registration guide!

MY LEMONADE DAY APP

My Lemonade Day!™

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My Lemonade Day Registration Guidelines and Features

Registration Guidelines

- **NATIONAL MUST MAKE YOUR REGISTRATION LIVE!**
  - DO NOT attempt to do this on your own. There are certain fields that have to be populated on the backend in order to accurately record registrations for the year. If you try to make your registration live without going through national, you will most likely be missing some of your registration data.
    - Depending on the type of materials you're offering, we will help you set up and select the registration type on your site.

Registration Features

- Registration for the My Lemonade Day app will be initiated through your Lemonade Day website.
  - If you're offering My Lemonade Day in your city, your Register Now button will be linked to MyLemonadeDay.org where registration for the app will take place.
- Through the registration process, mentor emails will be verified to ensure you have good contact information for mentors in your community.
- After completing registration and adding learners, mentors will be able to login to MyLemonadeDay.org to manage learners, add new learners and view learner progress within the app.
- Mentors ONLY have to add learner names to register them, making the process quick and easy!
- Registration is mobile friendly and the entire process from mentor registration to downloading the app and getting started can happen on a mobile device.

My Lemonade Day Registration Process

Step 1: Visit a Lemonade Day Website
(specifically a community that is using the My Lemonade Day app)

- Visit a Lemonade Day website that has My Lemonade Day registration live and click the **Register Now** button.
- You will be directed to the MyLemonadeDay.org site to begin registration.

Step 2: Sign Up or Login

- **Sign Up –** If you have not registered for the app before, you will fill in all of the required fields to create your account.

- **Login** – If   you are a returning

user, you will click **Login** to enter your username and password and access the mentor portal.

- o **NOTE:** If you have forgotten your password, click the **Forgot Password** link and you will receive an email to reset your password.

Step 3: Fill in Mentor Details

- **Mentor Details** – New users will be asked to complete all required fields in order to register as a mentor.
  - o Mentor name and community details.

o   Role plus school and/or organization information if applicable.

Let us know which organization you are a member of?

Role

Select ⌄

Organization/School

Enter the name of your organization

Group

Enter the name of your group

Back   Next

o   Email and password

Register by entering your email and creating a password

Email

Type in your email address

Password

Type your password 👁

*Password must have at least 8 characters

Confirm password

Confirm your password 👁

☐ I accept the terms of this Agreement and Privacy Policy

☐ I'm not a robot   reCAPTCHA
Privacy - Terms

Back   Done

Step 4: Verify Email

- After completing the mentor portion of registration, a confirmation screen will appear asking you to verify your email.

Thank you for registering.

Please verify your email address before you can create learner profiles.
Check your spam folder if you can't find our email.

- You will find an email notification in your inbox from **support**.
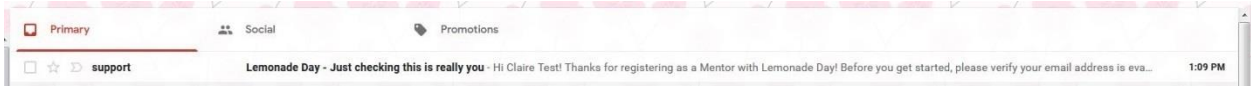
- Click the green button to verify your email.

Hi Claire Test!

Thanks for registering as a Mentor with Lemonade Day!

Before you get started, please verify your email address is evaclairedutton@gmail.com, by clicking on the link below.

Yes, that's me!

Join the community on social media.

- You will automatically be directed to the login screen.

Thank you for verifying your email.

Enter your login email and password

Email

Type your email address here

Password

Type your password here

Forgot Password?

Login

Don't have an account? Sign up
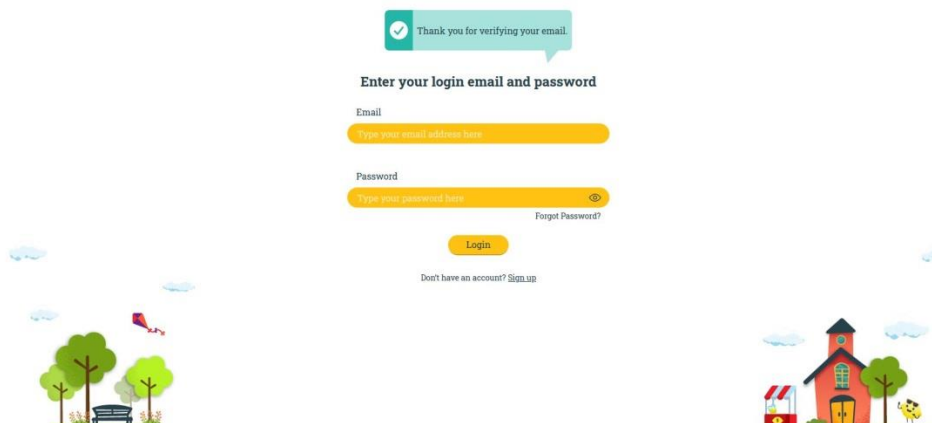
Step 4: Add Learners to Learner Manager

Manually Add Learners

- Once you're logged in to your mentor portal, you have the opportunity to add learners using the learner cards or learner table.
    - **NOTE:** We recommend using learner cards for up to 4 learners and the learner table for larger groups.
- Tutorial popups/tool tips will guide you through the process of adding and managing your learners. **You can restart the tutorial at anytime by clicking the "How Do I Add a Learner" link at the top of the Learner Manager.**
- You'll begin by adding the first and last name of each learner to a learner card or row in the learner table. To submit a learner, press enter on your keyboard to save or click **Save This Learner**.

- **NOTE:** Only the first and last name of the learner is required, making the process very quick.
- **Parent/Guardian Email and Permissions**
    - As you add your learners, you can also add your email or the email of their parent/guardian in order to grant certain permissions to the learner.
    - Permissions:
        - **Media** – allows learners to upload photos within the app
        - **Location** – allows learners to add their stand location within the app
        - **Contest entry** – allows learners to enter local and national contests
        - **NOTE:** Learners do not need any of these permissions to complete the app but the permissions unlock additional features as mentioned above.
        - **NOTE:** If you have the ability to grant these permissions to the learner, you can put your own email in when adding learners to the table.

Upload Learners

- You also have the option to upload learners using a CSV file.

- Above the learner table, there is an **Upload CSV** button.

Register a Learner

- When you click this button, a pop up window will appear.

- o At the top of the window are directions for uploading the CSV file.
- o At the bottom of the window is a link to download the CSV template.
- Click the link that says **Download the learner information .csv template**.
- When you open the template, you will see:
    - o Column headers in row 1
    - o Column header description in row 2
    - o Example entry in row 3

- Beginning on **row 4**, mentors will add their learners' first and last names into the columns along with the guardian email and contact number (if applicable).
    - **NOTE:** Rows 1-3 are automatically eliminated from the upload, you do not need to manually delete them. If you delete these rows, the first 3 rows of your data will be excluded from the upload.
    - **NOTE:** Guardian email and contact number are not required. If guardian information is unavailable, mentors can put their contact information here.
- After learner information has been put in, save the file as a **.CSV**.
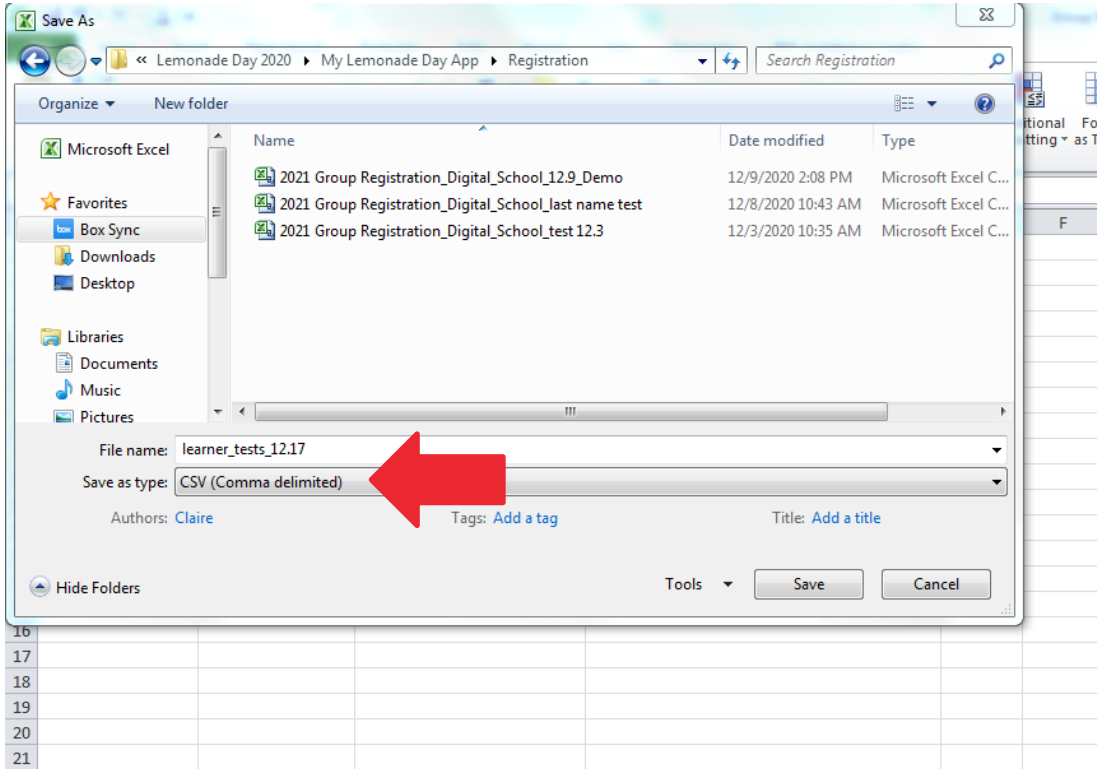
- Click **Yes** when it asks if you want to save the file in this format.
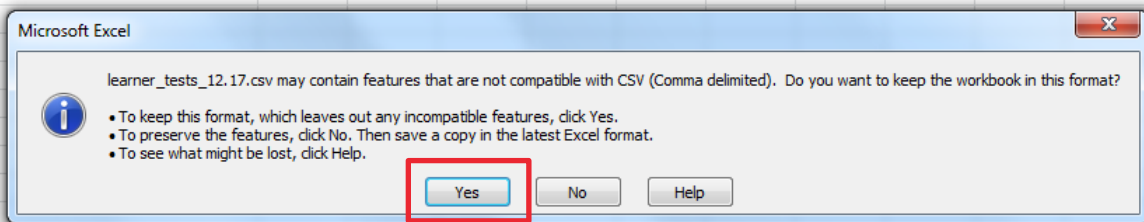
- When you close the file, click **Don't Save**
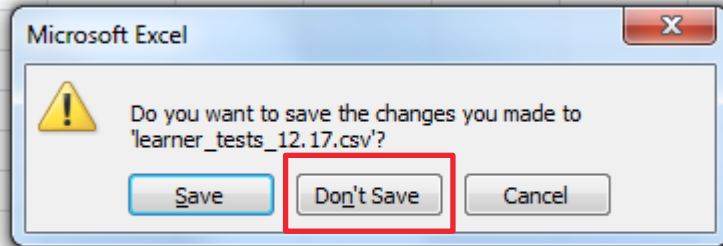
- Once your file is created and saved, go back to your web browser and the CSV pop up window and click **Choose File**.
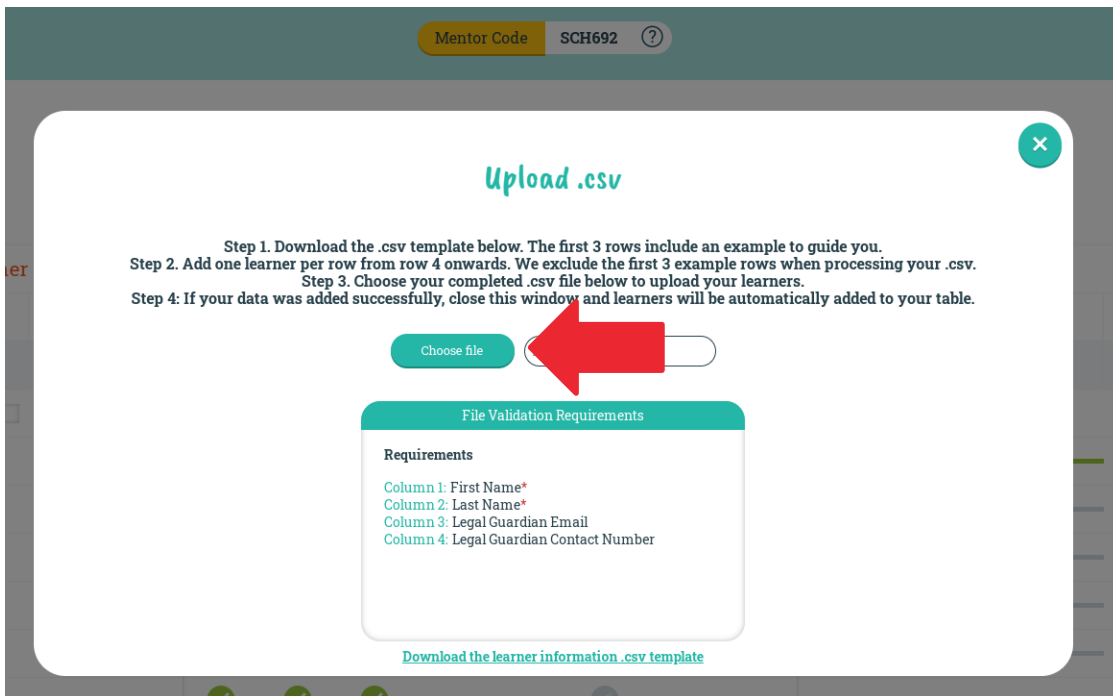
- Find the file that you just created. If your upload is successful, the top of the **File Validation Requirements** box will turn green and it will say, **Learners Uploaded Successfully**. In the box you will be able to verify that the number of learners is correct.
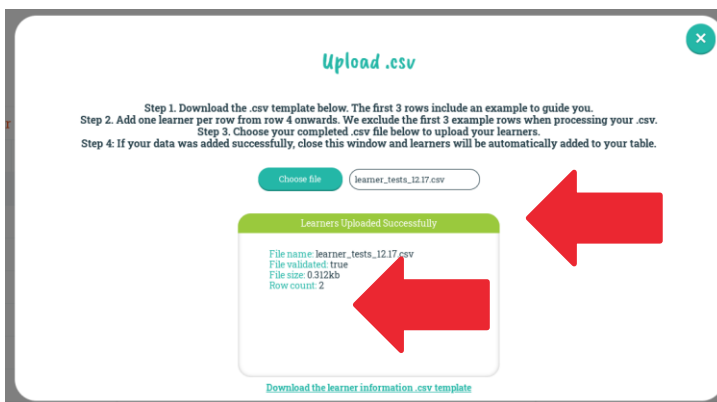
- If there is an error with your file, the top of the **File Validation Requirements** box will turn red and it will say, **File invalid**. In the box you will receive feedback on the specific errors as well as see the rows where the errors occur so that you can easily find the issues in your spreadsheet and fix them.
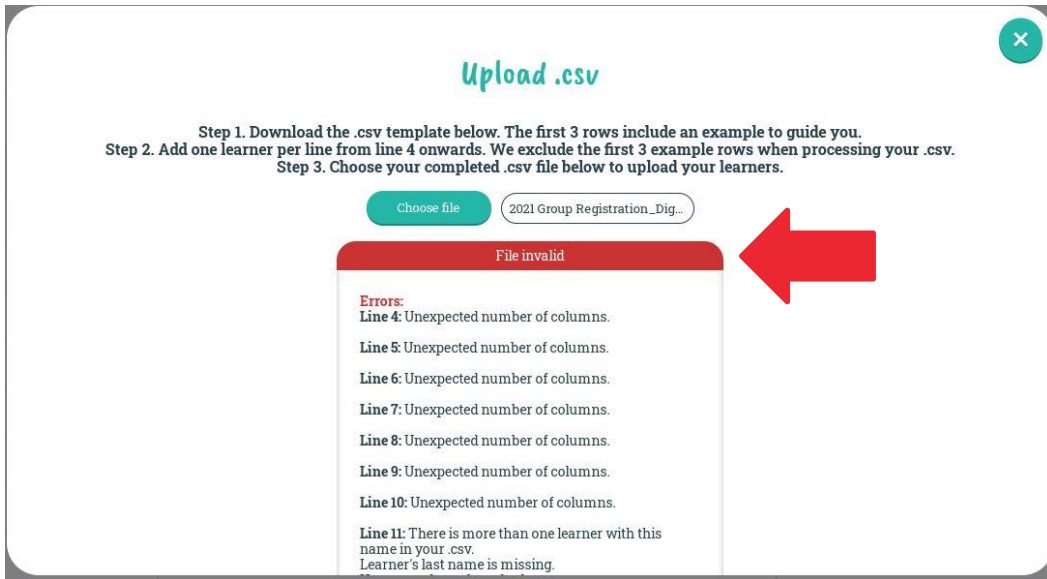
- After your learners have been uploaded successfully, you can view them in your learner manager by clicking the "X" in the top right corner to close the box. Your table will automatically be refreshed with the new learners.

Step 5: On-board Learners and Get Started

- After you have added your learners, you will see a red notification on the learner cards that says **"Learner Not Registered on the App"**. When you click on the notification, you're provided with instructions for where to go to download the app.
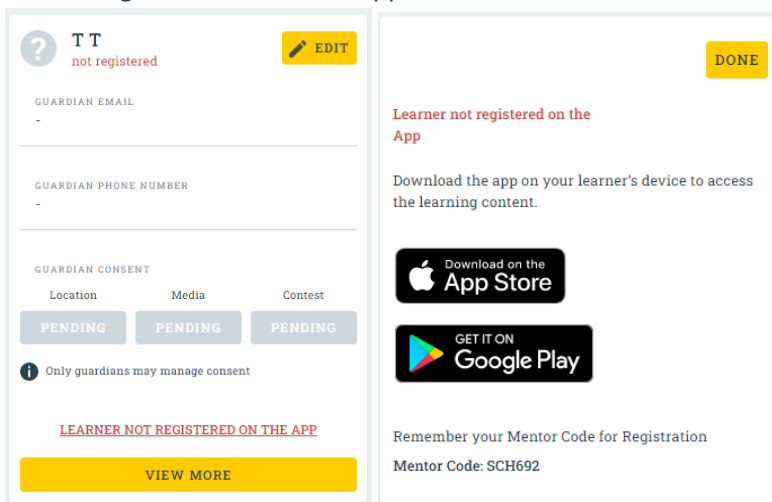
- You can also find links to download the app at the bottom of the Learner Manager.

Download the "My Lemonade Day" app to access the learning content.

- To get started, first help your learners download the app from the App Store or Google Play.
  - o **NOTE:** The app is accessible on IOS and Android mobile devices and tablets plus Chromebooks that have Google Play access.
- Once the app is downloaded, learners will add their profile.

- As a new user, the learner will click **Create** to enter their name and complete their profile.

  - o **NOTE:** If a leaner already has a profile, they will click login to enter their username and password on a device.
- Learners will add their name as it appears in the mentor table.
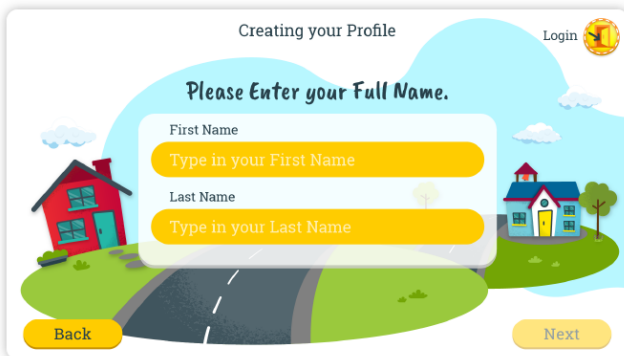
  - o **NOTE:** The learner name is case sensitive.

- Learners will add your mentor code.
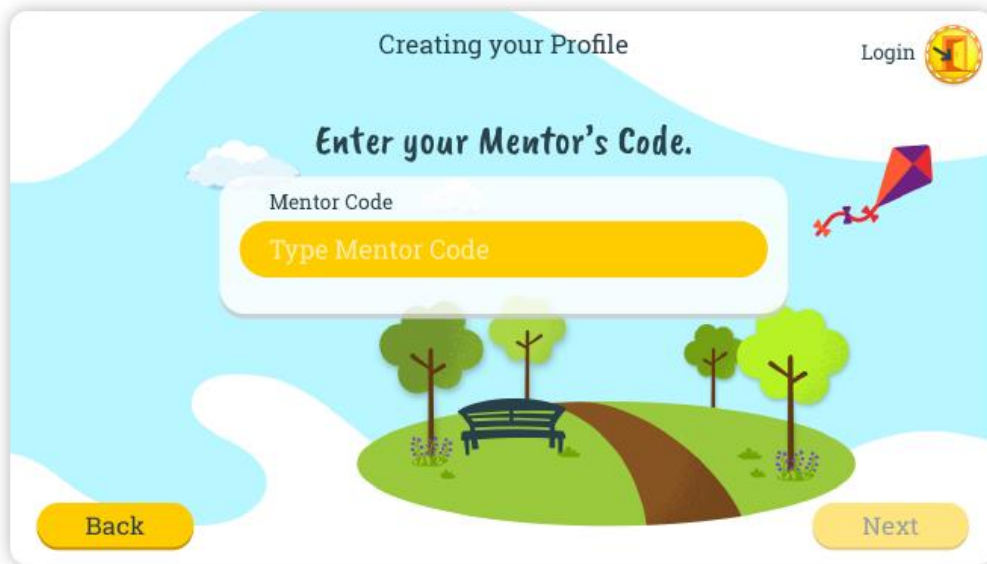
- o **NOTE:** As a reminder, the mentor code can be found at the top of the Learner Manager in your mentor portal.
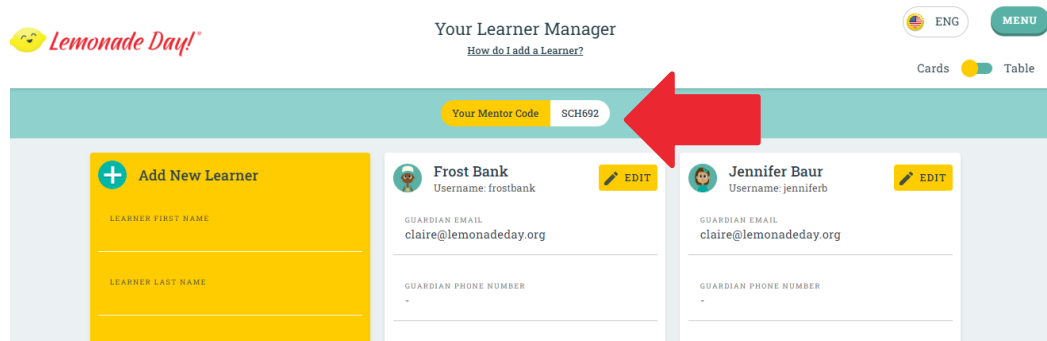
- Next, they will create a username.
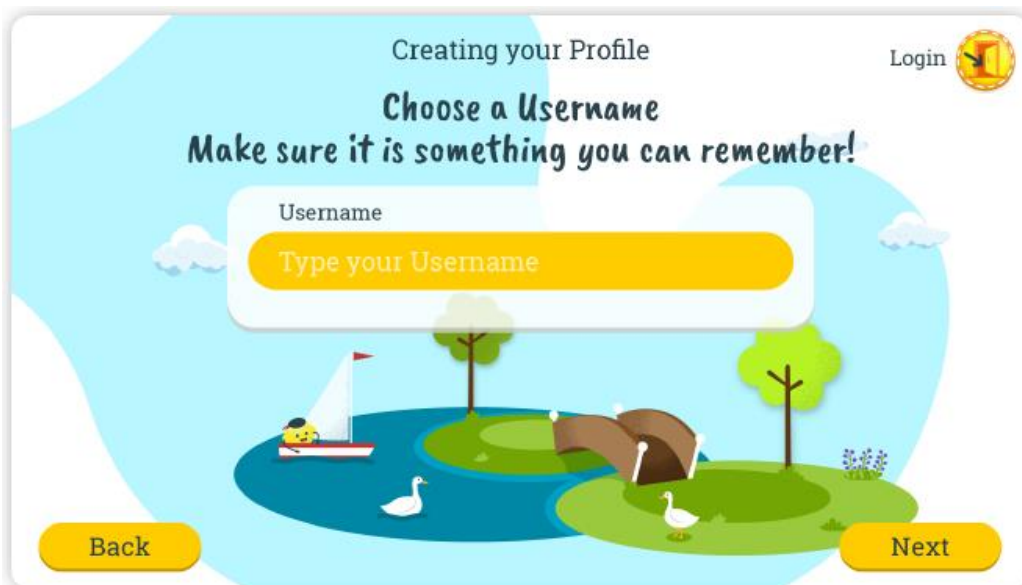
- Finally, the learner will create an alphanumeric password.
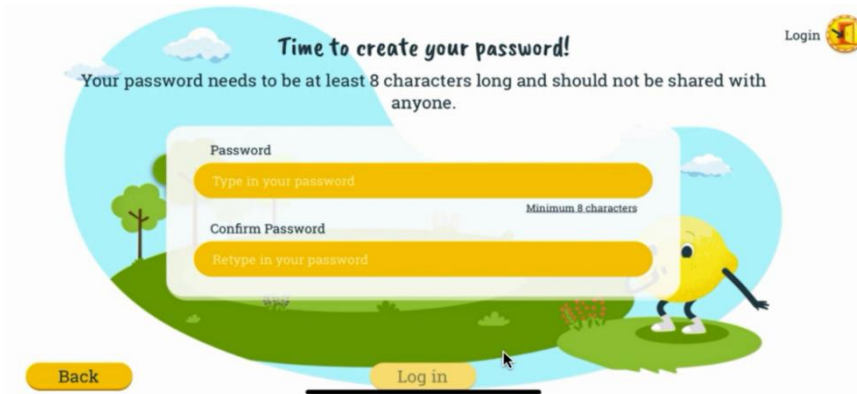
- o **NOTE:** Mentors can reset their learner's password by visiting MyLemonadeDay.org, logging into the mentor portal and clicking **View More** and **Reset Password** on that learner's card.
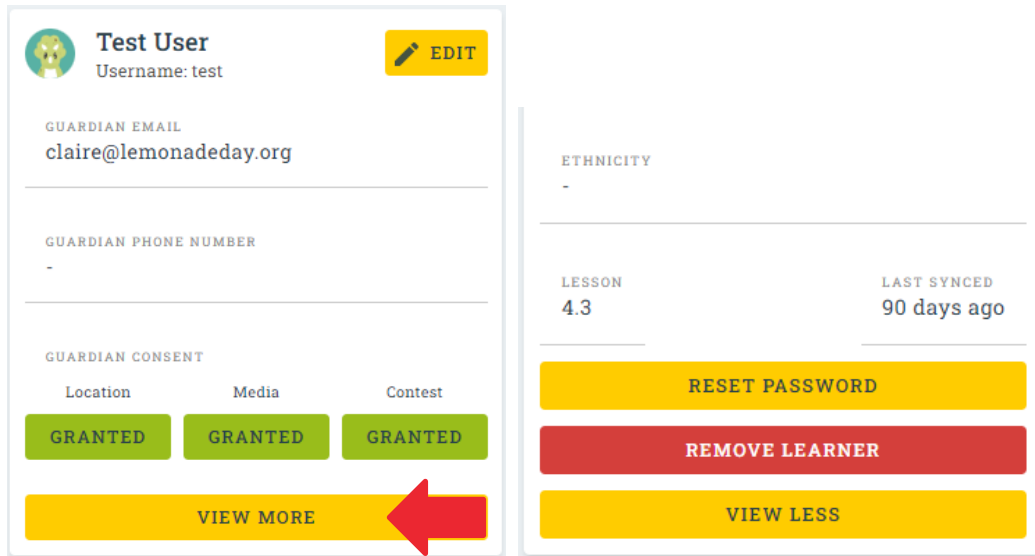
- o **NOTE:** Passwords will be autogenerated. You can continue to generate passwords until you find one that your learner will remember. Click confirm to reset the password. password.
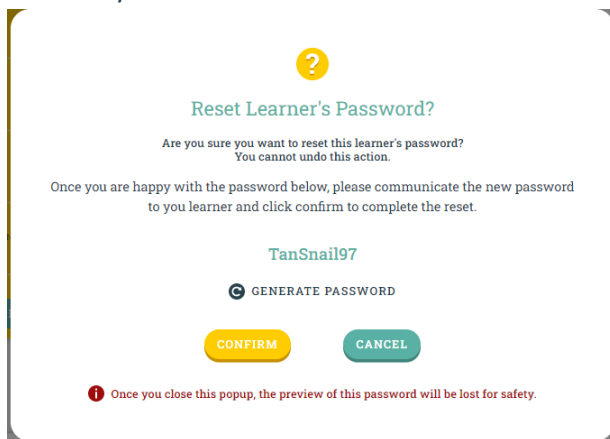
Group Registration Overview and Options

If you are using the My Lemonade Day app in your community with schools and organizations, here is an overview of the group registration options.

1. MENTOR LEAD REGISTRATION
    a. Regardless of group size, mentors always have the option of registering their own learners by:
        i. Completing mentor registration
        ii. Adding learners manually or through CSV template.
        HIGHLY RECOMMENDED FOR GROUPS (10-15 OR LESS)
    b. Mentors would follow the same [instructions listed above](#) to register their group.
2. HYBRID REGISTRATION
    a. In this option, mentors and City Directors each have a role in registering the group.
        i. Mentor completes the mentor portion of registration
        ii. Mentor completes the group registration spreadsheet
        iii. Mentor provides group registration spreadsheet and mentor login to City Director
        iv. City Director uploads the learners to the mentor's table
        v. City Director provides mentor with completed spreadsheet for reference
    b. [See below for detailed instructions](#)
3. CITY DIRECTOR LEAD REGISTRATION
    a. In this option, City Directors complete the majority of registration on behalf of the mentor.
        i. Mentor completes group registration spreadsheet and provides it to their City Director
        ii. City Director completes mentor portion of registration on behalf of mentor
        iii. Mentor <u>MUST</u> confirm their email
        CD must remain in close communication with mentor to know when email has been confirmed and learner upload can take place - You can also find the email verification date within your registration report if you need to locate it yourself.
        iv. City Director uploads the learners on behalf of the mentor
        v. City Director provides mentor with the completed spreadsheet along with the mentor's login and mentor code that was created
    b. [See below for detailed instructions](#)
4. CITY DIRECTOR AS MENTOR
    a. In this option, the City Director registers the learners under themselves as the mentor.
        i. Actual mentor completes the registration spreadsheet and provides it to the City Director.
        ii. City Director adds learners under their mentor profile and additionally can add the actual mentor email under the guardian email.
        iii. Actual mentor will receive an email inviting them to register as a mentor but it won't be required for learners to get started in the app.
        iv. City Director returns registration spreadsheet to actual mentor along with the City Director's mentor code.
    b. [See below for detailed instructions](#)

Group Registration Form

Used for the Hybrid, City Director Lead, and City Director as Mentor Registration Options

Step 1: Group Registration Form

- Send the **REGISTRATION** form to any [schools](#) or [partner organizations](#) that will be utilizing the Hybrid, City Director Lead, or City Director as mentor registration models. Have them complete the Participant Registration tab and return the completed spreadsheet back to you.

Lemonade Day!

School Registration Spreadsheet

NOTE: Fields marked with an "*" are required

TEACHER/GROUP LEADER INFORMATION			
Teacher First Name*	Teacher Last Name*	Email*	Phone
School Name*	School District*	School Mailing City	School Mailing State* (2 letter abbreviation)	School Mailing Zip/PC*

PARTICIPANT INFORMATION			
#	PARTICIPANT FIRST NAME*	PARTICIPANT LAST NAME*	GUARDIAN/PARENT EMAIL
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

FOR ADMINISTRATIVE USE ONLY				
MENTOR LOGIN	USERNAME	PASSWORD	MENTOR CODE	

- All fields with "*" are required fields
- **NOTE:** If mentors do not have guardian/parent emails, that field can be left blank OR mentors can put their email in that field. This will allow the mentor, guardian or parent to provide the learner with permission to upload photos, put in their stand location and enter contests. It is not required that they have these permissions to complete the app.
- **NOTE:** If you are utilizing the **Hybrid model** with your mentors be sure that they know to add their login credentials into the administration section so you can login as them to upload their learners. If you are utilizing the **City Director Lead model**, remember to add your mentor's login credentials and mentor code into this section so they can login. If you're utilizing the **City Director as mentor model**, be sure to include your mentor code in the bottom section. You DO NOT need to include your credentials since the actual mentors will be invited to create their own.
- **NOTE:** After the City Director completes the upload, we recommend that you return the completed spreadsheet back to your mentor for reference as learner names will have to be entered into the app exactly as they appear on this spreadsheet. **Please note that learner names ARE case sensitive.**

Step 2: File for Upload

- After you receive the completed form back from your mentor, review the **Participant Registration** tab to ensure that all required fields have been filled in.
- Next click on the **File for Upload** tab.
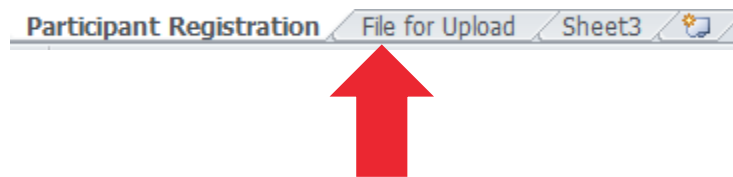
- This area of the excel file has been **pre-formatted** for upload into the registration system.
- Be sure that **all required fields** are complete for the youth that have been entered.

Step 3: Save File

- Save the entire file as an **Excel** document.
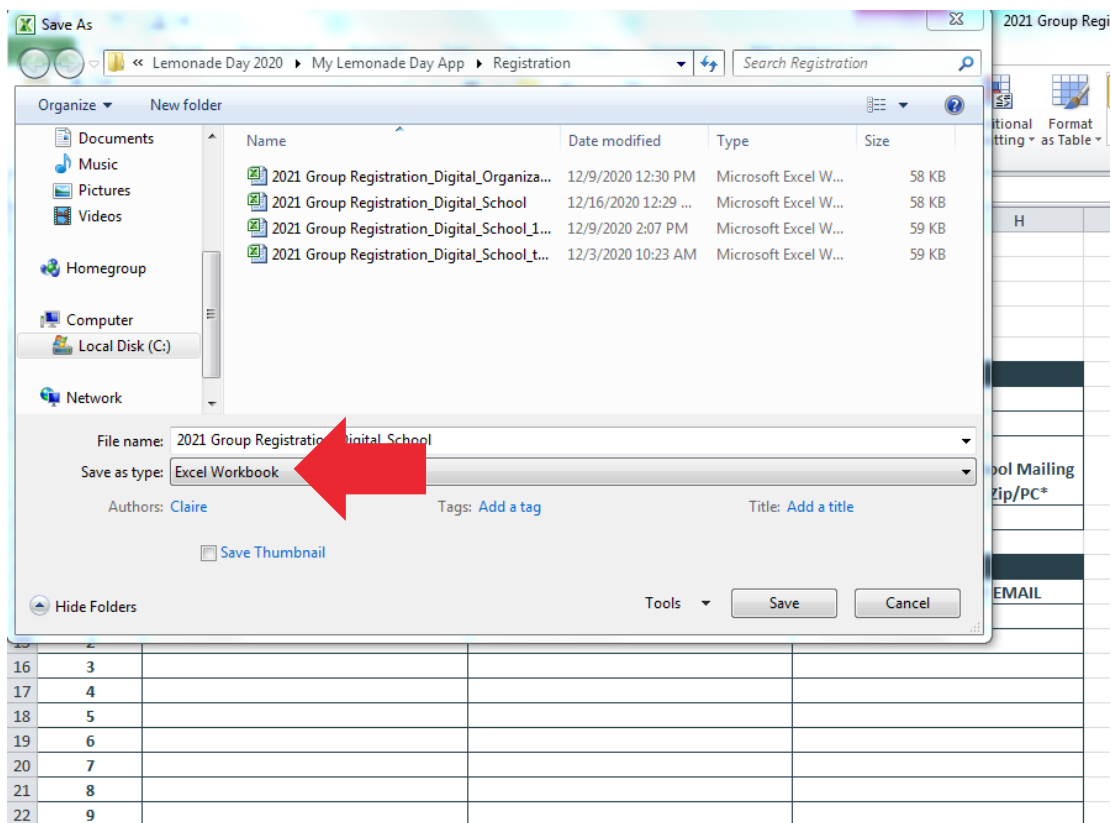
- Then click on the **File for Upload** tab and save just that sheet as a **.CSV** file. Name the file something that you will remember and be able to pull up when you go to upload.
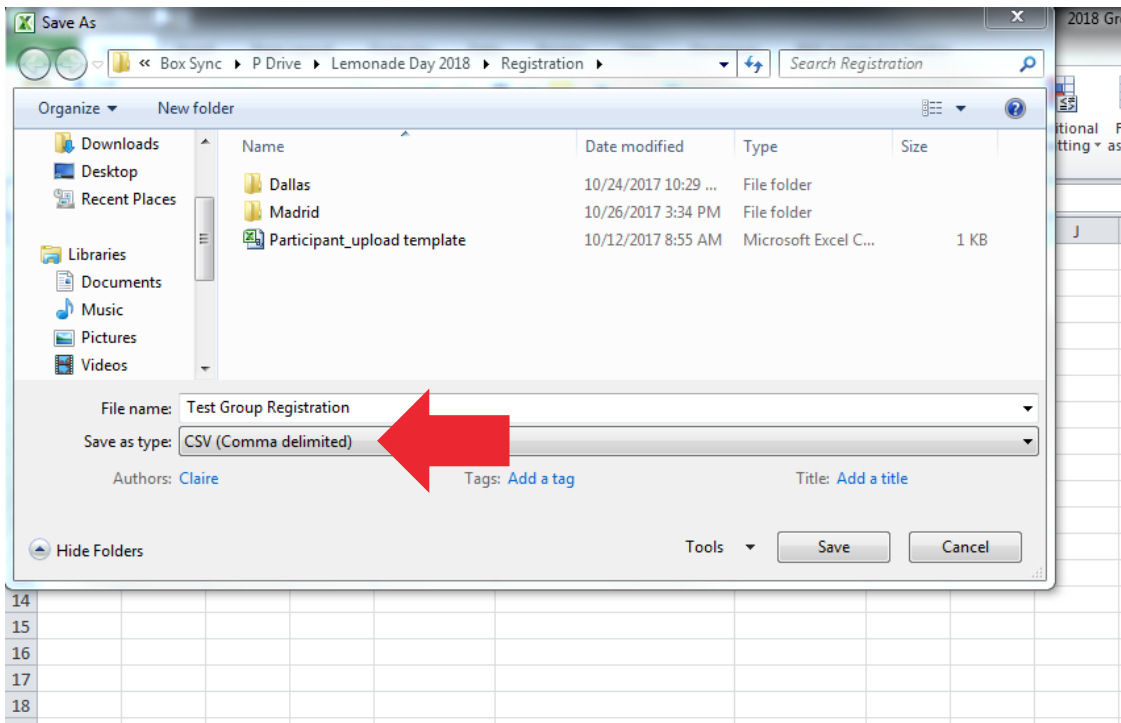
- Click **"OK"** when it asks if you want to save the file as a .CSV
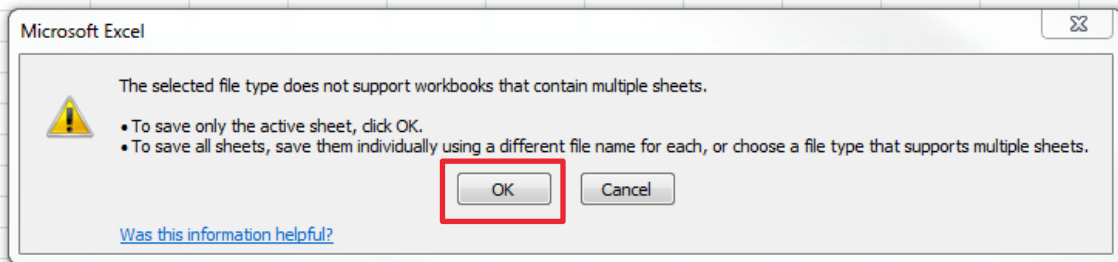
- Click **"YES"** when it asks if you want to keep the workbook in that format.
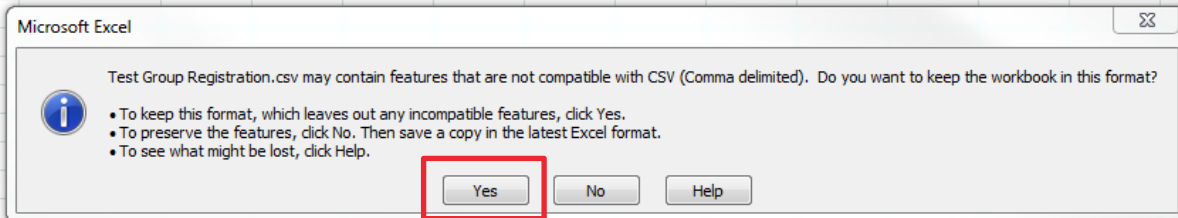
- Close the file and click **"DON'T SAVE"**.
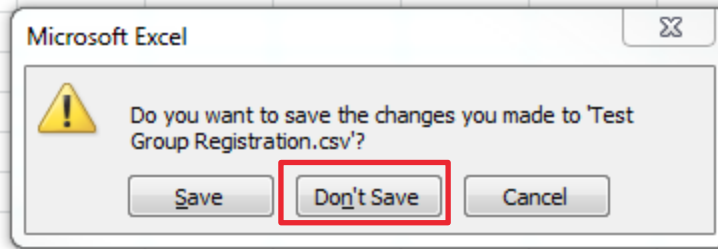
- **NOTE:** Even though you're clicking "Don't Save", your file will still be saved to your computer in the correct format.

Step 4: Reopen and Save

- Reopen your saved **.CSV** file to ensure that all data was saved correctly.
- Click on file **Save** one last time. Click **"YES"** to keep the workbook in that format.
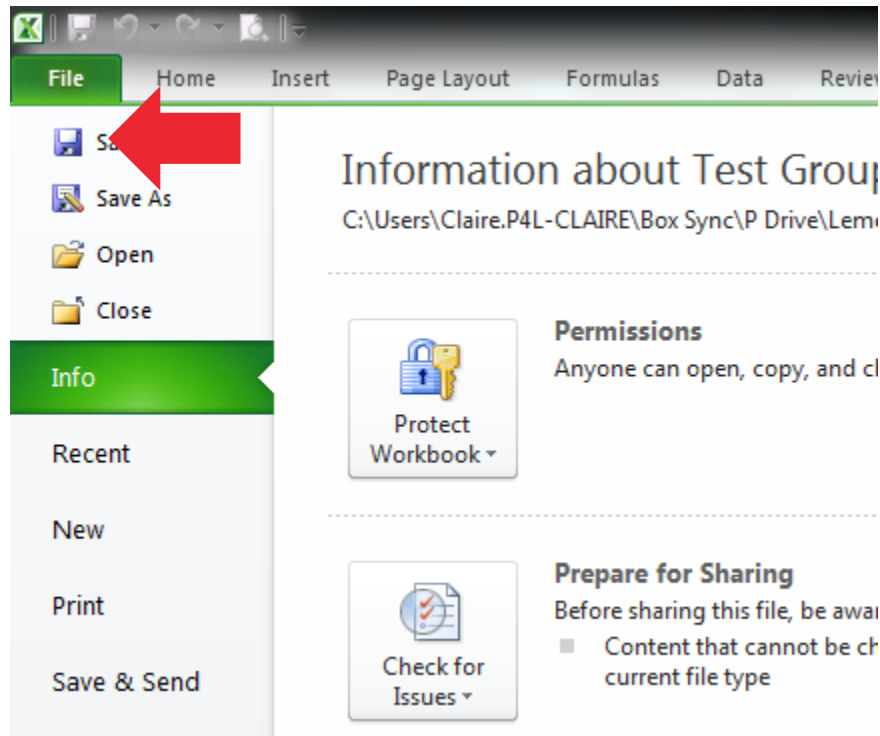
Step 5: Upload

- You're now ready for upload. Depending on your registration model (Hybrid, City Director Lead or City Director as Mentor); follow the steps below to complete the group registration process.

Hybrid Registration

Step 1: Connect with your mentor

- Send your mentor the MyLemonadeDay.org link for registration along with the Group Registration Spreadsheet. You can utilize [this template](#) when reaching out to your mentor.

Step 2: Mentor completes mentor portion of registration

- Mentor will visit MyLemonadeDay.org to complete the first half of the registration process.

- Mentor verifies email address

Step 3: Group Registration Form

- Mentor completes registration form ([school](#) or [organization](#)) including their login in the administrative section for City Director access.

Step 4: City Director Upload and Completion

- City Director logs in as the mentor.
- Uploads the group registration spreadsheet on behalf of the mentor.
- Returns the completed spreadsheet to mentor for reference when on-boarding learners.
    - You can utilize [this template](#) when returning the completed spreadsheet to your mentor.
    - **NOTE:** If it wasn't included in the spreadsheet already, add the mentor code to the administrative section. This will make it easy for mentors when on-boarding learners. **Please note that the mentor codes are NOT case sensitive.**
    - **NOTE**: It's important to return the completed spreadsheet as learners must enter their name into the app exactly as it was uploaded. **Please note that learner names ARE case sensitive.**

City Director Lead Registration

Step 1: Connect with your mentor

- Send your mentor the Group Registration spreadsheet. You can utilize [this template](#) when reaching out to your mentor.
- Mentor will complete all of the required fields on the group registration spreadsheet and return it to their City Director.

Step 2: City Director completes mentor registration

- City Director will visit MyLemonadeDay.org to complete the mentor portion of registration on behalf of the mentor.

Step 3: Mentor confirms email address

- Once the City Director has completed the mentor portion of registration, the mentor must confirm their email address by opening the email they automatically receive and clicking "**Yes, that's me!**"
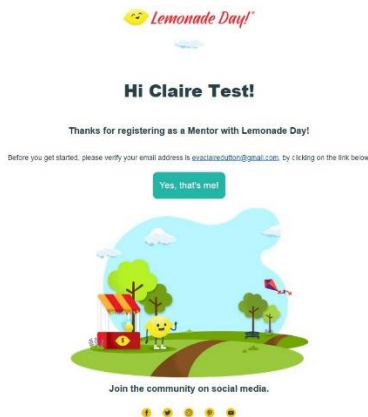
- **NOTE**: Make sure you remain in close communication with your mentor to know when their email has been confirmed and learner upload can take place. You can also find the email verification date within your registration report if you need to locate it yourself.

Step 4: City Director Upload and Completion

- After the mentor confirms their email, the City Director can log back in as the mentor to complete the learner upload.
- City Director uploads the group registration spreadsheet on behalf of the mentor.
- City Director returns completed spreadsheet to mentor for reference when on-boarding learners.
    - You can utilize this template when returning the completed spreadsheet to your mentor.
    - **NOTE:** Be sure to add the mentor's login and mentor code in the administrative section of the spreadsheet.
    - **NOTE**: It's important to return the completed spreadsheet as learners must enter their name into the app exactly as it was uploaded along with their mentor's code. **Please note that learner names ARE case sensitive but the mentor codes are NOT case sensitive.**

City Director as Mentor

If necessary, a City Director can choose to register a group or multiple groups under themselves as the mentor. This would allow the City Director to complete the full registration process on behalf of another mentor, providing immediate access for learners without having to wait for a mentor to complete registration or verify their email.

The disadvantage of this method is the actual mentor information may or may not be captured. Additionally, it may be difficult to track the school or organization information.

The City Director can add the actual mentor email under guardian email which provides those mentors with the opportunity to also complete the mentor registration and have administrative access to their learners.

NOTE: This process could also be used at an event if the City Director wants to do app registration. See below for details.

Step 1: City Director Registers as Mentor

- Actual group mentor completes school or group registration spreadsheet and returns to City Director.
- City Director follows instructions to register themselves as a mentor.
- City Director adds learners (most likely as a group upload)
- City Director can add actual mentor email under guardian email so the mentor has the opportunity to register themselves as well.

Step 2: City Director Provides Info to the Mentor

- City Director returns the group registration sheet along with the City Director's mentor code so that learners can be onboarded.
- You can utilize this template when returning the completed spreadsheet to your mentor.

Step 3: Onboard Learners

- Actual mentor helps learners get started following the same steps from above.

Returning Users

If you're working with groups that have participated in Lemonade Day using the app before, you can utilize this template to re-activate them for the next year.

Event Registration

Ideally, event/in-person registration is always best when there are tangible materials to obtain (i.e. Entrepreneur Workbooks, Backpacks, T-shirts, etc.). In-person registration for a digital program is not typically the best method. If you choose to do a registration event, there are a few options for how you can go about it when using the My Lemonade Day app.

OPTION 1: Personal Devices

- Have event participants register online using their personal device by visiting your city website or MyLemonadeDay.org. They will follow the steps listed in the registration process above in order to:
  - Complete their mentor details
  - Add learners
  - On-board learners
- At the registration event, mentors can provide either their email verification or a view of their completed learner table in order to confirm their registration.
- **NOTE:** If you are unable to use individual mobile devices, you may utilize computers or tablets at the event.

OPTION 2: City Director as Mentor

- This option still allows direct registration on a device but the device will be provided by the LD community. City Director will have established a mentor login prior to the event and will be logged in as the mentor at the event.
- Each mentor attending the event will register their youth under the City Director by completing a learner card. The mentor will add themselves as the guardian for that learner.
- Pre-created cards can be given out with the City Director's mentor code and onboarding instructions.
- See process and instructions above.

OPTION 3: To be used in the event of technical difficulties

- Should you experience any technical difficulties during your event where you're unable to access online registration, you can utilize one of the following paper registration methods.
  - METHOD A
    - Collect the email addresses of interested mentors/participants. Follow up with them after the event with instructions and a link to register.
    - You can utilize this template when reaching out to the mentors from an event.
  - METHOD B
    - You can also utilize a paper form to gather all of the registration information from mentors/participants.
    - You will be responsible for processing all paper forms in house, utilizing the City Director Initiated registration instructions and following the City Director Lead model.

Registration Reports

- National will create an automated report that will send you frequent registration updates.
- Within the reports, you will be able to see your participant details along with mentor information including the email validation date.
  - o **NOTE:** The email validation date will be helpful if you're registering on behalf of mentors so you can confirm they have verified their email and you can assist them in completing the registration process.
- The automated reports will come from "support" and will look similar to the screenshot below when they arrive in your inbox.

☐ ☆ ⟫ support   Pulse: National Weekly Registration Report - National Weekly Registration Report Learners Registered in the past 30 days 1 1 Dec 15, 2020 Dec 11, 2020 Learners Table More r...

- When you open the report, you will see a table with your registration information along with an attachment that you can download in excel format.

My Lemonade Day!

Online

Register online via city website

Verify email

Add learners to learner table

Assit learners in downloading the app on their device and getting started using their name and mentor code

Event

OPTION 1
(PREFERRED OPTION FOR EVENTS)

Register online on individual mobile device s or computers. Verify email and add learners to learner table.

Show email verification or completed learner table at event to confirm registration

OPTION 2
(TO BE USED IN THE EVENT OF TECHNICAL DIFFICULTIES)

A

Collect email address of interested event participants. Follow up after the event with information and a link to register.*

B

Collect all registration data via paper form. City will process registrations in house based on the City Director Lead model.**

OPTION 3
(CITY DIRECTOR AS MENTOR)

CD registers all event attendees under themselves as the mentor with the actual parent/mentor as the guardian

Provide CD mentor code and onboarding instructions at the event

Actual mentor/parent will receive an email and can register themselves at a later time to view learner progress

Partners
(Large Groups/Schools)

**Partner can register online via city website by manually entering or uploading participants OR
City Director can initiate registration**

City Director can have a Partner complete the registration spreadsheet. City Director can process the registration on behalf of the Partner.

City Director can process the registration on behalf of the partner either through the Hybrid or City Director Lead model.**

City Director will provided completed registration spreadhseet back to partner. Partner will on-board learners.

NOTE: If your city is offering both the My Lemonade Day App and Workbooks, you will choose what type of materials you want to offer through your website.

- If you're offering Workbooks, you will send all My Lemonade Day app participants to register at **MyLemonadeDay.org**. For more information about the Workbook process, read the **Workbook Registration folder** for more information.
- If you're offering MyLemonade Day through your website, you will need to send all Workbook registrations to National to be processed. Please see the **Workbook Registration folder** for more information.

*You can utilize **this template** to reach out to interested mentors/participants after your event.

For more information about City Director Initiated registration please read about the **Hybrid model and the **City Director Lead** model.

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