

How To Create a Family Account and Register a Student

1. Go to Activity Registration homepage and click **“View my Account”** (located on the upper right portion of the webpage). On next webpage, click the **“Create New Account”**.

The screenshot shows a webpage titled "View My Account". It features two main sections: "New Users" and "Returning Users".

- New Users:** Contains the text: "If you have NOT registered online before, or have not received your username and password, please click the button below to create your Account." Below this text is a blue button labeled "Create New Account", which is highlighted with a red box and a red arrow pointing to it from the left.
- Returning Users:** Contains the text: "If you have registered online before, please click the button below to Log in to your Account. This will pre-fill all of your information and allow you to registered more quickly." Below this text is a blue button labeled "Login to My Account".

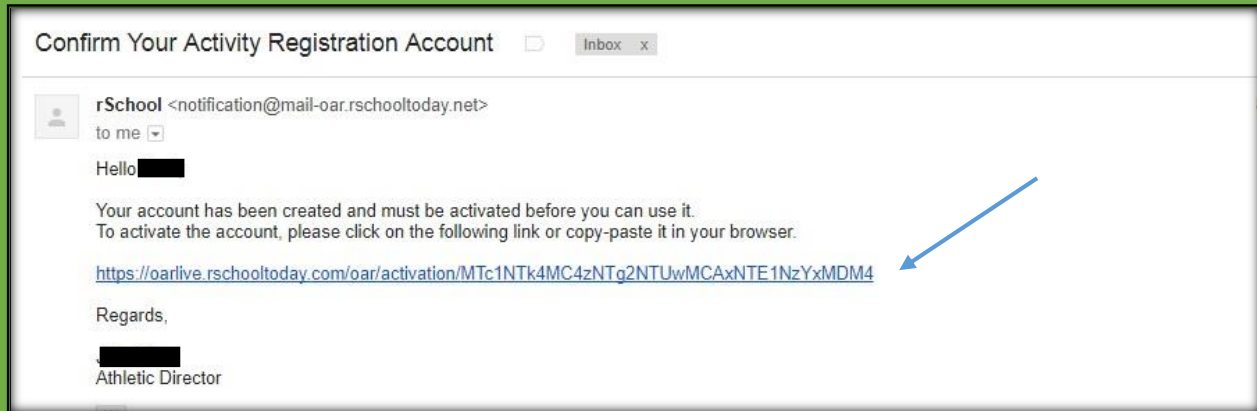
2. Enter First Name, Last Name, valid email address, desired username and password. Check the CAPTCHA (if asked) then click the **“Sign Up”** button.

The screenshot shows a form titled "Setup Your Family Account Login". It contains several input fields and a CAPTCHA section.

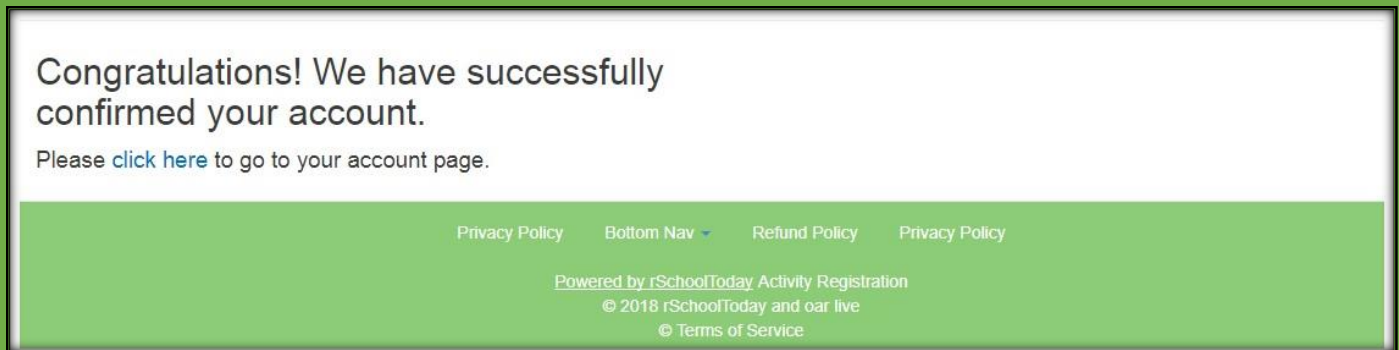
- Parent/Guardian First Name *:** Input field containing "John".
- Parent/Guardian Last Name:** Input field containing "Smith".
- Email Address *:** Input field containing "jsmith@gmail.com". A red arrow points to this field from the right.
- Username *:** Input field containing "jsmith123".
- Password *:** Input field containing "*****".
- CAPTCHA:** A section with the text: "This question is for testing whether or not you are a human visitor and to prevent automated spam submissions." Below this is a box containing a green checkmark, the text "I'm not a robot", and the reCAPTCHA logo. A red arrow points to this box from the right.
- Sign Up:** A blue button at the bottom right of the form, highlighted with a red box and a red arrow pointing to it from the left.

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3. An email message will be sent to the valid email address. Click the link provided.

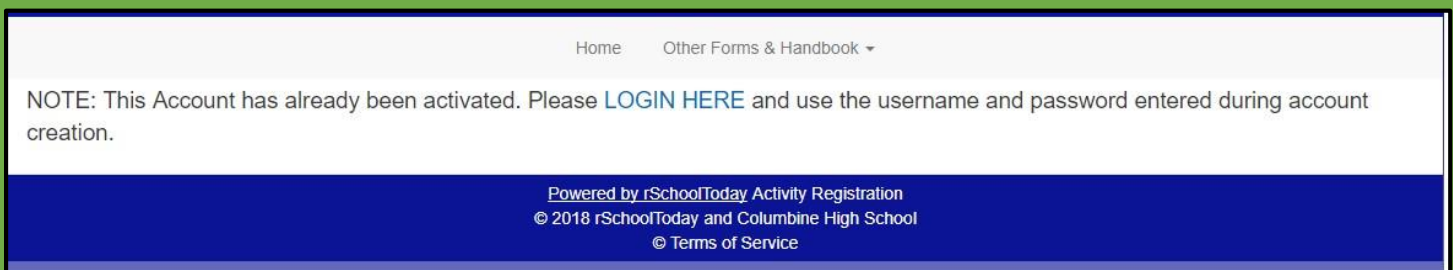


4. Once click, you will be routed to a confirmation webpage. Click the “[click here](#)” link to go to your family account page.



IMPORTANT:

Family account activation can only be done once. Clicking the link provided in the email more than once will result to error.



Try to log in using the username and password you created. If error persists, call your school administrator.

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5. Once logged in to your family account page, click “[Register](#)”.

John Smith Show Inactive Records

[Registration History](#) [Payment History](#) [Family Member Info](#) [Account Settings](#)

Registration History Fee Rate : Regular Pay

[Register](#)


#	Date	Activity	Student	Final Clearance	Gr	Reg. Form	Physical Info	Fee
There is no registration data available								

6. Fill out the registration form, choose the sport/activity then click “[Submit](#)” on the checkout page. To go back to your family account page, click “[Manage Account](#)”, located at the bottom of the screen.

Activities: Track and Field Girls No Fee

CAPTCHA

This question is for testing whether you are a human visitor and to prevent automated spam submissions.

I'm not a robot  [Privacy - Terms](#)

<< Previous [Submit](#)

IMPORTANT:

For family with more than one student to register, **DO NOT** create another family account. Go to your existing family account, click [Register](#) and choose “[Register New Student](#)” from the drop down.

Freddy Smith

[Registration History](#) [Payment History](#) [Family Member Info](#) [Account Settings](#)

Registration History Fee Rate : Regular Pay

[Register](#) ▾

- Register Fred A De Guzman
- [Register a New Student](#)

#	Date	Activity	Student	Final Clearance	Gr	Reg. Form	Physical Info	Fee	Recp't	Status
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