

Start-Up Guide for Parents

June 2021

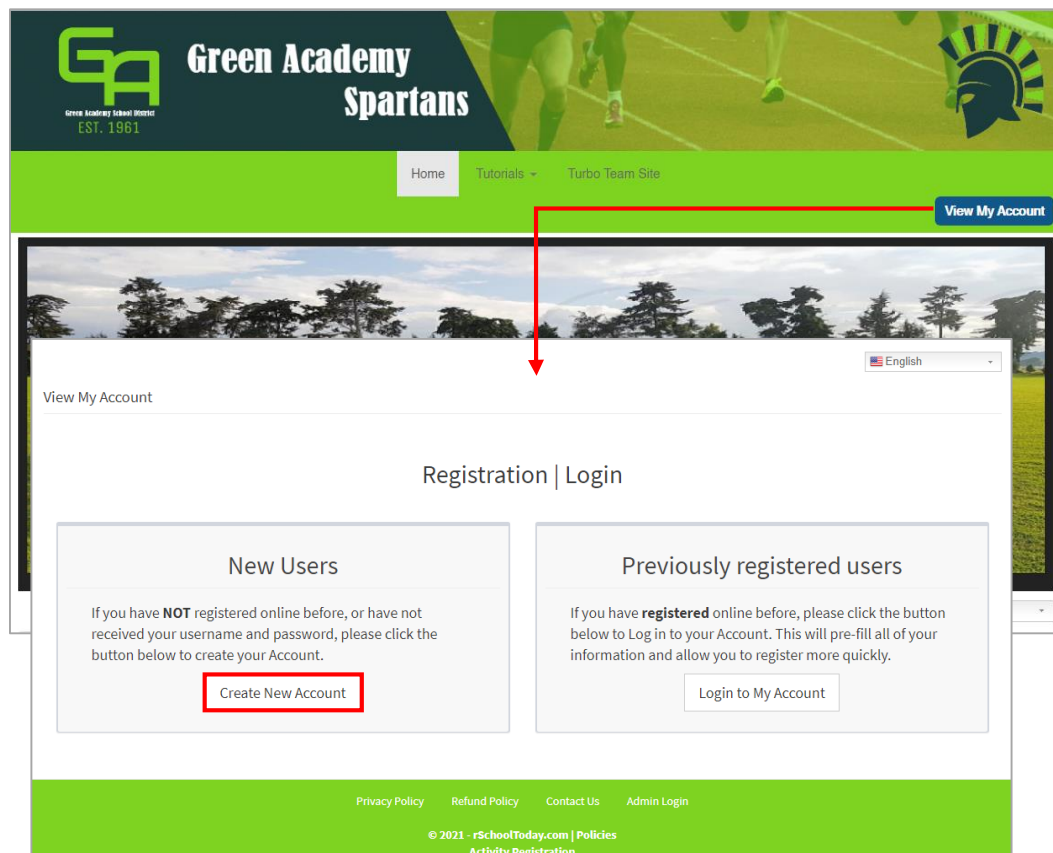
Welcome to the **rSchoolToday Activity Registration** Quick Start Guide for Parents. This guide will help you to:

1. [Register a New User](#)
2. [Log in](#)
3. [Register for an Activity](#)
4. [Incomplete Registrations](#)
5. [Family Account](#)

Note that Some settings or options may vary depending on the School Settings for the Registration Form.

1. REGISTER A NEW USER

To Register a New User, click on the **View My Account** button in your homepage. Then, under **New Users**, click on the **Create New Account** button. If you have previously created an account and want to register to an activity, proceed to [Step 3](#).



To create a **New User**, fill in the form with the parent's/guardian's information, and choose a username and password.

Sign Up

Create New Account[I already have an account](#)

Parent/Guardian First Name *

Parent/Guardian Last Name *

Username * Password *

Email *

I'm not a robot

reCAPTCHA
Privacy - Terms

Sign Up

Thank You For Signing Up!

Before we can activate your account, we need to confirm your email address.

Please login to your email account and look for the email from us with subject line "**Confirm Your Activity Registration Account**". Click the link inside the email to activate your account. If you have not received an email within a few minutes, please check your spam or junk folder.

Confirm your Activity Registration account by clicking on the link received by email.

Confirm Your Activity Registration Account

Inbox x

Green Academy <notifications@mail-service4.rschoolday.net>
to me ▾

11:43 AM (5 minutes ago) ☆ ↶ ⋮

Activity Registration

Hi Mark Edwards,

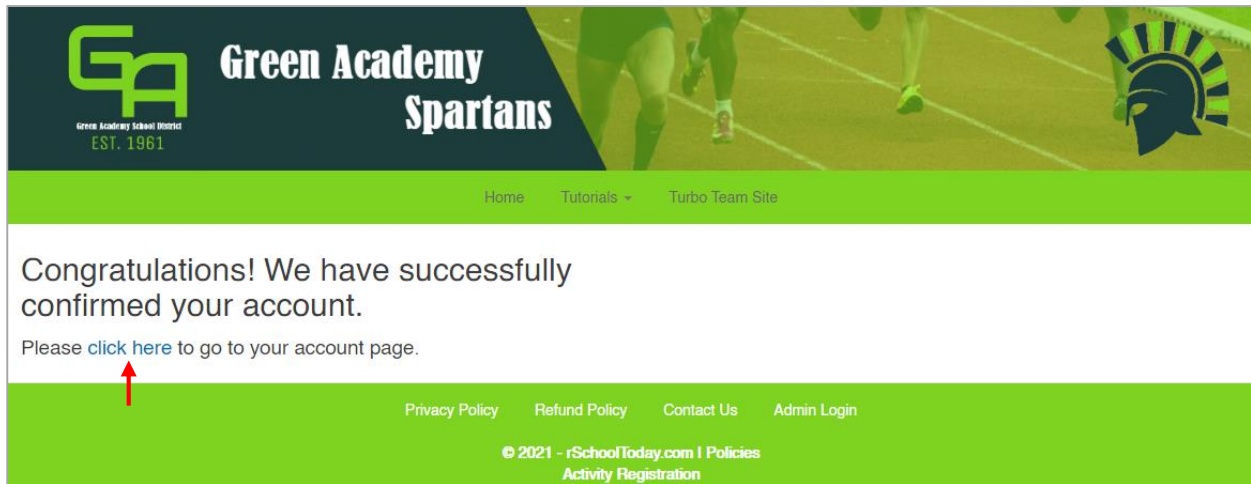
Your account has been created and must be activated before you can use it.
To activate the account, please click on the button below.

Click to account activation

Or copy-paste it in your browser.
<https://greenacademy-oartd.rschoolday.com/oar/activation/NTk2NTU3MC4wODc0MzAwMCAxNjl0MzgwMTgw>

Sent by Activity Registration System

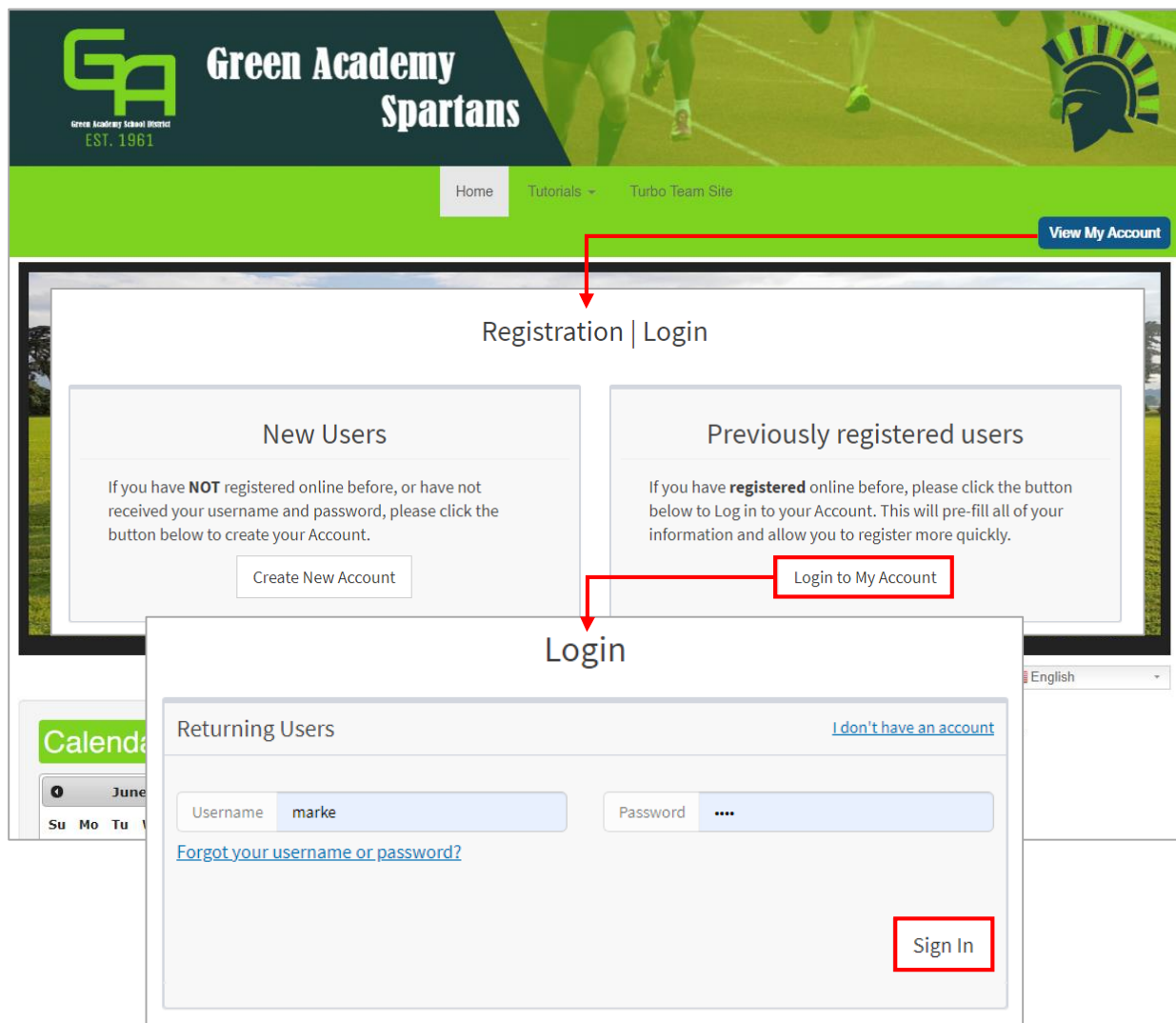
You will be redirected to the **Activity Registration** page.



When you receive the confirmation message, click on the link to log in automatically.

2. LOG IN

If you already have an account, go to **View My account** and click on **Login to My Account**.



3. REGISTER FOR AN ACTIVITY

To register to an activity, click the **Athletic Team Registration** icon on the **Home** page.

Welcome to the Green Academy Athletic and Activity Registration Page.

To get started, click on the desired registration icon below
(To view the Parent Tutorial, Click [HERE.](#))

Athletic Registration **Competitive Activity Registration** **Club Registration** **Summer Camp Registration**

Physical Examinations

Students registering for **Athletics**, **Poms** and **Flags**, must have a current physical examination on file in the nurse's office **before the student is authorized to participate in practice/tryouts**. To ensure clearance for participation, physicals should be completed and turned in to the nurse no later than 3 school days prior to the first day of practice/tryouts.

Physicals are valid for **13 months** from date of the last exam. To **download the physical form**, click [HERE](#).

If you have questions or need assistance with the registration, please contact the athletic or activity office.

If you are already Logged in, click on the **Register** link on your **Family Account** module.

Family Account

Mark Edwards

[Registration History](#) [Family Member Info](#) [Important Dates](#) [Account Settings](#) [Logout](#)

[Register](#) Fee Rate : Regular Pay

#	Date	Activity	Student	Final Clearance	Gr	Reg. Form	Fee	Recp't	Status
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Choose which Form You Want to Register to:

- [HS Activity Registration](#)
- [HS Athletic Registration](#)
- [MS Athletic Registration](#)
- [Summer Camp Registration](#)

Select a Registration Form

Step 1- Select Student: Select a Student from the **Select Student** dropdown menu, or choose **Add New Student** to register a new one.

HS Athletic Registration

Step 1. Select Student

Step 2. Select Activity

Step 3. Parent/Guardian Info

Step 4. Physical Forms

Step 5. Medical Information

The Registration Steps highlights as you complete the form steps

Student Information

Select Student:

- Add New Student -

Student ID:

First Name: *

Jeremy

Required Fields display "*"

Last Name: *

Edwards

Cell Phone:

(218) 554-4114

Mobile Provider:

AT&T (txt.att.net)

Email:

JerEd2021@gmail.com

Gender: *

M

Grade: *

11

Date of Birth: *

Jan

28

2007

Click to go to the Next Page

Next Page >

Select to Save and Finish Later

Save and Finish Later

Note: Some fields might auto-populate the next time you complete a Registration Form. It will depend on the School Settings for each Registration Form.

Step 2 – Select Activity: Choose the Activities you want to register this Student to and click **Next Page**.

HS Athletic Registration

Step 1. Select Student

Step 2. Select Activity

Step 3. Parent/Guardian Info

Step 4. Physical Forms

Step 5. Medical Information

Activity

Fall:

None
Fall 2021
Basketball Boys
Basketball Boys Varsity
Cross Country Boys
Cross Country Boys Varsity
Soccer Boys
Soccer Boys JV

Winter:

None

Spring:

None
Spring 2022
Baseball
Baseball JV
Baseball Varsity

1. Select an Activity

You can select more than one Activity by holding the Control (Ctrl) key.

< Previous Page **Next Page >** Save and Finish Later

Step 3 - Parent/Guardian Info: Enter the **Parent/Guardian** information, and remember that you can also add a second Parent/Guardian.

Step 1. Select Student

Step 2. Select Activity

Step 3. Parent/Guardian Info

Step 4. Physical Forms

Step 5. Medical Information

Parent/Guardian 1 Information

First Name: *
Mark

Last Name: *
Edwards

Day Phone: *
(218) 554-4187

Night Phone: *
(218) 554-4114

Cell Phone: *
(218) 554-2545

Address: *
514 Main Street

City: *
Holandale

State: *
Minnesota

Zip: *
52462

Email: *
markedwards1980@gmail.com

Step 4 - Physical Forms: Upload the Physical Form and enter its date. The validity may be automatic; it will depend on the school settings for this registration form. If this step is not required, you can add the physical form later.

Registration / HS Athletic Registration

HS Athletic Registration

Step 1. Select Student

Step 2. Select Activity

Step 3. Parent/Guardian Info

Step 4. Physical Forms

Step 5. Medical Information

Physical Date

File Upload:

Choose File No file chosen

< Previous Page **Next Page >** Save and Finish Later

Note: if the school requests the Students Physical Date you might find another field, on this screen, to enter that information.

Step 5 - Medical information: The information requested on this step depends on the school's data required for the Activity Registration.

Activity Registration

Step 1. Select Student

Step 2. Select Activity

Step 3. Parent/Guardian Info

Step 4. Physical Forms

Step 5. Medical Information

Step 6. Others

Medical Information

Primary Doctor

Name:

Brant Rohan

Address:

221 4th Ave SW, Rochester, MN 55905,

Phone 1:

507-284-5800

Phone 2:

507-284-5800

Medical Conditions:

Allergies:

Peanut

Medical Insurance

Company Name:

Policy #:

Other Medical Info

MEDICAL DATA

Any special physical or medical problems student has:

EMERGENCY AUTHORIZATION:

In the case of an emergency injury or serious illness involving the above named student, I request personnel contact me.

Furthermore, I authorize personnel to call 911 for Emergency Medical Services and I give permission for the student to be transported to the hospital. *

Consent to Treat: Pursuant to the requirements of the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder (collectively known as "HIPAA"), I authorize health care providers of the student named above, including emergency medical personnel and other similarly trained professionals that may be attending an interscholastic event or practice, to disclose/exchange essential medical information regarding the injury and treatment of this student to appropriate school district personnel such as but not limited to: Principal, Athletic Director, Athletic Trainer, Team Physician, Team Coach, Administrative Assistant to the Athletic Director and/or other professional health care providers, for purposes of treatment, emergency care and injury record-keeping. *

Consent to Administer Medication: Information regarding my child's/legal ward's allergies and/or prescribed medication, if any, is/are documented in this registration. Further, I agree to promptly notify Green Academy and Coach of any changes in my child's health, allergies or prescribed medications. *

I agree that I am responsible for paying all medical expenses incurred. *

Parent/Guardian's Electronic Signature:

ME

< Previous Page **Continue to Pay** **Pay Later** Save and Finish Later

Fill in with the Information

Checkoff the Emergency Authorization Options

Continue to Pay or Pay later options

Option to finish the Registration Later

By clicking on **Continue to Pay** you will be directed to the **Checkout Page**

AR Checkout Page

FAMILY ACCOUNT LOGIN

You are logged-in as *marke* in this form.


Item Name		
Edwards, Jeremy	Cross Country Boys	No Fee
Edwards, Mark		

<< Previous **Submit**

Now you have completed your Registration.

AR Checkout Page

Thank you for submitting your Athletic Registration.



Go Spartans!

REGISTRATION COMPLETE ←

Item Name		
Edwards, Jeremy	Cross Country Boys	
Edwards, Mark		

Print this Form **Click to Print** View My Account

Once you **submit** your registration, it will be listed under **Registration History**.

Family Account

Mark Edwards

Registration History Family Member Info Important Dates Account Settings **Logout**

Register ↕ Fee Rate : Regular Pay

#	Date	Activity	Student	Final Clearance	Gr	Reg. Form	Physical Date	Fee	Recp't	Status
School Year 2021-2022										
1938-0621	6/24/2021	Cross Country Boys	Edwards, Jeremy	Pending	11	View	Add Edit			

+ Add Credit on Account

4. FINISH INCOMPLETE REGISTRATIONS

You can click on the **Save and Finish later** button at any time during the Registration process. To resume that Registration, go to **Registration History** and click on the **Incomplete Registration** link.

The screenshot shows the 'Family Account' page for Mark Edwards. The 'Registration History' tab is selected. A red box highlights the 'Incomplete Registration' link in the 'Register' dropdown menu. A red arrow points from this link to a modal window titled 'Incomplete Registration'. The modal displays details for an 'HS Athletic Registration' initiated by Mark Edwards for student Jeremy Edwards, started on Wednesday, Jun 23, 2021, at 10:42 AM. The modal includes 'Edit' and 'Delete' buttons.

5. FAMILY ACCOUNT

In the **Family Account** module, you can find information about your **Registration History**, **Family Member info**, **Important Dates**, and **Account Settings**.

Listed on the **Registration History** tab, you will find all the Registrations made for your Family members. You can see the Payment and Clearance Status, Add or Edit the Physical Date, View the Receipts and Registration Forms, and find the Registration Fee.

From this tab, you can also **Register** to an Activity, or finish an **Incomplete Registration**.

The screenshot shows the 'Family Account' page for Mark Edwards with the 'Registration History' tab selected. Callouts provide instructions: 'Click on Register and select the Student' points to the 'Register' dropdown; 'Final Clearance Status' points to the 'Pending' status in the table; 'View the Registration Form' points to the 'View' button; and 'Add/edit the Physical Date' points to the 'Add' and 'Edit' buttons. The table below shows a registration for 'Cross Country Boys' with a 'Pending' status.

Student	Final Clearance	Gr	Reg. Form	Physical Date	Fee	Recpt	Status
School Year 2021-2022							
1938-0621	6/24/2021	Cross Country Boys	Edwards, Jeremy	Pending	11	View	Add Edit

In the **family Member Info** tab, you can add, edit or delete the **Student's Information**, **Parent/Guardian's information**, and **Credit Cards**.

Family Accounts

Mark Edwards

Registration History **Family Member Info** Important Dates Account Settings

STUDENT INFORMATION

+ Add New Delete Selected

Student ID	Name	Date of Birth	Age	Gender	Grade	Edit	Select
	Edwards, Jeremy	1/28/2007	14	Male	11th	Edit	<input type="checkbox"/>

PARENT/GUARDIAN

+ Add New Delete Selected

Name	Day Phone	Night Phone	Cellphone	Email Address	Select
Edwards, Mark	(218) 554-4187	(218) 554-4114	(218) 554-2545	markedwards1980@gmail.com	

Credit Cards

+ Add New Delete Selected

Payer	Card Type	Card Number	Expiration Date	Edit	Select

You can view the dates for the Physical Exam, and if available for the Concussion Test, in the **Important Dates** tab.

Note: Only some schools allow parents to view this option.

Important Dates

Mark Edwards Family

Registration History Family Member Info **Important Dates** Account Settings

Filter by School Year
2021 - 2022

Physical Dates

Select	School Year	Student	Physical Date
<input type="checkbox"/>	2021-22	Edwards, Jeremy	6/24/2021

Concussion Information and Test

Select	School Year
<input type="checkbox"/>	2021-22

Other Custom Eligibility Dates

Yearly

Select	School Year	Student	Type	Dates
There is no data available				

Per Activity

Select	Activity	Student	Type	Dates
There is no data available				

Save Changes

Click to add or Edit the **Physical Date**.

Note: This option might be disabled for some schools.



Note: The option to edit the Physical Date might be disabled. It depends on the School Setting.

On **Account settings**, you can modify your Name, Email, Username or Password.

Mark Edwards

Registration History | Family Member Info | Important Dates | **Account Settings**

Account Settings

[Edit Account Settings](#) **Click to Edit the Password**

Parent/Guardian Name : Edwards, Mark

Email Address : markedwards1980@gmail.com

Username : marke

Password : *****

Show 'Notes' from AR Administrator upon login.

Save **Save changes**