

# LIFECUBBY™

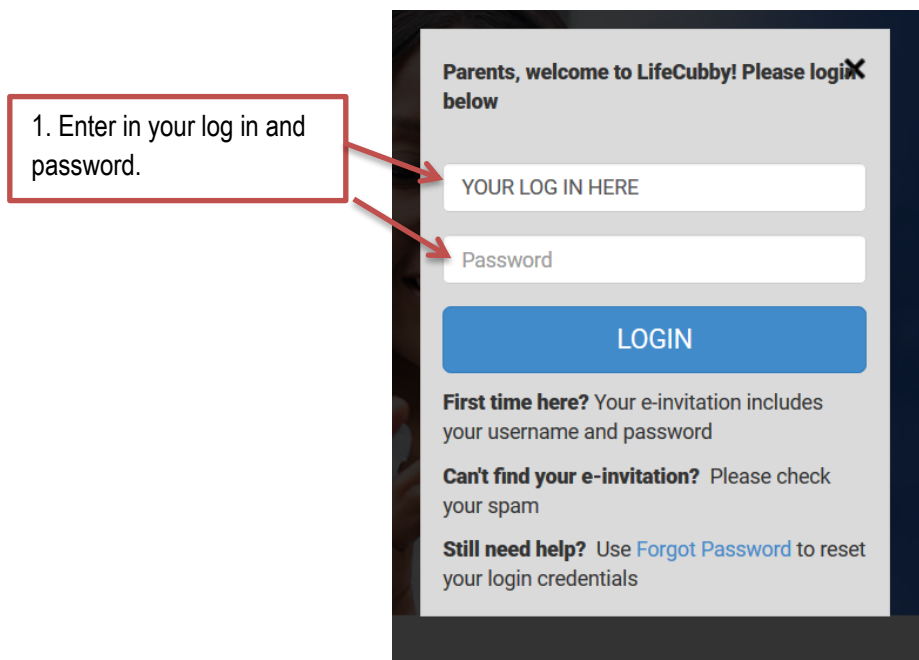
Successful Children ■ Happier Families & Teachers

Please use google Chrome or Firefox for your web browser. IE or internet explorer does not work well with our website. (and millions of others, too!)

Tuition log for parents:



Use your log in credentials for the APP on the web:



## Click on Admin:

The screenshot shows the top navigation bar of the Cubby Hub website. The 'Admin' link is highlighted with a red box and an arrow pointing to it from a text box that says 'Click on Admin and the drop-down menu'. Below 'Admin', a dropdown menu is open, showing options: 'My Account', 'Manage My Cubbies', 'Manage My Tuition', 'Cubby Pals', and 'School Calendar'. 'Manage My Tuition' is highlighted with a red box and an arrow pointing to it from a text box that says 'Click on manage my tuition'. Other navigation items include 'Cubby Hub', 'Add Entries', 'Help', and 'Logoff'.

## On the parent tuition log:

The screenshot shows the 'Parent Tuition Log' interface. At the top, there is a date range selector with 'From: 01/01/2019' and 'to 04/17/2019'. A red box with an arrow points to this date range with the text 'Choose the date range of the report'. Below the date range, there are two child names: 'Alana Cooper' and 'Bailey Cooper', each with a green plus sign next to it. A red box with an arrow points to these plus signs with the text 'Click on the plus sign to add the desired child(ren) to the report.' Below the child names is a 'Run Report' button. At the bottom, there is a table header with columns: 'Date', 'Child', 'Type', 'Details', and 'Fee Amo'. Below the header, the text 'No data available in table' is displayed. At the very bottom, there are buttons for 'Copy', 'Excel', 'CSV', and 'PDF', and the text 'Showing 0 to 0 of 0 entries'.



## For multiple children families:

**Parent Tuition Log**

From: 01/01/2019 to 05/07/2019

Add Child: You can add multiple children to the report or you can view one child at a time by clicking on the + signs.

Selected Children:

- Alana Cooper +
- Ally Sheppard +
- Sarah Noble +
- Bailey Cooper +

Selected Children (with minus signs):

- Alana Cooper -
- Bailey Cooper -
- Ally Sheppard -
- Sarah Noble -

This system only allows you to pay for one child at a time. To view a single child's tuition report, just select one child with the + sign.

## Select Capture a payment:

Select which student you are capturing a payment for.

Filtered on: Children - (Alana Cooper, Bailey Cooper, Ally Sheppard, Sarah Noble), Dates - from 01/01/2019 to 05/07/2019

Show 10 entries

Date	Child
01/03/2019	Alana Cooper
01/03/2019	Ally Sheppard
01/03/2019	Bailey Cooper
01/03/2019	Bailey Cooper
01/04/2019	Alana Cooper
01/07/2019	Alana Cooper

**Capture a Payment**

Select Child:

- None
- None
- Alana Cooper
- Ally Sheppard
- Sarah Noble
- Bailey Cooper

Pay Now Cancel

Add the amount you wish to capture a payment for and click the Pay Now button:

Alana Cooper + Ally Sheppard +

### Capture a Payment

**Select Child:**  
Alana Cooper

**Payment Amount:**  
\$ 25.00

**Pay Now** **Cancel**

id	Type	Details	Fee Amount	Payment
----	------	---------	------------	---------



<b>DESCRIPTION</b> Payment method: Credit card 4****1111 Description: 25.00	<b>PAYMENT INFORMATION</b> Accepted: VISA, MasterCard, Discover, American Express Card Number: 4****1111 Expiration Date: 06 / 2024 CW2: <input type="checkbox"/> Update my payment information
<b>CONTACT INFORMATION</b> First Name: Jennifer Last Name: Cooper CC Phone: 614-555-1212 Email: susant_demo@lifecubby.me	<b>BILLING INFORMATION</b> Address 1: 1258 Elm Street Address 2: City: Sunny State: Florida Zip: 32697 Country: UNITED STATES
<b>ADDITIONAL INFORMATION</b> Tax: 0.00 InvoiceID: 20190507000000000198	

Make sure all details are correct, click the I'm not a robot reCAPTCHA button

I'm not a robot

If "I'm not a robot" checkbox does not appear here ^, please refresh your browser.

**Submit Order**



and click Submit Order.

You should receive a success screen that looks similar to this.

# LIFECUBBY

Successful Children • Happier Families & Teachers

## Capture a Payment Result

Payment capture result is: Success

We have automatically added a payment entry into tl

A receipt email was sent to susant+demo1@lifecubby

[Return to tuition log](#)

IF you do not receive a success screen, please do NOT reprocess until you confirm that your payment did not go through.

You can contact your child care provider or look at your bank. It may take a few hours for the payment to show as pending on your banking information.

DO NOT navigate away from the payment screen until you get the success statement.