

HOW TO CREATE A LOTTERY ACCOUNT AND SUBMIT A REQUEST FOR 2ND SEMESTER CLUBS

****IMPORTANT** READ THE SECTION NOTES**

ACTION	PAGE TITLE	HOW TO STEPS	SECTION NOTES
A. Access the SchoolMint link		Go to https://pinewood.schoolmint.com/	The site opens at 10:00am on 11/08. The site closes at 11:00am on 11/10.
B. Create FAMILY Account	Parent Log In Get started with your account	<p>Click “Create an account”.</p> <ol style="list-style-type: none"> 1. Enter the following information for ONE parent: <ul style="list-style-type: none"> ○ Parent/Guardian First Name ○ Parent/Guardian Last Name ○ Mobile/Cell Number <u>AND</u> Parent/Guardian Email (<u>enter BOTH</u>) ○ Confirm Email 2. Select one or both of the Preferred Communication methods: <ul style="list-style-type: none"> ○ Enable SMS Text Notification ○ Enable the Email Notifications 3. Click the Privacy Policy link and review the information. 4. Click the Preferred Language box so that “English” appears. 5. Create a password and confirm. 6. Click “Create Account”. 	<p>Limit - ONE account PER family.</p> <p>Duplicate family accounts will be automatically deleted from the system which <i>will remove your student</i> from the lottery.</p>
C. Create STUDENT account	Welcome “Your Name”	<p>Click “Get Started”.</p> <ol style="list-style-type: none"> 1. Under Student Lookup, answer YES to “Is your student currently enrolled in Pinewood School and do you have your student ID?” 2. Please refer to the Lottery email that was sent to you on 11/05/21 and enter the following information EXACTLY as it is listed in that email: <ul style="list-style-type: none"> ○ Student/Person ID # ○ Student First Name ○ Student Last Name ○ Student Date of Birth (enter as a mm/dd/yyyy format) 3. Read the Requirements & Policies section and click “I Agree”. 4. Click “Continue to Application”. 	<p>Limit - ONE student account for EACH student in the family.</p> <p>If the system finds two accounts for the SAME student, <i>both</i> accounts will be automatically removed and the student <i>will not be included</i> in the lottery.</p> <p>If you receive an error message on this page, check your entries for an input or format error. The student ID#, name, and birthdate (entered as mm/dd/yyyy) must match EXACTLY to the information listed in the 11/05 email.</p>

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D. None	Student Information	1. The fields on this page will auto-fill. Click “Save & Continue”.	
E. Confirm Parent/Guardian Information	Parent/Guardian Information	1. The fields on this page should auto-fill. 2. If you wish, you may enter an alternate email address. 3. Select a preferred email address to use for all club notifications. 4. Click “Save & Continue”.	
F. Request Your Club/s	Club Choices	1. Click “View Programs & Details”. 2. A list of clubs will open on the page. 3. Carefully read these SECTION NOTES <i>before</i> you begin > > > > 4. Select the club/s your student is interested in. 5. Click “Save & Continue”.	<p>Limit - you may NOT choose the SAME club on DIFFERENT days (e.g. Kibo). If you do, your student <i>will be removed from that club on both days.</i></p> <p>Limit – ONE club per day. Middle Campus Exception: you may select a Before-School club and After-School club on the same day.</p> <p>In this section you are indicating club preferences; this is NOT a guarantee of enrollment in a club/s.</p>
G. Sign the Lottery Form	Signature	1. Type in your name. 2. Click “I agree” and then click “Save & Continue”.	
H. Submit Your Lottery Form	Review and Send	1. Review the information and click “Submit Application”. 2. You will be returned to the main Dashboard view.	
	Dashboard View Welcome “Your Name”	1. To add another student to your FAMILY account, click “Add Student” and repeat steps C through H. 2. To access your confirmation emails, click “Messages”. 3. When you are finished, click “My Account” and “Sign Out”.	If you have difficulty during this process, email Barbara Hantke at bhantke@pinewood.edu . During lottery registration, please allow at least 24 hours for a reply.

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AFTER THE LOTTERY HAS RUN			
ACTION	PAGE TITLE	HOW TO STEPS	SECTION NOTES
Lottery SELECTION			<p>Before the end of the day on the 15th, you will receive an email notifying you if your student has been enrolled in a club or waitlisted.</p> <p>Your student's results will also be available on the Parent Dashboard.</p> <p>Once you receive your results please follow the instructions below.</p>
If your student receives an offer/s of ENROLLMENT		<ol style="list-style-type: none"> 1. Log into your account and the Parent Dashboard will appear. 2. Click on your student's name card and his/her status will be listed for each club. 3. For EACH club click Accept or Decline + "Yes, Accept Placement". 4. The club selection will now show "Offer Accepted". 5. Repeat the process for each offer of enrollment and for each student. 6. If you elect to accept an enrollment offer, your FACTS account will be billed \$470.00 PER club (Band \$282.00) for the semester. 7. Refer to the school website for the Cancellation and Refund policies. 	<p>IMPORTANT! After an offer of enrollment has been issued, it must be Accepted or Declined within 24 hours or your student will be removed from the club roster.</p> <p>The system will NOT accept a late decision.</p>
If your student is WAITLISTED		<ol style="list-style-type: none"> 1. When seats are declined and become available, wait list students will be automatically moved into open seats on the "enrollment list" and parents will be notified via email. 2. If you receive an enrollment offer, refer to the instructions above to complete the club enrollment. 	<p>The wait list <i>may</i> continue to move as students decline placement or withdraw at a later date. The entire process may take a few weeks.</p> <p>Reminder: A Wait List status is not a guarantee of enrollment.</p>
I want to CANCEL my student's club enrollment AFTER I accepted an offer.		<ol style="list-style-type: none"> 1. An online Cancellation Form must be submitted no later than midnight November 29th. 2. Go to the school website and select Student Life > Clubs + Extracurriculars and click "Club Cancellation". 	<p>Be certain to read the Refund and Cancellation policies.</p> <p>A cancellation fee of \$50 PER club will be assessed. Refunds are not available on or after November 30th.</p>