth Information tab dashboard.

**YOUTH REGISTRATION**

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>King, Coretta</td>
<td>Submitted</td>
</tr>
<tr>
<td>Saint, Malia</td>
<td>Unsubmitted - Continue</td>
</tr>
</tbody>
</table>

*This translation service is provided by Google. Translation accuracy cannot be verified by the NextUp RVA or the provider of this website. Please refer to the original language for confirmed verbiage and intent.*

Application Elements

After you click on a child, the status of each section of their application will show as “Not complete” or “Complete”.

**MALIA SAINT SUMMARY**

<table>
<thead>
<tr>
<th>Section</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>Not Complete</td>
</tr>
<tr>
<td>Transportation</td>
<td>Not Complete</td>
</tr>
<tr>
<td>Medical Information</td>
<td>Not Complete</td>
</tr>
<tr>
<td>Consents</td>
<td>Not Complete</td>
</tr>
<tr>
<td>Sign and Submit</td>
<td>Not Submitted</td>
</tr>
</tbody>
</table>

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Click Save and Forward Arrow to Continue

- Move through each section of the Youth Information tab by clicking the “save” button first, then the arrow.
Electronic Signatures

- In the consent section, you will be asked for an E-signature. Typing your name will generate an electronic signature automatically.
Required Fields

- Any required fields that were not entered will show on the final screen before you submit. Your application will not be complete until all fields have been entered.

MALIA SAINT

REQUIREMENTS

The following forms need to be fully completed prior to signing & submitting this youth application:

- Youth Application
- Birthdate
- Transportation
  - Child will be picked up at the school at the end of the day
  - Child has permission to walk home alone from the school if leaving at 5:00 pm
  - Child has permission to take the school bus home
  - Child has permission to take the bus if no authorized pick-up persons arrive on time
- Medical Information
  - Medicine
  - Allergies
- Consents
  - Consent to Disclose Student Records
  - Media Release
  - To Participate, Assumption of Risk, and Release and Waiver of Liability: I CERTIFY THAT I HAVE CAREFULLY READ AND FULLY UNDERSTAND THIS RELEASE.
  - To Participate, Assumption of Risk, and Release and Waiver of Liability: E-Signature
  - To Participate, Assumption of Risk, and Release and Waiver of Liability: Date

Online Security & Expectations: I understand NextUp's Online Portal policies and expectations. I am also aware of the security measures NextUp has taken and understand that while NextUp has security features in place, I am ultimately responsible for my children's Internet safety.

Online Security & Expectations: I agree to the above expectations, have reviewed the usage guidelines and expectations, and give permission for my child to participate in the NextUp Online Enrichment Portal.

Online Security & Expectations: I hereby agree to be responsible for the conduct and actions of my child/children and to release NextUp from any claims and demands that may occur during participation in the enrichment classes.

Online Security & Expectations: Further, I agree to release NextUp RVA and its employees as well as its approved providers and will hold them harmless from any liability, which may arise from incidents or accidents involving my child/children or property while participating in the online enrichment portal.

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Sign, Date and Submit

- On the Submit screen, enter your name to generate an electronic signature and enter the date.

MALIA SAINT

SUCCESSFUL SUBMISSION

The Youth Application has been submitted!

SIGN & SUBMIT

E-Signature: Constance Bono

Date: 09/10/2020

Confirmation Email

- After you submit your registration, you will immediately receive a confirmation email. *Please check your spam or junk folder.
- This email will include the link for you or your child to select classes on our NextUp Online Portal Site.

Thank you for registering your child(ren) in NextUp for the 2020-2021 school year! We are excited to have you and your child(ren) join us! Your registration will be valid for the entire school year, so you will not need to register for each session. The next step to get started in the Online Portal is to select and sign up for the classes you are interested in.

The links on the site will direct you to a Zoom registration page where you will enter your child’s name and email address. After you submit your information, you will immediately receive a confirmation email with the Zoom link to join the class. Please save this email so that you can access your classes. If you lose this information, you can always return to the portal to view classes and re-register.

If you have any questions or need support, please contact Sarah Ramirez directly at sramirez@nextuprva.org

Thank you so much for entrusting NextUp to provide high-quality programs to your child(ren) this school year!

Best,

NextUp RVA Program Services Team

If you have any issues with completing registration or have questions, please contact Sarah Ramirez at sramirez@nextuprva.org.