Parents' Q&A; Guide — Hartley Registration

Here are a few helpful answers to common questions when registering your child. **Please read carefully.**

When is registration due?

- Deadline: 2 weeks before your child's trip.
- Important: Failure to register on time may result in your child not being able to attend.
- Hartley's administration needs this time to process paperwork while also hosting other groups.

How do I get to the registration?

- Your child's teacher will email you a custom registration link.
- Save this link in case you need to log back into your account.

Who should be the primary account holder?

- The parent/guardian should be listed as the primary account holder.
- After entering parent information, you will be prompted to register your child.

Where can I find the Physician's Authorization forms? (Required for all prescription or OTC medication)

- Log in to your account, click the menu (three lines, top left), then Document Center.
- All forms (including the packing list) are located there.
- Forms are also available on our website in the Overnight section. (Screenshots below)

When are Physician's Authorization forms due?

- Due: 2 weeks prior to your child's visit.
- Failure to upload on time may prevent us from administering medications.
- Contact your physician's office early—these forms often take several days to complete.

Can I email the forms to Hartley?

- No. Do not email, give to your child's teacher, or fax forms to Hartley.
- All forms must be uploaded by the parent to the student's account so they are linked properly.

Do I pay through this registration?

- No. All payments must go directly to your child's school.

Who do I contact if I have problems registering?

- Email Hartley@sisd.cc (screenshots are helpful)
- Or call 989-865-6295

Common Registration Issues & Fixes

Does not meet the age requirement

- Make sure the parent/guardian is the primary account holder.
- Use the link provided by your child's teacher.

The session is full

- Same fixes as above — primary account holder must be the parent, and use the teacher's link.

My child wasn't eligible based on their grade

- Enter the grade your child will be going into next year, not their current grade.
- This is a software setting Hartley cannot change.

The session is closed

- Registration deadline has passed. Email Hartley@sisd.cc for next steps.

I can't tell if my forms uploaded

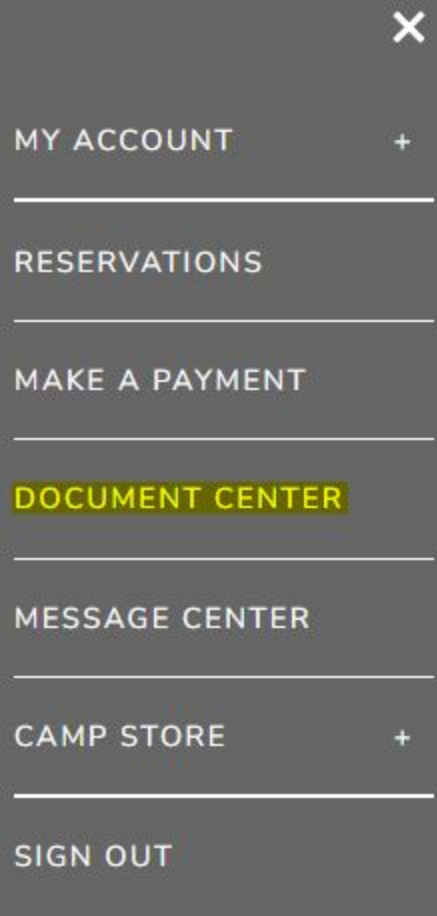
- Log into your account → Document Center → check uploaded forms list.

I created a new account to fix errors

- Avoid multiple accounts — it causes more issues.
- If problems continue, email Hartley@sisd.cc.

How to Download & Upload Forms

(Insert your step-by-step instructions here with screenshots if possible)



HARTLEY
OUTDOOR EDUCATION CENTER

RESERVATIONS MAKE A PAYMENT

My Account

If this is your first time logging in, please click "Add Person" below to add
will be attending any programs.

Samantha Simons
Primary Contact

$0.00
Account Balance

RESERVATIONS MAKE A PAYMENT

Document Center

Below are a list of available documents.

UPLOAD DOCUMENT

Medication Authorization Policy

Medication Authorization Policy

Packing List

Packing LIst

Physician Authorization Form

Medication Physician Authorization Form

OTC Medication Physician Authorization Form

Medication Authorization Policy

Medication Authorization Policy

Packing List

Packing LIst

Physician Authorization Form

OTC Medication Physician Authorization Form

Prescription Physician Authorization Form

RESERVATIONS MAKE A PAYMENT

Prescription Physician Authorization Form

Download (If needed)

Download Document

Select Individual

- ○ Alisha [redacted]
- ○ Ab [redacted]

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Upload

Choose file... Browse

Maximum File Size 50 MB

UPLOAD DOCUMENT