

Guest Accounts - How do I create a Guest Family Account

To create a Guest Family Account:

Sign into your Registration portal as a **manager**.

(see <https://help.intouchrecepting.com/registrations/how-do-i-sign-into-registrations-as-a-manager>)

1.) Navigate to the "Family Accounts" page using the navigation bar on the left side of the screen.

2.) Once the page has loaded, click on the 'Create Family Account' button in the top right corner of the page.

Smart User
Mountain View High

+ Create New ...

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- System Settings
- Family Accounts**
- Select Language

Sign Out

Account Tools

You may search for sign up family accounts from any site within the district and edit account information.

Search 10 Per Page Website Active Create Family Account

Customer #	Last Name	First Name	
rbidKKJEPnMK3JVn...	Saget	Bob	Edit
aUCKWlsZ4Ljq1Y2o...	Wallace	Father	Edit

3.) Complete the parent information. Address information is optional, but recommended for use with registrations and forms.

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Create a Family Account

Set up an account for customers so they may access InTouch TouchBase and Registrations

Parent Students **3**

First Name* Last Name*

Email* Site* Please Select a Site

Street City State Zip

Cancel Create Family Account

4.) Select the 'Students' tab and click the 'Add Student' button. Fill out all information for the student. Add as many students as needed for the family.

5.) When you are finished, click the 'Create Family Account' button in the bottom right corner of the page.

This will generate customer records for all students and the parent, as well as a TouchBase account for the parent to use for registrations. Upon signing in, they will use the email provided when creating the account and they will need to reset their password.

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Parent Students **4**

Student #1 **4**

First Name* Last Name*

Grade* Site* Please Select a Site

Add Student

Cancel Create Family Account **5**

If you have additional questions, please reach out to InTouch Support:

support@intouchreceipting.com

800-627-4767 (253-922-6077)

or by clicking the "Submit a Request" link located at the top of this page.