

Processing Parkview Leadership Camp Registration in TouchBase

1. Navigate to Ankeny CSD's TouchBase site: <https://ia-ankeny.intouchrecepting.com>
2. Login to the site

Already created your account?

If you have used this site before and are returning:

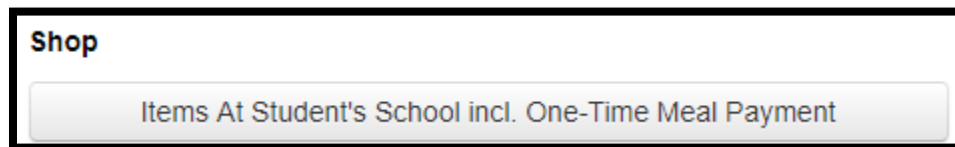
1. Enter your primary email address on record in Infinite Campus in the User Name box below.
2. Enter the password you created during your first visit.
3. Sign in

To reset your password: please [CLICK HERE](#) to have a password reset email sent to your email address on file. **Please note: be sure to type that Primary email address on record in Infinite Campus in the User Name box, NOT the Email box.**

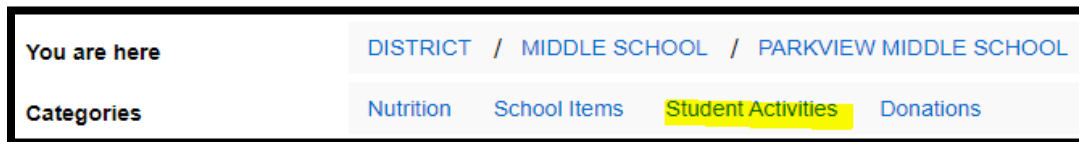
User Name

Password

3. Choose the student for whom you wish to purchase for
4. Select "Items at Student's School" under Shop



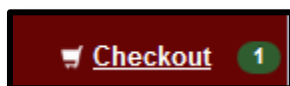
5. Select "School Activities" from the Categories section. **This link may take a few seconds for the optional item(s) to populate the screen!**



6. Select the item by clicking Buy. **Please know: The example below may be from a prior year and may not reflect the actual date. And there may be more than 1 item offered. It is for instructional purposes only.**



7. Click on the Checkout button towards the top right-hand corner of the screen



8. Review the information on the screen and click on “Checkout Step 1: Additional Info”.

Item	Price
PV SUMMER STUDENT LEADERSHIP CAMP FEE	\$30.00
Subtotal	
	\$30.00
Tax (0.00%)	
	\$0.00
Processing Fee	
	\$0.00
Total	
	\$30.00

[Checkout Step 1: Additional Info](#)

9. This item will require some additional information to be completed. The example below shows what information may be asked. **Please know: The example below may be from a prior year and may not reflect the actual date or time. It is for instructional purposes only.** Then click on “Checkout Step 2 Payment”.

PV SUMMER STUDENT LEADERSHIP CAMP FEE

Student t-shirt size (adult sizing). Choose from the drop down choices.

Number of people from your household, including your incoming 6th grader, who will attend the family picnic from 11:30 – 12:15

[Continue Shopping](#) [Checkout Step 2: Payment](#)





10. Enter your payment information and click “Pay Now”.

Payment

First Name

Last Name

Credit Card #

Expiration 01 2018

Card Security Code CVV

Street Address

Zip Code

[Pay Now](#)

To ensure the security of your payment information your card information is not saved.

11. Print or Save receipt, if desired. Purchases can also be viewed at any time under Purchase History on the student’s record in TouchBase.