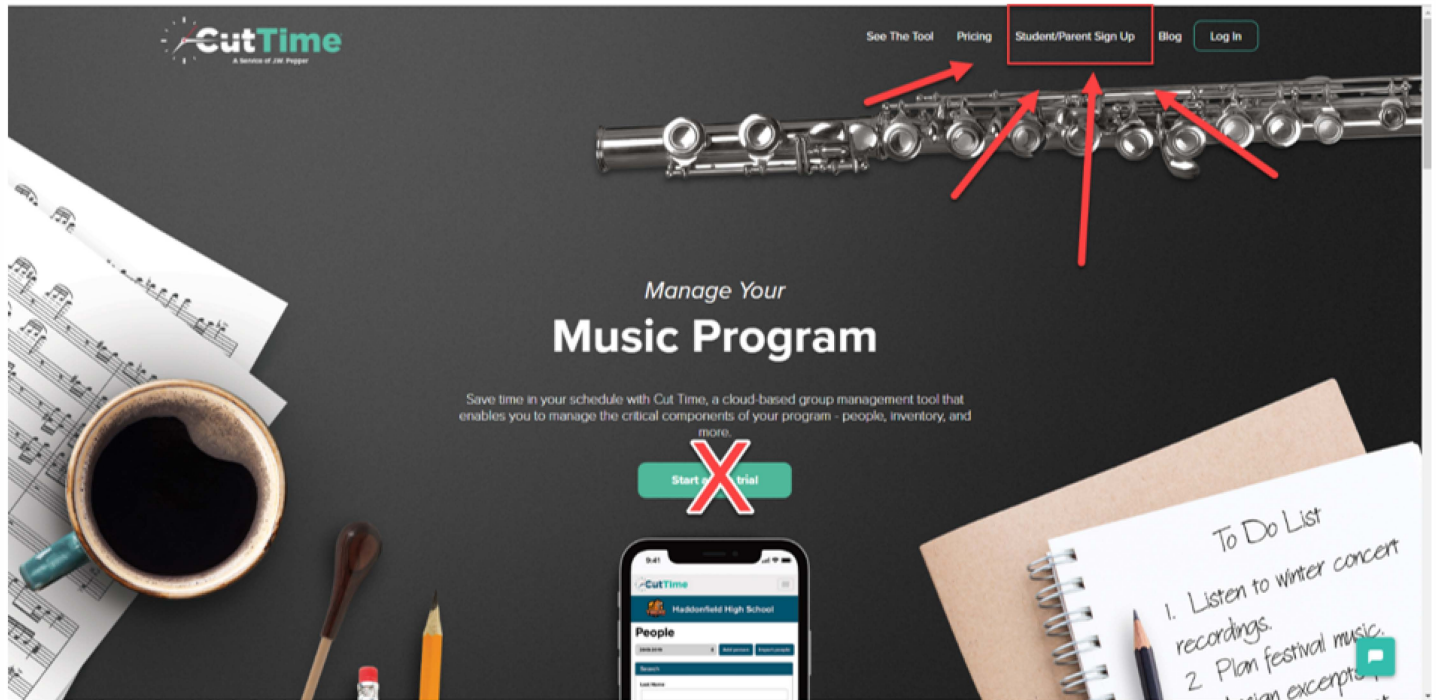


# FOR PARENTS/GUARDIANS

## HOW TO REGISTER FOR CUTTIME

1. Anyone choosing to register using this process will need to go to [www.cutttime.net](http://www.cutttime.net)
2. Click on Student/Parent Sign Up

- **DO NOT** click on Start a free trial. This is only for **Directors** who wish to start a new account. **NOT** members wishing to join an already established organization.



3. Start typing the name of your organization/school in the block "Subscribing schools/groups". **POP Arts Patrons of Orange Performing Arts**

- A list of schools will auto populate based on the data provided.
- Once your organization/school has come up, click on it to for the name to populate into the box

**MAKE SURE THE SCHOOL/GROUP YOU ARE SUBSCRIBING IS POP ARTS PATRONS OF ORANGE PERFORMING ARTS ID 15192**



#### 4. Enter your First Name & Last Name

Your first name

Your last name

#### 5. From the "Your position" drop down menu, select the appropriate position for yourself

Subscribing schools/groups

Your first name

Your last name

Your position

- select your position
- select your position
- Student/Performer
- Parent/Guardian ←
- Teacher/Staff
- Other (non-student/performer)

#### 5. Based on your position selection continue to fill in the appropriate profile information\*:

-\* Required information is highlighted with red arrows below.

**NOTE: An address is required for those using Credit Cards for Affinipay, Authorize, or other payment processors for verification purposes from those companies.**

#### PARENT/GUARDIAN:

Subscribing schools/groups

PopArts Patrons of Orange Performing Arts

Your position

select your position

Parent

Testing

Email ←

cuttimetest@gmail.com

Mobile phone

555-555-5555

Address

123 Testing Blvd

City

Imagination Town

State/Province

Alaska (AK)

Postal code

14785

Country

United States (USA)

Birth date

mm/dd/yyyy

Your child first name

Student

Your child last name

Testing



I'm not a robot



I accept the terms and conditions of this website.

Register now



6. Once all information is filled out correctly and is submitted you will receive an on-screen confirmation.

- This pop-up informs the user that once their profile has been verified by their admin they will receive an **email** with a link to **create a user name and password**.



[See The Tool](#)

[Pricing](#)

[Student/Parent Sign Up](#)

[Blog](#)

[Log In](#)

Thank you [redacted] for creating a profile in Cut Time.

We will contact the Cut Time administrators at JET Learning Academy in Imagination Town AK and let them know you have registered as an Cut Time student with them.

Once they have verified your information, you will receive your sign-in password and be able to access the system.

**Questions Contact  
Krysta Denner at  
popartsolsd@gmail.com**

# STUDENT REGISTRATION FOR CUTTIME

## Step #1 (STUDENTS)

Look for an email from Cut Time

### Inbox

Search

- info@cuttime.net 7:19 AM >  
You're invited to join PopArts Patrons of Orange Pe...  
You're invited to join PopArts Patrons of Orange  
Performing Arts on Cut Time, our data managemen...

## Step #2 (STUDENTS)

Click link to get started



You're invited to join PopArts Patrons of Orange Performing Arts on Cut Time, our data management, communications and assessment system.

Hi Jake,

PopArts Administrator just set up an account for you. All you need to do is choose a password. It only takes a few seconds.

Click this link to get started:

[Get started with Cut Time!](#)

If your invitation link does not work, please copy and paste this URL into your browser:

<https://cuttime.net/invitations.cfm?15192r985212w676C9B05-5056-BF35-E79E92B4758E6654>

To opt out of future email messages, please click [Unsubscribe](#).

Questions Ask

Mrs. Denner

popartsolsd@gmail.com

## Step #3 (STUDENTS)

Create user name & password

Last name

Email address

Create a user name

User name must contain at least 5 characters, no more than 35 characters and consist only of letters and numbers

Create a password

8+ characters with at least 1 number please.

Confirm password

OK, let's go!

Passwords must be at least 8 characters in length and contain each of these types of characters:

- lower case letters (i.e. a-z)
- upper case letters (i.e. A-Z)
- numbers (i.e. 0-9)