

rSchoolToday Activity Registration

PARENTS QUICK START GUIDE

GETTING STARTED

Step 1: Click the Athletic Team Registration icon. See below.



The screenshot shows the Green Academy Activity Registration website. At the top is a purple header with the 'GA' logo and the text 'GREEN ACADEMY ACTIVITY REGISTRATION'. Below the header is a yellow navigation bar with links for Home, Registration, Activity Packets, News and Announcements, and Sign-In. The main content area has a white background and is titled 'Choose any icon below to register for that Activity'. On the left side, there is a sidebar with a 'Calendar' for June 2017 and 'Quicklinks' for Green Academy Varsity Page, MNSHL, NASO, and NFHS. In the center, there is a callout box with an orange speech bubble that says 'Step 1: Click the Athletic Team Registration icon' pointing to a button labeled 'ATHLETIC TEAM REGISTRATION' which features icons of a soccer ball, a football, and a basketball. Below this button, there is a section titled 'Physical Examinations' with text explaining that students must have a current physical examination on file in the Athletic Director's office before participating in practice/tryouts. It also states that physicals are valid for 12 months from the date of the last exam and provides a link to download the physical form. At the bottom of the page, there is a purple footer with links for Privacy Policy, Refund Policy, and Contact Us, a GoDaddy Verified & Secured logo, and copyright information for rSchoolToday and Green Academy.

GA

GREEN ACADEMY

ACTIVITY REGISTRATION

Home Registration Activity Packets News and Announcements Sign-In

Calendar

June 2017

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	

Quicklinks

- Green Academy Varsity Page
- MNSHL
- NASO
- NFHS

Choose any icon below to register for that Activity

Step 1: Click the Athletic Team Registration icon

ATHLETIC TEAM REGISTRATION

Physical Examinations

Students registering for Athletics must have a current physical examination on file in the Athletic Director'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 high school office no later than 3 school days prior to the first day of practice/tryouts.

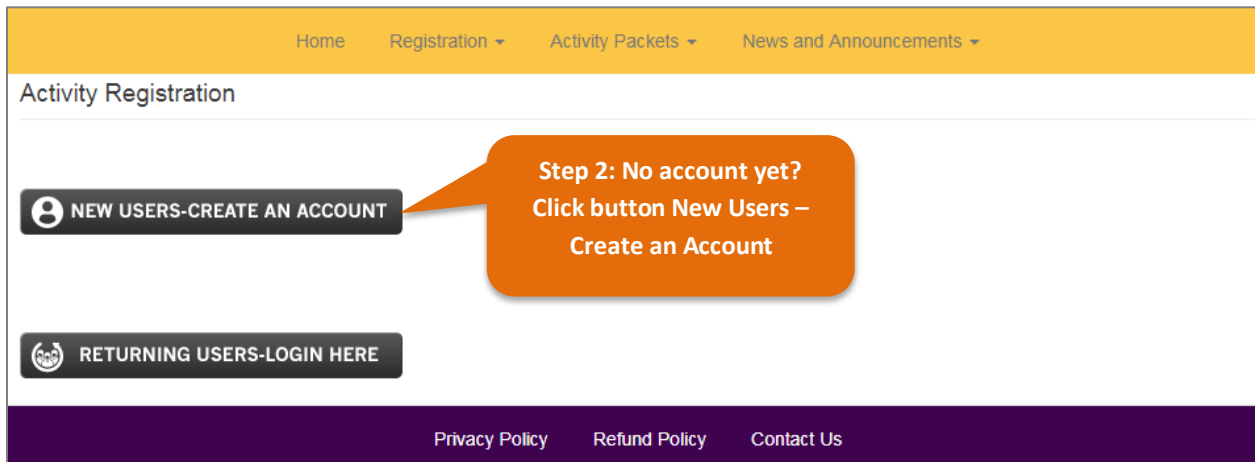
Physicals are valid for **12 months** from date of the last exam. Download the physical form [HERE](#).

Privacy Policy Refund Policy Contact Us

GOADDY VERIFIED & SECURED

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Step 2: If you already have an account, proceed to **Step 7**. If you do **NOT** have an account yet, click button **NEW USERS – CREATE AN ACCOUNT**. See Below.



Step 3: The **NEW USERS – CREATE AN ACCOUNT** button leads to the first page of the Activity Registration. Start filling out the Registration Form step-by-step starting with **Step 1 – Student Information, Step 2 – Select Activity, Step 3 – Parent/Guardian Info, Step 4 – Physical Forms, Step 5 – Medical Information**. See all 5 screens below.

Note: Sometimes there are more than 5 screens but for our example here, we will only show 5.

The screenshot shows the 'Activity Registration 2017-2018' form. On the left, there is a vertical list of steps: 'Step 1. Select Student' (highlighted in blue), 'Step 2. Select Activity', 'Step 3. Parent/Guardian Info', 'Step 4. Physical Forms', and 'Step 5. Medical Information'. The main form area is titled 'Student Information' and contains the following fields: 'First Name: *' (text input with 'Marvin'), 'Last Name: *' (text input with 'Elles'), 'Gender: *' (dropdown menu with 'M'), 'Grade: *' (dropdown menu with '11'), and 'Date of Birth: *' (three dropdown menus for month, day, and year, with 'Jul', '24', and '2000' selected). There is a calendar icon below the date of birth field. At the bottom right, there is a 'Next Page >' button. An orange callout box on the left side of the form contains the text: 'Click Next/Previous Page to save the current screen as well as move to the next page'.

Activity Registration 2017-2018

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 2017
Football No Level
Golf No Level
Volleyball Girls No Level

To select more than one activity, press the Shift key while selecting the activities.

Winter:

None
Winter 2017 - 2018
Basketball Boys No Level
Basketball Girls No Level

Spring:

None
Spring 2018
Baseball No Level
Tennis Girls No Level

Summer:

None

All Year Activity:

None
All Year
Band
Choir

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Next Page >

Activity Registration 2017-2018

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: *

Randy

Last Name:

Elles

Day Phone: *

(507) 625-3241

Night Phone: *

(507) 625-3241

Cell Phone: *

(507) 625-3241

Address: *

708 W Park Avenue

City: *

Winona

State: *

MN

Zip: *

55988

Email: *

randyelles@gmail.com

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Next Page >

Activity Registration 2017-2018

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

Upload

Date of this Physical Exam:

Sep

8

2016



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Next Page >

Activity Registration 2017-2018

Step 1. Select Student

Step 2. Select Activity

Step 3. Parent/Guardian Info

Step 4. Physical Forms

Step 5. Medical Information

Medical Information

Primary Doctor

Name:

Andrew Green

Address:

Phone 1:

(507) 625-1587

Phone 2:

Medical Contact Information 1

Name: *

Dina Elles

Day Phone: *

(507) 625-3241

Night Phone: *

(507) 625-3241

Cell Phone: *

(507) 625-3241

Address: *

708 W Park Ave

City: *

Winona

State: *

MN

Zip: *

55988

Email: *

dina_elles@yahoo.com

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Next >>

Step 4: Right after **Step 5 – Medical Information** is the AR Checkout Page. From here you **Setup Your Family Account Login** and enter **Payer/Cardholder** details. You will also see the Registration Payment Details on this screen.

AR Checkout Page

IMPORTANT: You MUST finish setting up your account or your registration will *NOT* be processed. x

SET UP YOUR FAMILY ACCOUNT LOGIN

By logging in first on future registrations, all forms will be PRE-FILLED for your convenience, but allow you to make changes if needed.

Username *

Password *

Enter your preferred
username and password
here.

REGISTRATION PAYMENT DETAIL

	Activity Name	Activity Fee	Family/Individual Max	Total Cost	Pay Amount
Elles, Marvin	Football No Level	\$50.00	-\$0.00	\$50.00	\$50.00
	Basketball Boys No Level	\$50.00	-\$0.00	\$50.00	\$50.00
Total Activity Fee:					\$100.00
Discounts:					-\$0.00
Total Amount Due:					\$100.00
Total Pay Amount:					\$100.00

SECURE FEE PAYMENT

Credit Card

Activity Fees:	Football No Level	\$50.00
	Basketball Boys No Level	\$50.00
Service Charge:		\$3.00
Discount:		-\$0.00
Total Fee:		\$103.00

Cardholder's First Name *

Cardholder's Last Name *

Email *

Address *

City *

State *

Zip *

Store my Credit Card information Securely for my future registrations

Tick off this option if you
wish for your Credit card
info to be saved in the
system for future use.

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Step 5: Here, you enter your **credit card information** and submit the payment. **Note that you MUST accomplish this page so that the registration will be processed.**

AR Checkout Page

STEP 2. CREDIT CARD INFORMATION AND PAYMENT CONFIRMATION

Cardholder's First Name *

Cardholder's Last Name *

Card Type

Credit Card Number

Expired Date Jun 2017

Card Security Code

Email *

Address *

City *

State *

Zip *

<< Previous

Hit submit to process the registration.

Step 6: After hitting submit, you should get a confirmation such as the one below. Then click the **Manage Account** link if you wish to proceed to your family account. See below.

AR Checkout Page

Registration is Complete. Thank you for completing the online forms!

REGISTRATION COMPLETE

	Activity Name	Activity Fee	Family/Individual Max	Pay Amount
Elles, Marvin	Football No Level	\$50.00	-\$0.00	\$50.00
	Basketball Boys No Level	\$50.00	-\$0.00	\$50.00
Total:				\$100.00

Payment Type: Credit Card (Visa)
Status: Confirmed
Amount: \$103.00

[go back to the form](#) [View receipt](#)

[Privacy Policy](#) [Refund Policy](#) [Contact Us](#) [Manage Account](#) [Logout](#)

Click Manage Account if you wish to proceed to your family account.

Step 7: If you already have an account, click the **RETURNING USERS – LOGIN HERE** button.

[Home](#) [Registration](#) [Activity Packets](#) [News and Announcements](#)

Activity Registration

NEW USERS-CREATE AN ACCOUNT

RETURNING USERS-LOGIN HERE

Do you have an account?
Click Returning Users-Login Here.

[Privacy Policy](#) [Refund Policy](#) [Contact Us](#)

Step 8: You will be brought to the **Login Page**. Enter your **Username** and **Password** under **Returning User**. See below.

Home Registration ▾ Activity Packets ▾ News and Announcements ▾

Login

[Setup Your Family Account Login](#) **Returning User**

Returning User

Username
randyelles

Password
.....

[Forgot your username or password?](#)

[Sign In](#)

Enter your username and password here.

Step 9: You should now be inside your family account. From here, you may view your **Registration History, Payment History, Family Member Info, and Account Settings.**

Family Account

Randy Elles [Show Inactive Records](#)

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

Registration History

[Register](#) Fee Rate : Regular Pay

#	Date	Activity	Student	Final Clearance	Gr	Reg. Form	Physical	Fee	Recp't	Status
0661-0617	06/29/2017	Football No Level Basketball Boys No Level	Marvin Elles	Set Set	11	view	Add	\$50 \$50	View	Paid

If you wish to make a new registration, click the **Register** link to make a registration for an existing student in your account or for a new one. **The filling up of a new registration form should be similar to Steps 3 and 4 above.**

Family Account

Randy Elles

[Show Inactive Records](#)

- Registration History
- Payment History
- Family Member Info
- Account Settings

Registration History

[Register](#)

To make a new registration, click the Register link.

Fee Rate : Regular Pay

		Activity	Student	Final Clearance	Gr	Reg. Form	Physical	Fee	Recp't	Status
0661-0617	06/29/2017	Football No Level Basketball Boys No Level	Marvin Elles	Set Set	11	view	Add	\$50 \$50	View	Paid