



CONNECT

MSB Activities

At Your Leisure: Powering Your School Programs with MSB Activities

Ramsey Whitley



Ramsey Whitley

Senior Implementation
Coordinator

Been with Heartland
since 2019

Admin Support:
800.803.6755 7am-7pm
EST



What is MSB Activities?

Allows your team to manage all registrations in one place while giving families an easy and secure way to sign up for any school program.

Perfect for before & afterschool, pre-k, child care, school enrichment, clubs or other activities.

**| MSB
Activities**

What We Will Cover Today

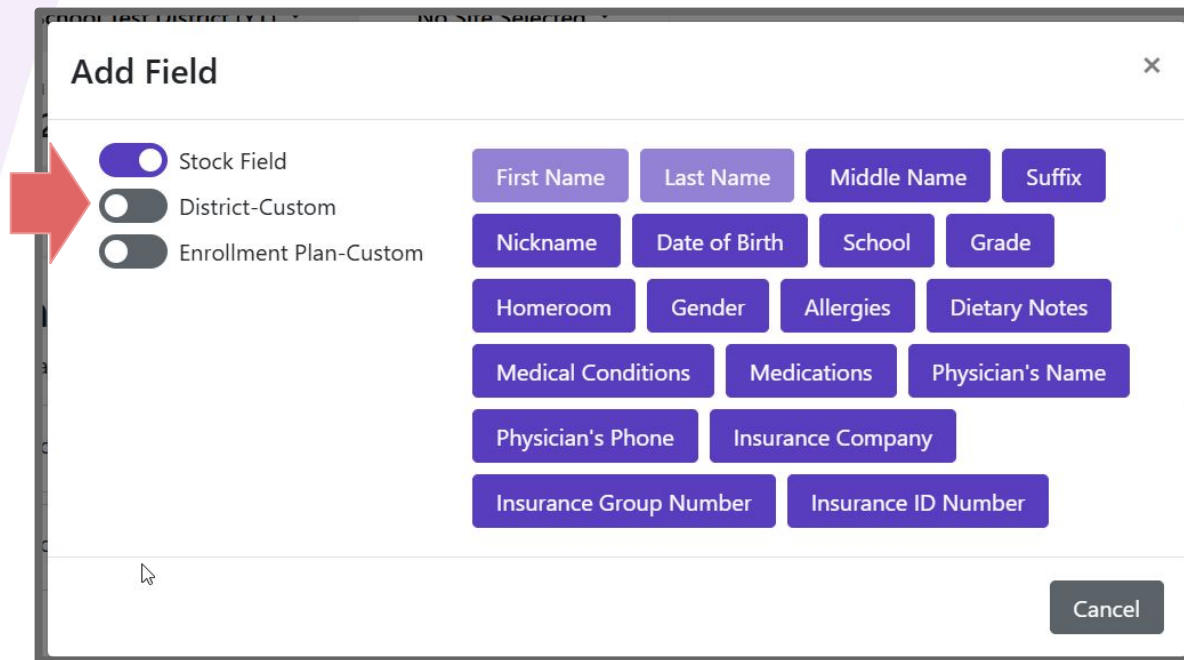
- Online Registration
- Advanced Billing Options
- Check-In/Check-Out Capabilities
- Questions!

Online Registration

Essentially, can translate your paper registration into an online version.



Common/Custom Fields



The 'Add Field' dialog box is shown with a red arrow pointing to the 'Stock Field' toggle. The dialog contains three toggle switches on the left: 'Stock Field' (checked), 'District-Custom' (unchecked), and 'Enrollment Plan-Custom' (unchecked). To the right of these toggles is a grid of field buttons. The buttons are arranged in five rows: Row 1: First Name, Last Name, Middle Name, Suffix; Row 2: Nickname, Date of Birth, School, Grade; Row 3: Homeroom, Gender, Allergies, Dietary Notes; Row 4: Medical Conditions, Medications, Physician's Name; Row 5: Physician's Phone, Insurance Company; Row 6: Insurance Group Number, Insurance ID Number. A 'Cancel' button is located at the bottom right of the dialog.

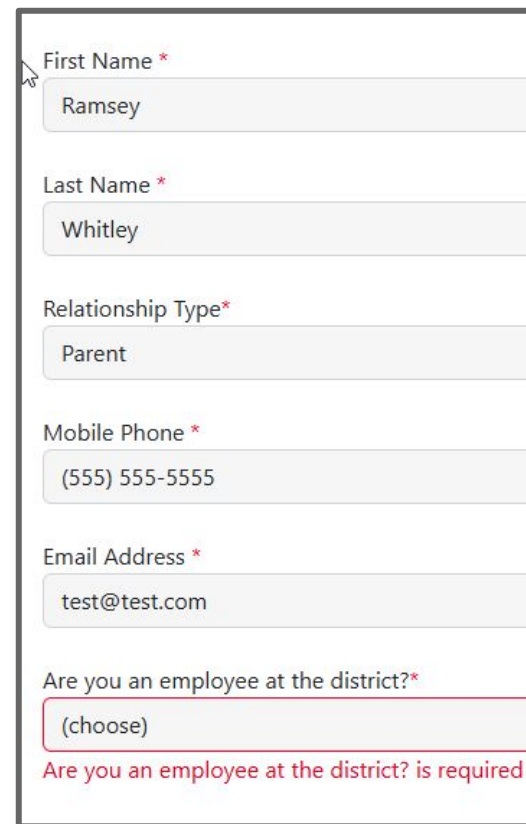
Add Field

☒ Stock Field
☐ District-Custom
☐ Enrollment Plan-Custom

First Name Last Name Middle Name Suffix
Nickname Date of Birth School Grade
Homeroom Gender Allergies Dietary Notes
Medical Conditions Medications Physician's Name
Physician's Phone Insurance Company
Insurance Group Number Insurance ID Number

Cancel

Settings > Custom Fields



A preview of a form with the following fields: 'First Name' with value 'Ramsey', 'Last Name' with value 'Whitley', 'Relationship Type' with value 'Parent', 'Mobile Phone' with value '(555) 555-5555', 'Email Address' with value 'test@test.com', and a dropdown for 'Are you an employee at the district?' with the selected option '(choose)'. A red error message 'Are you an employee at the district? is required' is displayed below the dropdown.

First Name *
Ramsey

Last Name *
Whitley

Relationship Type *
Parent

Mobile Phone *
(555) 555-5555

Email Address *
test@test.com

Are you an employee at the district? *
(choose)

Are you an employee at the district? is required

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Documents Requests

Settings > Form Types



Form Types

Manage form types that can be requested during registration

Details

Edit

Name

Parent Description

Mode

Scope

Category

Status

PDF File

Terms of Service

Terms of Service for Before and After care program here at Illi Central School Test District

Print and Sign

Registration

Miscellaneous

Active

[Download PDF File](#)



Setup > Form Type Maintenance

Picture of Child

Details

Audit Log

Details

Form Type Name

Parent Description

Mode

Scope

Category

Status

Picture of Child

Picture of Child

Upload

Student

Photo

Active

Photo

Edit



CONNECT

Registration Packet Export



A

Home

HSS Heartland Staff

Operating Days

Registrations

People

Accounting

Setup

Reports

Student Registration
Registration and form details

Custom Registration
Select Registration Custom Fields

Attendance Report
Attendance Details Summary

Discount Summary
Discount Summary Report

Capacity Report
Enrollment Plan Capacity Report

Invoice Balances
Invoice balance reporting

Invoice Payments Summary
Invoice payments summary for parents

Student Roster
Attendance worksheet for a given date and activity

Custom Status Messages and Notifications

Settings > District Settings



Registration Status Message

Accepted Message

(85/4000)

Your Registration has been accepted! Login to MSBAactivities.com for more information.

Pending Message

(123/4000)

Your Registration is Pending. If opted into notifications, you will be notified of a change of status of your registration.

Waitlist Message

Your Registration has been waitlisted. Please

What
the
parent
sees!



03/03/25-Accepted

2025 Connect - Daily - After Care Plan

Adams Elementary

Feb 25, 2025 - Feb 26, 2026

Your Registration has been accepted! Login to MSBAactivities.com for more information.

Applicant(s):

CA

SA



PA

MA

Registration Example:



Parent Perspective ↓



2025 Connect - Daily - After Care Plan

Student Info**Your Info****Contacts****Schedule****Forms****Submit**



1. STUDENT INFO

Please complete requested information for each child



Chris "Food" Adams, Mr.
Grade 6



Steven "Bob" Adler
Grade 2

Patricia "Aggie" Aguillar, Ms.
Grade 6

Michael P Alexander
Grade 2

Next →

☰

2025 Connect - Daily - After Care Plan

✕

Student Info

Your Info

Contacts

Schedule

Forms

Submit

Chris "Food" Adams, Mr.

First Name *

Chris

Last Name *

Adams

Date of Birth

05/03/1995

📅

School

Adams Elementary

Grade

6

Gender

Male

Allergies

Dogs

←

Next →

5. FORMS

Please follow instructions on each Form

Picture ID

Ramsey Whitley

Please upload a file of the requested document

Upload File

Acceptable File Types: .JPEG, .PNG, .PDF

File must be less than 10MB

Photo

Edit



6. SUBMIT

Parent Perspective Cont'

Enrollment Plan

2025 Connect ... >

Children

4 children >

Your Info

Ramsey Whitley >

Contacts

1 contact >

Schedule

1 activity >

Forms

0 forms >

Price

Expand for Details >

By signing your name below, you affirm that the above information is accurate and truthful and you agree to all of the terms of service

Ramsey ☺



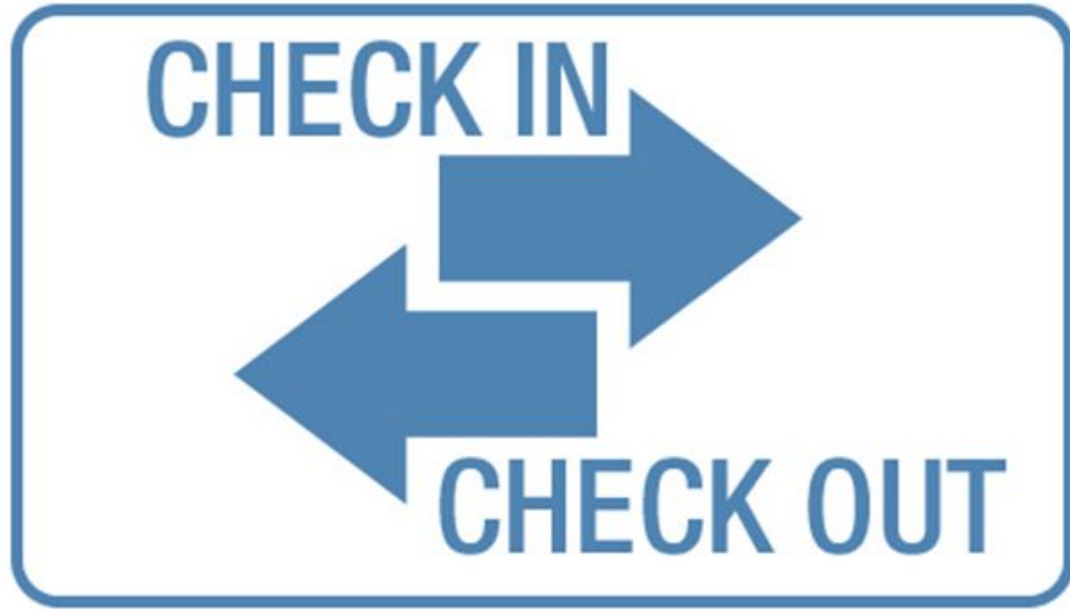
I would like to receive email updates about the status of my registration. [Privacy Policy](#)

Email Address

test@test.com



Check-In/Check-Out



Fast/Family Check-In

Settings > Activity > Edit

Drop-Off Entry Mode ⓘ


Fast

Family

Fast

None


Authorized Contacts

 People > Student Maintenance
Jamie Bunce


Details Enrollments Parent and Contacts Purchases Fees Documents Administrative Notes Audit Log


Parent and Contacts


Parent Account

 Joe "Joey" Test

Other Contacts

 Jess Testarosa

 Manda Thomas

 Pat Tillett, Jr



CONNECT



People > Students > Jamie Bunce > Contacts

Manda Thomas

Details

Links

Administrative Notes

Documents

Audit Log

Details

Name

Manda Thomas

Contact Type

Authorized Pickup

Relationship

Relative

Kiosk PIN

18738

Create New PIN

Clear PIN

Government ID

Address

Email

fakeaccount@msbactivities.com

Mobile Phone

(585) 555-5555

Comments

Edit

Photo

Edit



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Contact Type

Authorized Pickup



Other Parent/Guardian

Emergency Contact

Authorized Pickup



Relationship

Relative



Parent

Legal Guardian

Relative

Care Giver

Family Friend

Other

Setup > Contacts > Edit

CONNECT

Kiosks

Name



Activity



Operation

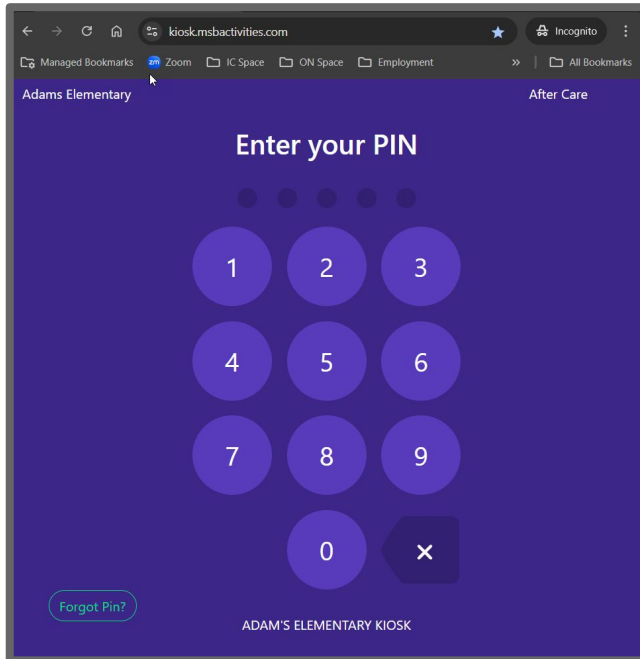


Adam's Elementary Kiosk

SY 25-26 - After Care

Check-In

Stop



<https://kiosk.msbactivities.com/>



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Drop-In Pricing

Settings > Enrollment Plans

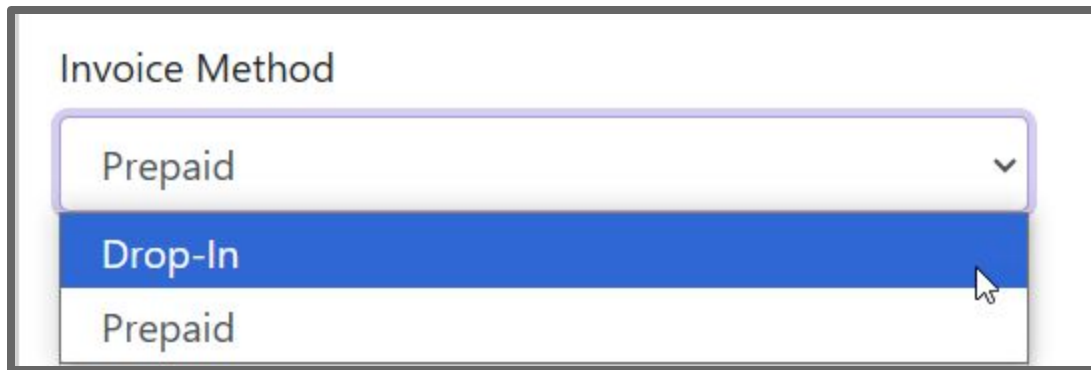
Pre-Paid vs. Drop-In Pricing

Invoice Method

Prepaid

Drop-In

Prepaid

A screenshot of a web interface showing a dropdown menu for 'Invoice Method'. The menu is open, displaying three options: 'Prepaid', 'Drop-In', and 'Prepaid'. The 'Drop-In' option is highlighted in blue, and a mouse cursor is pointing at it. The dropdown is contained within a white box with a thin grey border.

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Late Pickup Fees

Settings > Fee Items

Automatic late pickup fees based off
check-in/check-out times



Fee Items

Manage fees that can be
assessed by the system

Fee Type

Late Pickup

2025 Connect - Daily - After Care Plan

Feb 25, 2025 - Feb 26, 2026

Daily billing aftercare for Connect 2025.

Pricing

\$10.00 per child per day

Registration Fee

\$1.00 per child

Late Pickup Fee

\$60.00 per child per hour

Late Payment Fee

\$10.00 per late payment

After Care

Monday - Friday : 3:00 pm - 6:00 pm

Select

Advanced Billing Options



Miscellaneous aspects of billing that can help if you have more “complicated” setups.

Partial Payments

Allow Partial Payment?

No ▼

High ▼

Found in 3 areas:

Settings > District Settings

Settings > Sites

Settings > Enrollment Plans

Advanced Billing Days

Setup > District Settings

Miscellaneous Setup

Advance Billing Days for Prepaid Plans

7

Override Advance Billing Days ⓘ ☐ OFF

1

Setup > Enrollment Plans

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Weekly Invoice Day

Setup > Enrollment Plans

Weekly Invoice Day

Every Day

Every Day

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Pairs with Advanced Billing Days

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Invoice Due Dates & Late Payment Fees

Invoicing

Invoice Method	Weekly Invoice Day
<div>Prepaid</div>	<div>Every Day</div>
Late Payment Fee	*Due Upon
<div>Late Payment</div>	<div>On Receipt</div>
Days Until Due ⓘ	Grace Period (Days) ⓘ
<div>1</div>	<div>1</div>
	Auto advance billing days is set to 1 days ⓘ
Override Advance Billing Days ⓘ	
<input type="checkbox"/> OFF	<div>1</div>



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Questions?

Admin Support

Phone: 800.803.6755

Parent Support

Parents – 855.832.5226



Thank you

The logo consists of a white circle containing the word "CONNECT" in a sans-serif font. The "N" is orange, while the other letters are purple. The background features abstract, flowing shapes in shades of purple, blue, orange, and pink, with small clusters of dots in corresponding colors.

CONNECT