

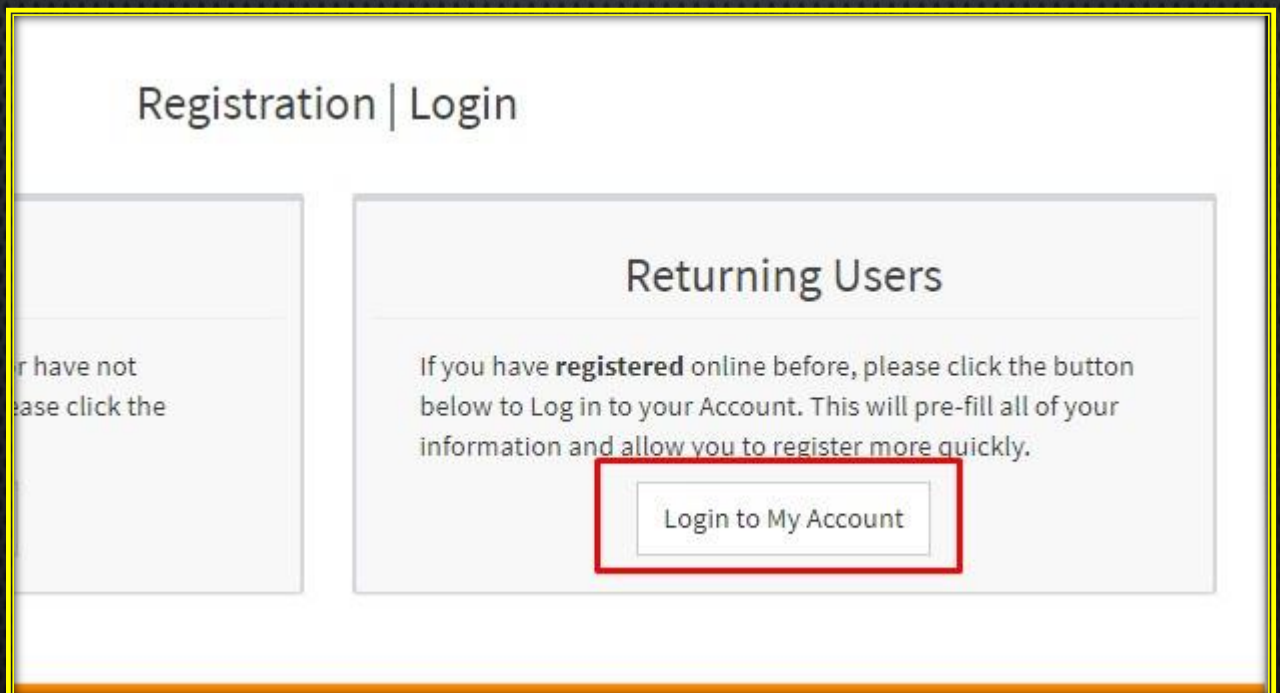
rSchoolToday Activity Registration

QUICK GUIDE FOR RETURNING PARENTS

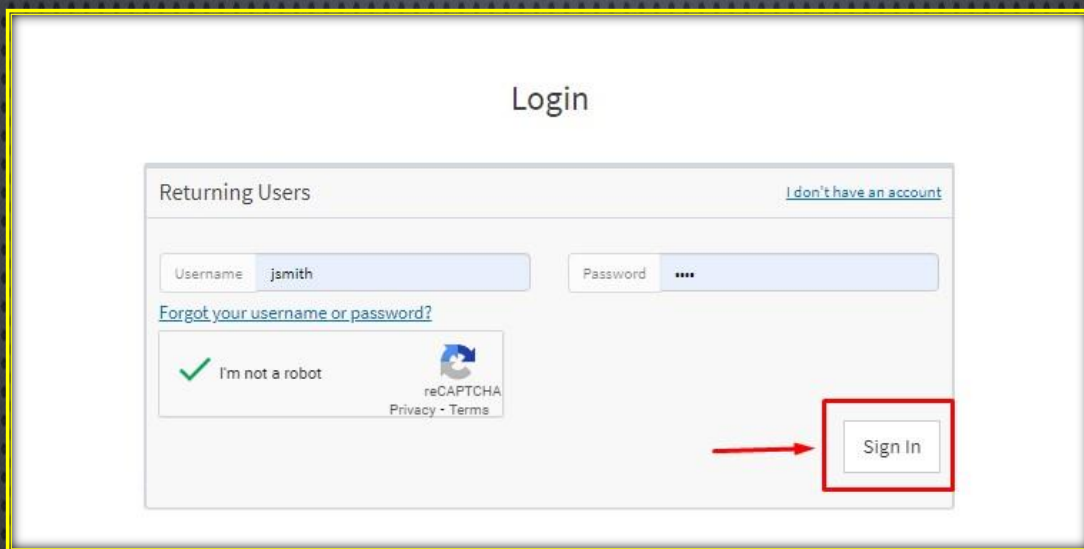
1. Click the “**Athletic Team Registration**” icon on the homepage.



2. Click the “**Login to My Account**” button to go to the login page.



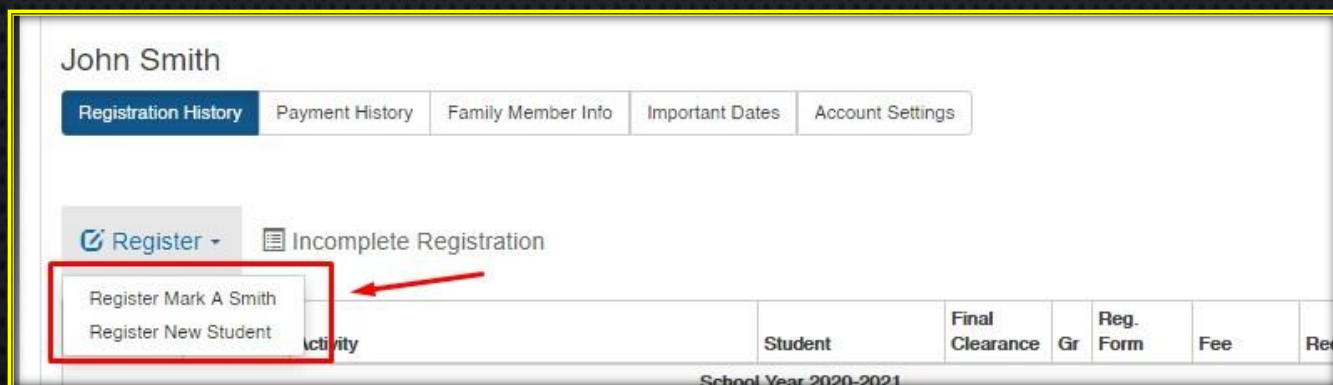
3. Enter your username and password, then click the “**Sign In**” button.



The screenshot shows a 'Login' page for 'Returning Users'. It features a username field with 'jsmith' and a password field with masked characters. Below these fields is a link for 'Forgot your username or password?'. A reCAPTCHA 'I'm not a robot' challenge is present. A red arrow points to the 'Sign In' button, which is highlighted with a red box.

IMPORTANT: To reset your username and/or password, click the “**Forgot your username or password**” link. The system will only recognize the email address used under “Parent/Guardian 1” to reset the username/password. **DO NOT** create a new account.

4. Once logged in, click “**Register**” then choose the name of the student in the drop down (*If registering the same student*) or “**Add New Student**” to add a sibling or another in the account.



The screenshot shows the user profile page for 'John Smith'. It has tabs for 'Registration History', 'Payment History', 'Family Member Info', 'Important Dates', and 'Account Settings'. Below these is a 'Register' button with a dropdown arrow and an 'Incomplete Registration' link. A red arrow points to the 'Register' dropdown menu, which is open and shows two options: 'Register Mark A Smith' and 'Register New Student'. The 'Register New Student' option is highlighted with a red box. Below the dropdown is a table with columns: 'Student', 'Final Clearance', 'Gr', 'Reg. Form', 'Fee', and 'Rec'. The footer indicates 'School Year 2020-2021'.

5. For registering the same student, the form will prefill the information based from previously submitted registration. Edit or update the information if needed. As a default, the grade field needs to be selected again.

IMPORTANT: If you are adding a new student, only the “Parent/Guardian 1 and/or 2 information will prefill. The rest of the fields in the registration form will be blank and needed to be filled out since the system will treat this a brand new student to be added in the system.



The screenshot shows a registration form with a sidebar on the left containing three steps: Step 4. Medical Information, Step 5. Policies & Agreements, and Step 6. Others. The main form area contains the following fields:

- Student ID:** 10000001
- First Name: *** Mark
- Last Name: *** Smith
- Middle Initial:** A
- Cell Phone:** (777) 777-7777
- Mobile Provider:** AT&T (txt.att.net)

6. To select multiple sports/activities in the same season, **press and hold the “Control” button** then click the sports/activities.



The screenshot shows a dropdown menu for selecting sports/activities. The sidebar on the left is the same as in the previous screenshot. The dropdown menu is open, showing a list of options:

- None
- 2020-2021
 - Baseball
 - Basketball Boys
 - Basketball Girls
 - Cheerleading
 - Clay Target
 - Cross Country Boys**
 - Cross Country Girls
 - Dance-line (Competitive)
 - Football**
 - Golf Boys
 - Golf Girls
 - Hockey Boys
 - Hockey Girls
 - Knowledge Bowl

7. Review the rest of the information, edit or update if needed. On the check out page, click the “**Submit**” button.

The screenshot shows a web interface for 'FAMILY ACCOUNT LOGIN'. At the top, a green bar indicates 'You are logged-in as jsmith in this form.' Below this, a red text prompt says 'Click the Submit button below to complete the registration'. A section titled 'REGISTRATION DETAIL' contains a table with the following information:

Smith, Mark	Activity Name Cross Country Boys Football
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At the bottom of this section, there are two buttons: '<< Previous' and 'Submit'. The 'Submit' button is highlighted with a red rectangle and a red arrow points to it. At the very bottom of the page, there is an orange bar with the links 'Back to Account' and 'Logout'.

8. On the Thank You page, click the “**View my Account**” button to go to your family account page. Once done, click the “**Logout**” button.

The screenshot shows a web interface for the 'AR Checkout Page'. It starts with a thank you message: 'Thank you. We have received your submitted form.' Below this, a section titled 'Here's your Registration Payment Detail' contains a table with the following information:

Smith, Mark	Activity Name Cross Country Boys Football
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At the bottom of this section, there are two buttons: 'Print this Form' and 'View My Account'. The 'View My Account' button is highlighted with a red rectangle and a red arrow points to it. The page has an orange footer bar.

NOTE: As a default, status will show as “**Pending**” under Final Clearance. Once the student had been cleared for sports, your school administrator will change the status to “**Yes**”. If “**No**” you will be informed of the missing/lacking or additional requirements needed.