

## VSFA Jumbula Registration Account Creation

Open your browser and navigate to the following page:

<https://virginia-space-flight-academy.jumbula.com/Login>



### Sign up

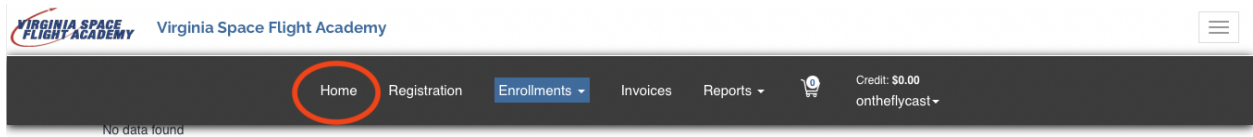
Already a user? [Sign in](#)

Input your email address in the “Email” box and retype it in the “Confirm email” box. Type a password you will remember in the “Password” box. It should be 8 characters long, contain at least one lowercase letter, at least one uppercase letter, one special character (such as @, !, or \$), and at least one number. Then click the “Sign up” button.

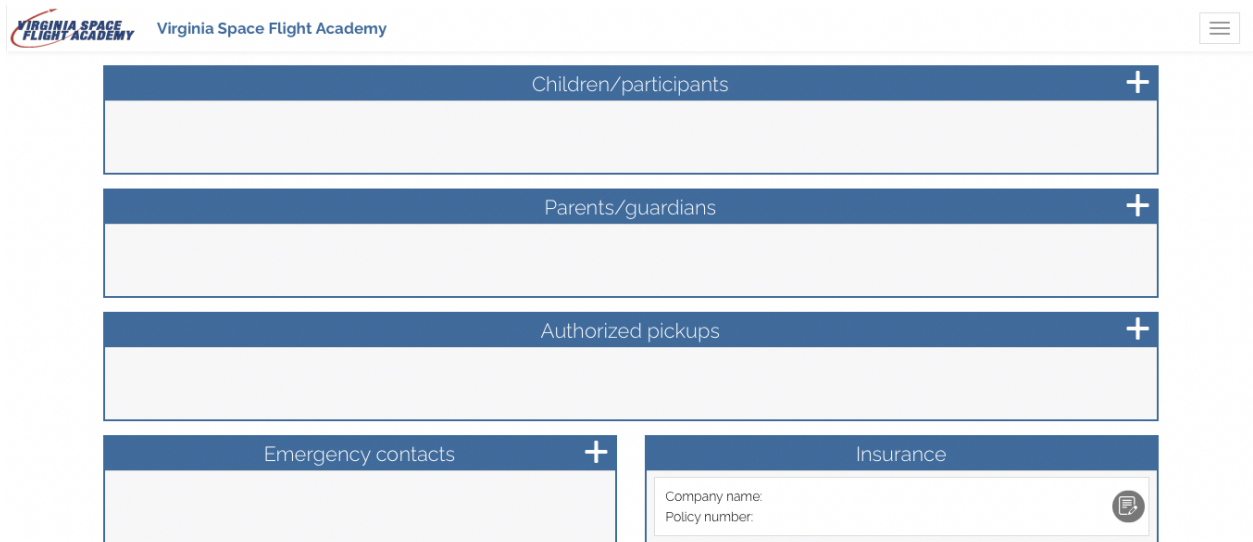
You will automatically be taken to the page below. Click the three horizontal lines (circled in red) in the upper right-hand corner.



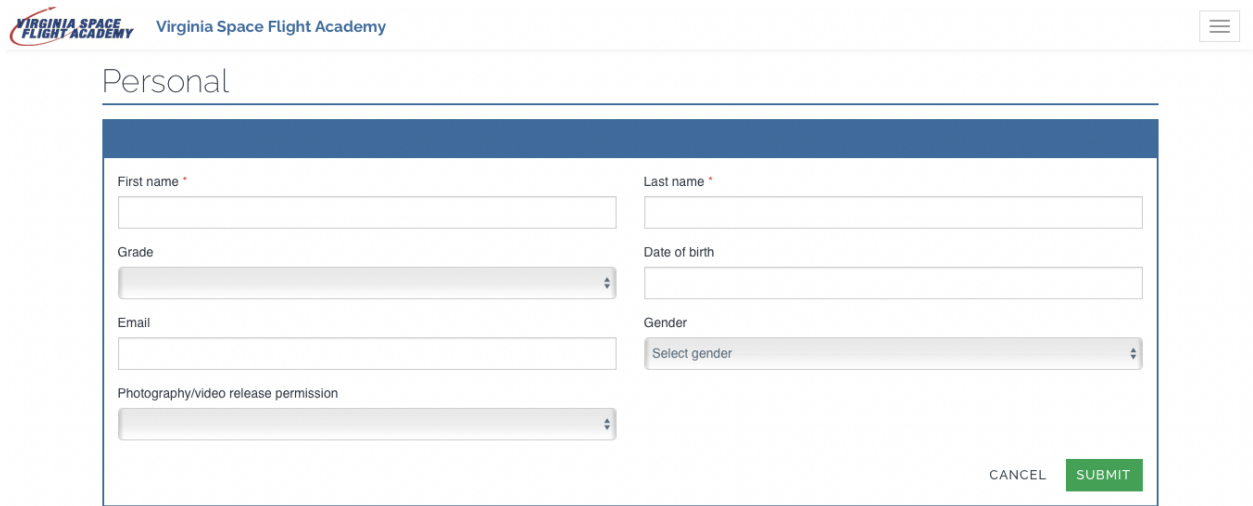
A bar will drop down (pictured below). Select Home (circled in red).



You will then see the page pictured here.



Click the + symbol to the right of the “Children/participants” bar. You will be asked to fill out the following information for the child you wish to register. Click the “Submit” button when it is complete. You can repeat this step if you wish to register multiple children.



You will be returned to the previous page, but now you will see a child or children listed in that section.

The screenshot shows the Virginia Space Flight Academy parent portal. At the top left is the logo and name. A hamburger menu is at the top right. The main content area has several sections:

- Children/participants**: A blue header with a plus sign. Below it is a card for "Buzz Lightyear" (Grade: 4) with a profile icon and a row of icons for profile, home, calendar, document, and trash.
- Parents/guardians**: A blue header with a plus sign and an empty white area below.
- Authorized pickups**: A blue header with a plus sign and an empty white area below.
- Emergency contacts**: A blue header with a plus sign and an empty white area below.
- Insurance**: A blue header. Below it are two input fields: "Company name:" and "Policy number:", with a document icon to the right.

Click the + symbol to the right of the “Parents/guardians” bar. You will be asked to fill out the following information for the first parent/guardian. Click the “Submit” button when it is complete. Repeat this process to add more than one parent/guardian. Just make sure one parent/guardian is selected as the primary (note the check box in the picture below).

The screenshot shows the "Personal" information form in the Virginia Space Flight Academy parent portal. The form is titled "Personal" and has a blue header. It contains the following fields:

- First name \***: Text input field.
- Last name \***: Text input field.
- Primary phone**: Text input field with placeholder "e.g. 555-666-7777".
- Alternate phone**: Text input field with placeholder "e.g. 555-666-7777".
- Gender**: Dropdown menu with "Select gender" and a downward arrow.
- Relationship**: Dropdown menu with a downward arrow.
- Email**: Text input field.
- Date of birth**: Text input field.
- This parent is primary.
- CANCEL** and **SUBMIT** buttons at the bottom right.

You will then be returned to the previous page. You will now see the parents/guardians listed.

The screenshot shows the Virginia Space Flight Academy parent portal. At the top left is the logo and name "Virginia Space Flight Academy". At the top right is a hamburger menu icon. The main content area is divided into several sections, each with a blue header and a white body. The "Children/participants" section shows a card for "Buzz Lightyear" (Grade: 4) with a profile picture and a row of icons for editing, deleting, and other actions. The "Parents/guardians" section shows a card for "Andy Davis" (Father) with a profile picture and a row of icons. The "Authorized pickups" section is currently empty. The "Emergency contacts" section is also empty. The "Insurance" section contains two input fields: "Company name:" and "Policy number:", with a document icon to the right.

You can follow the same steps for the “Emergency contacts” section. This process will save you time when registering and/or allow us to register your child on the backend of the system. Thank you!