

# Activity Registration Start-Up Guide



## Start-Up Guide for Parents

June 2021

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

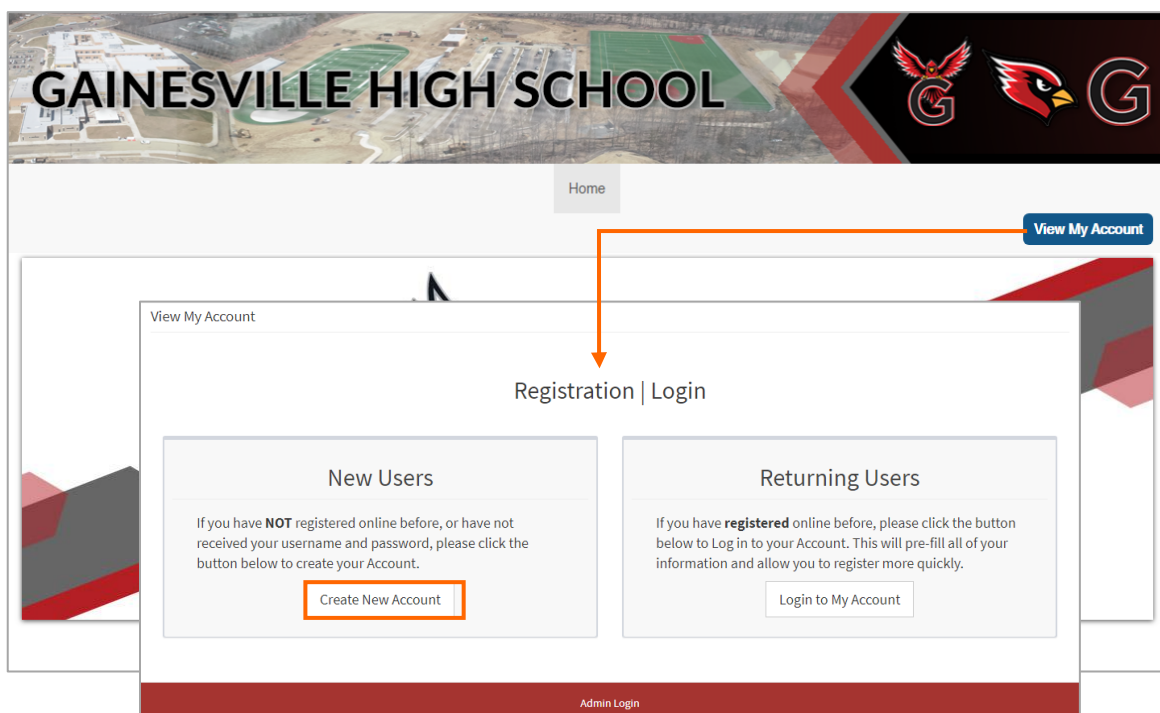
1. [Register a New User](#)
2. [Log in](#)
3. [Register for an Activity](#)
4. [Incomplete Registrations](#)
5. [Family Account](#)
6. [Make a Payment](#)

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

### 1. REGISTER A NEW USER

**BEFORE** you create an account or re-register with an existing account, please click the "**Concussion Education - PWCS**" link and complete the PWCS online concussion training using your student ID and a parent email address. Once completed, you will need to click the "**PWCS Concussion Education Agreement Verification**" button at the end of step 7 to verify you have completed this step. You cannot complete full clearance until this step is completed through the PWCS site. You may also click [HERE](#) to access this online website.

To Register a new user in the Activity Registration page, go to <https://gainesville-ar.rschooldtoday.com>, and 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 \*

Mark

Parent/Guardian Last Name \*

Edwards

Username \*

marke

Password \*


\*\*\*\*

Email \*

markedwards@gmail.com

✓

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.rschooltoday.net>  
to me ▾

11:43 AM (5 minutes ago) ☆ ↶ ⋮

### Activity Registration

Hi Mark Edwards,

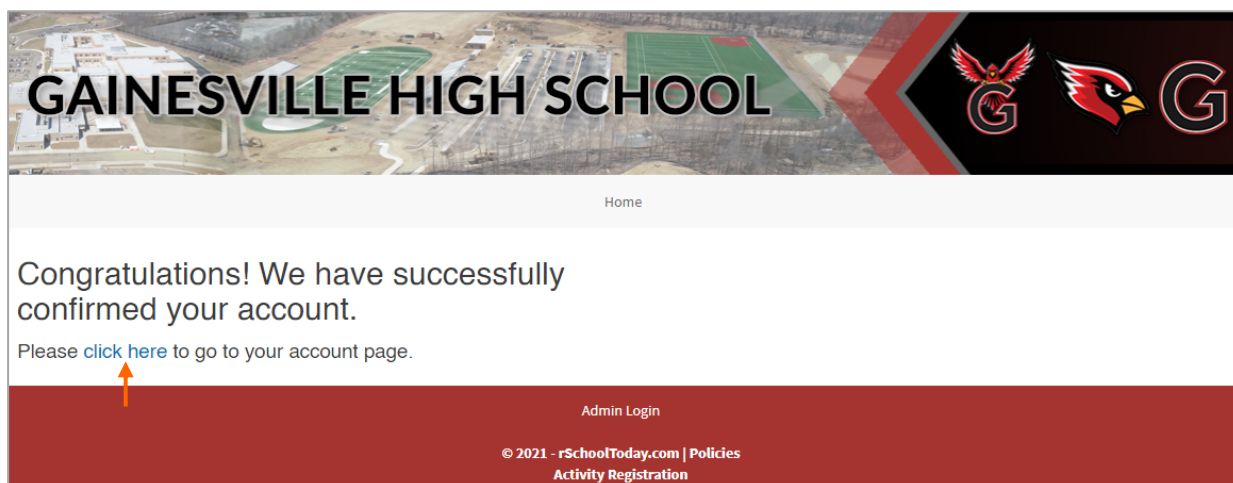
Your account has been created and must be activated before you can use it.  
To activate the account, please click on the button below.

Click to account activation

Or copy-paste it in your browser.  
<https://greenacademy-oartd.rschooltoday.com/oar/activation/NTk2NTU3MC4wODc0MzAwMCAxNjl0MzgWMTgw>

Sent by Activity Registration System

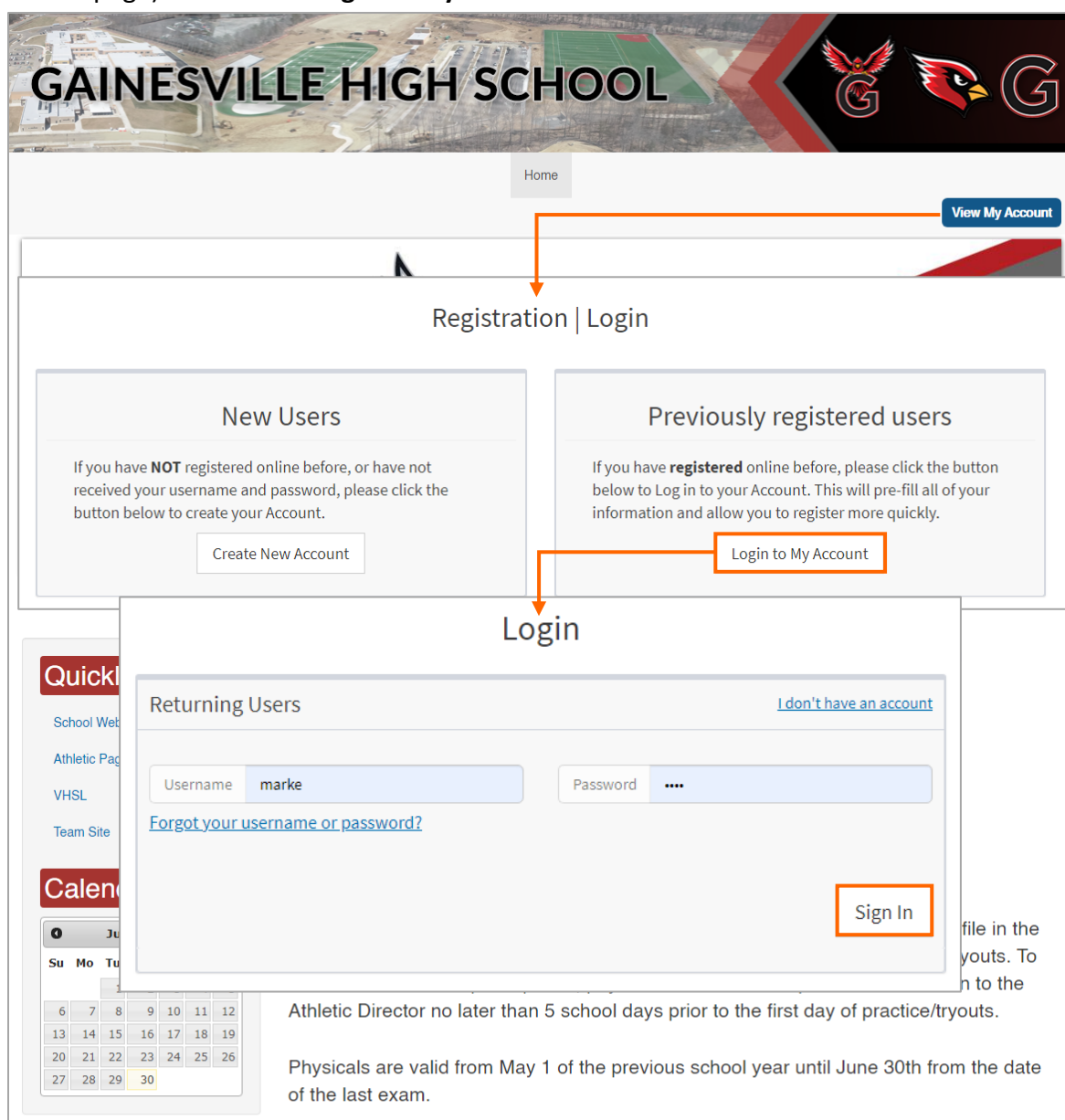
You will be redirected to the **Activity Registration** page.



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** (or you can click on the Mascot Icon on the Homepage) and click on **Login to My Account**.



### 3. REGISTER TO AN ACTIVITY


To register to an Activity, click on **View My Account** button or on the Mascot icon on the **Home** page.



Home

Click to Register to an Activity

View My Account



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English

Quicklinks

[PWCS Concussion Education](#)

[School Website](#)

[Athletic Page](#)

[VHSL](#)

[Team Site](#)

Calendar


July 2021

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Welcome to Gainesville High School Athletic Registration

Click the icon below to register for any of our athletic programs:

Click to Register to an Activity



Concussion Education

***BEFORE*** you create an account or re-register with an existing account, please click the "Concussion Education - PWCS" link (under "Quick Links" on the left margin) and complete the PWCS online concussion training using your student ID and a parent email address. Once completed, you will need to click the "PWCS Concussion Education Agreement Verification" button at the end of step 7 to verify you have completed this step. You cannot complete full clearance until this step is completed through the PWCS site. You may also click [HERE](#) to access this online website.

Physical Examination

Students registering for athletics must have a current physical examination on file in the athletic department before the student is authorized to participate in practice/tryouts. To ensure clearance for participation, physicals should be completed and turned in to the Athletic Director no later than 5 school days prior to the first day of practice/tryouts.

Physicals are valid from May 1 of the previous school year until June 30th from the date of the last exam.

If you have questions or need assistance with the registration, please address it to:

Jason Eldredge - Director of Student Activities

Email: [eldredjt@pwcs.edu](mailto:eldredjt@pwcs.edu)

Phone: 571-486-3017

If you are already Logged in, click on the **Register** link on you **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
+ Add Credit on Account									

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

Gainesville High School Athletic Registration Form

View Edit Webform Results

**Step 1. Select Student**

**Step 2. Select Activity**

**Step 3. Parent/Guardian Info**

**Step 4. Physical Forms**

**Step 5. Medical Information**

**Step 6. Emergency Care Card**

**Step 7. Concussion Education**

**Student Information**

Select Student: Click to Select the student

- Add New Student -

Student ID:

First Name: \* Required Fields display "\*"

Jeremy

Last Name: \*

Edwards

Middle Initial:

Cell Phone:

(218) 554-4114

Mobile Provider:

- None -

Email: \*

jered2021@gmail.com

Gender: \*

M

Grade: \*

11

Date of Birth: \*

Dec

22

2007

Height:

- None -

Weight:

Click to go to the Next Page

Next Page >

Select to Save and Finish Later

Save and Finish Later

The Registration Steps highlights as you complete the form steps

**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**.

Registration / Gainesville High School Athletic Registration Form

### Gainesville High School Athletic Registration Form

Step 1. Select Student

**Step 2. Select Activity**

Step 3. Parent/Guardian Info

Step 4. Physical Forms

Step 5. Medical Information

Step 6. Emergency Care Card

Step 7. Concussion Education

Activity

Fall:

None

Fall 2021

Cheerleading

Cross Country Boys

Cross Country Girls

Field Hockey

Football

Golf

Volleyball Girls

Winter:

None

Winter 2021 - 2022

Basketball Boys

Basketball Girls

Gymnastics

Indoor Track Boys

Indoor Track Girls

Swim & Dive Boys

Swim & Dive Girls

Wrestling

Spring:

None

Spring 2022

Baseball

Lacrosse Boys

Lacrosse Girls

Outdoor Track Boys

Outdoor Track Girls

Soccer Boys

Soccer Girls

Softball

Tennis Boys

Tennis Girls

All Year Activity:

None

2021-2022

Dance Team - Competition

< 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 3. Parent/Guardian Info  
Step 4. Physical Forms  
Step 5. Medical Information  
Step 6. Emergency Care Card  
Step 7. Concussion Education

### Parent/Guardian 1 Information

First Name: \*

Last Name: \*

Day Phone: \*

Night Phone: \*

Cell Phone: \*

Address: \*

City: \*

State: \*

Zip: \*

Email: \*

**Step 4 - Physical Forms:** Upload the Physical Form and enter its date.

Gainesville High School Registration Form

Step 1. Select Student  
Step 2. Select Activity  
Step 3. Parent/Guardian Info  
Step 4. Physical Forms  
Step 5. Medical Information  
Step 6. Others  
Step 7. Concussion Education

### Physical Date

Download the Physical Examination Form [HERE](#).

File Upload:

No file chosen

File Upload 2:

No file chosen

Date of this Physical Exam:

Month  
Day  
Year

Enter the Physical Date

Select the file

Click to download the Physical Examination Form

Click on Next Page

**Step 5 - Medical information:** The information requested on this step depends on the school's data required for the 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. Emergency Care Card  
Step 7. Concussion Education

**Medical Information**

Primary Doctor

Name:

Address:

Phone 1:

Phone 2:

Preferred Hospital

Hospital Name:

Phone 1:

Phone 2:

Address:

Preferred Dentist

Dentist Name:

Phone 1:

Phone 2:

Address:

Medical Conditions: \*

If N/A, type N/A

Allergies: \*

If N/A, type N/A

Medical Insurance

Medical insurance is required for all athletes. If you do not have insurance, please contact the athletics office for more information.

Company Name: \*

Policy #: \*

Dental Insurance

Company Name:

Policy #:

Medication & Purpose:

Medication	Purpose
<input type="text"/>	<input type="text"/>

Vision:

Hearing:

**Emergency Contact Information 1**

Name: \*

Relationship: \*

Day Phone: \*

Cell Phone: \*

Address: \*

City: \*

State: \*

Zip: \*

Email: \*

**Emergency Contact Information 2**

Name:

Relationship:

Day Phone:

Cell Phone:

Address:

City:

State:

Zip:

Email:

< Previous Page   Next Page >

Save and Finish Later

Fill in with the Information

Option to finish the Registration Later

**Note:** Medical Conditions, Allergies and the Insurance Information are required fields.



## Step 6 – Emergency Care Card: Fill in with the requested information.

Step 1. Select Student

Step 2. Select Activity

Step 3. Parent/Guardian Info

Step 4. Physical Forms

Step 5. Medical Information

Step 6. Emergency Care Card

Step 7. Concussion Education

Emergency Care Card

ACKNOWLEDGEMENTS OF RISK AND INSURANCE STATEMENT

I give permission for the student/athlete to participate in any of the following sports;

☐ Baseball

☐ Basketball

☒ Cheerleading

☐ Cross Country

☐ Field Hockey

☐ Football

☐ Golf

☐ Gymnastics

☐ Lacrosse

☐ Soccer

☐ Softball

☐ Swim/Dive

☐ Tennis

☐ Track

☐ Volleyball

☐ Wrestling

Other (identify sports):

☒ I have reviewed the individual eligibility rules and I am aware of the risk of injury to my child/ward.

☒ I understand that the degree of danger and the seriousness of injury in sports is greater than in other activities and that participation in sports carries the higher risk than participation in other activities.

☒ I have had an opportunity to understand the risk inherent in sports and the risk of injury to my child/ward or some other means.

He/she has student medical/accident insurance available to me:

☒ Yes

☐ No

Has athletic participation insurance coverage through the school:

☒ Yes

☐ No

Is insured by our family policy with:

Name of medical insurance company:

Policy number:

Name of policy holder:

☒ I am aware that participating in sports will involve travel.

☒ I acknowledge and accept the risks inherent in the sports and activities, grant permission for my child/ward to participate in the sports and activities, and agree to hold the school and coaches harmless from any liability.

☒ By this signature, I hereby consent to allow the physician or other health care provider to perform a pre-participation examination, treatment for any injury or condition resulting from participation in sports, and to share appropriate information concerning the student's medical history and activities with coaches and other school personnel.

☒ Additionally, I give my consent and approval for the above information to be printed in any high school or VHSL athletic program, publication, or website.

To access quality, low-cost comprehensive health insurance, please contact Cover Virginia by going to [www.coverva.org](http://www.coverva.org) or call 1-800-551-6837.

EMERGENCY PERMISSION FORM

Please list any significant health problems that might be significant to a physician evaluating your child in case of an emergency:

PLEASE LIST ANY ALLERGIES TO MEDICATIONS, ETC:

IS THE STUDENT CURRENTLY PRESCRIBED AN INHALER OR EPI-PEN?: \*

☐ Yes

☒ No

LIST THE EMERGENCY MEDICATION:

IS THE STUDENT PRESENTLY TAKING ANY OTHER MEDICATION?: \*

☐ Yes

☒ No

IF SO, WHAT?:

DOES THE STUDENT WEAR CONTACT LENSES?: \*

☐ Yes

☒ No

DATE OF LAST Tdap OR Td (TETANUS) SHOT:

Month

Day

Year

EMERGENCY AUTHORIZATION:

☒ In the event I cannot be reached in an emergency, I hereby give permission to physicians selected by the coaches and staff of Gainesville High School to hospitalize, secure proper treatment for and to order the injection and/or anesthesia and/or surgery for the person named above.

Parent/Guardian's Electronic Signature: \*

Albert Migration

☒ I CERTIFY ALL OF THE ABOVE INFORMATION IS CORRECT

ELECTRONIC SIGNATURE AGREEMENT

By typing my full name in the box below, I am signing this Agreement electronically. I agree my electronic signature is the legal equivalent of my manual signature on this Agreement. I consent to be legally bound by this Agreement's terms and conditions.

Student/Athlete's Electronic Signature: \*

Parent/Guardian's Electronic Signature: \*

Parent/Guardian's Electronic Signature: \*

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Next Page >

Save and Finish Later

**Step 7 – Concussion Education:** On this screen you will find the link to visit the [PWCS Online Concussion Course](#) and it's agreement.

Gainesville High School Athletic Registration Form

**Step 1. Select Student**  
**Step 2. Select Activity**  
**Step 3. Parent/Guardian Info**  
**Step 4. Physical Forms**  
**Step 5. Medical Information**  
**Step 6. Emergency Care Card**  
**Step 7. Concussion Education**

Concussion Education

PWCS Online Concussion Course

Please click this [LINK](#) to visit the PWCS Online Concussion Course.

PWCS Concussion Education Agreement

☐ I verify that I have read, reviewed, and understand the information contained in the PWCS Concussion Education Presentation for the current school year.

Student/Athlete's Electronic Signature: \*

Parent/Guardian's Electronic Signature: \*

< Previous Page   Next >>   Save and Finish Later

By clicking on **Next**, 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.

**GAINESVILLE HIGH SCHOOL**

AR Checkout Page

Thank you for submitting your Athletic Registration.

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	<a href="#">Pending</a>	11	<a href="#">View</a>	<a href="#">Add</a> <a href="#">Edit</a>			

+ Add Credit on Account

#### 4. FINISH INCOMPLETE REGISTRATIONS

You can click 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.

Family Account

Mark Edwards

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

Register ▾ **Incomplete Registration** Fee Rate : Regular Pay

#	Date	Activity
---	------	----------

+ Add Credit on Account

### Incomplete Registration

Gainesville High School Athletic Registration Form

Initiated By : Admin  
Student Name : Migration, Albert  
Started : Monday Jul 12 2021 1:50 PM  
Last Updated : Monday Jul 12 2021 1:50 PM

[Edit](#) [Delete](#)

#### 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**.

Family Account

Mark Edwards

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

Register Click to add a New Registration

Register Jeremy Edwards Register New Student

Fee Rate : Regular Pay

Student	Final Clearance	Gr	Reg. Form	Physical Date	Fee	Recp't	Status
School Year 2021-2022							
1933-0621	6/23/2021	Basketball Boys Varsity	Edwards, Jeremy	Pending	11	View	Add Edit

+ Add Credit on Account

Final Clearance Status

Add/edit the Physical Date

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 HistoryFamily 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	

Click to add or Edit the Physical Date

Concussion Information and Test

Select	School Year	Student	Values
<input type="checkbox"/>	2021-22	Edwards, Jeremy	

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

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

### Mark Edwards

Registration HistoryFamily Member InfoImportant 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