

# RFHS & MMS Athletic/Activity Registration

## **\*RETURNING from previous registrations**

**(Helpful Hint ~ ONE ACCOUNT PER FAMILY (ever))**

- Go to [www.rfsd.k12.wi.us](http://www.rfsd.k12.wi.us)
- Schools - River Falls High School
- Athletics/activities
- Activity Registration
- View My Account (Select returning user)

## **Adding an activity/athletic; including siblings**

- First page, Top right: Select **Sign In** button; Enter your login and password you created.
  - You can call the Activities Office if you forgot your login
- Click *Register* (left side drop down arrow)
  - Select **“Student’s Name”** if adding activity for existing registered student
  - Select **“New Student”** if adding family member/additional student
- Select **“Athletic Registration”** or **“Activity Registration”**
- Proceed through screens; most information comes up from previous registration
- Select your new activity
  - Remember to select sport/activity with HS or MS next to it.
- Payments: same as below \*\*
- Final Screen: hit “submit” button; you will receive verification that you are registered

## **\*NEW ACCOUNT ONLY: Registering Athletics or Activity Online**

- FIRST TIME FAMILY REGISTERING Online:
    - [www.rfsd.k12.wi.us](http://www.rfsd.k12.wi.us) - schools - RFHS - Athletics/Activities - Activity Registration - View my Account (blue button)
    - New User (left side)
    - Create Login & Password
      - Remember your *login and password* for future registrations or added family members
    - Continue to select/fill out information (\* required); **Uploaded Physical required/good for 2 years**
    - Be sure to select the Correct Athletic/Activity; HS or MS student
      - High school athletes need Impact Test every 2 years; Check Newsletter for sign up dates.
  - Payments:
    - **Credit card only:** select *Continue to Pay*, then complete credit card information as required
      - Please note you cannot select a \$ amount; the computer will select
      - Individual Max; High School \$170/ MMS \$120; Family Max per school year \$300.
        - Computer will calculate HS and Family Max
    - **Cash or Check only:** select *Pay Later*, bring check or cash to RFHS Activities Office
      - High School Activities/Athletics = \$85/each; Individual Max = \$170; Fam Max \$300
      - Meyer Middle School Activities/Athletics = \$60/each; Individual Max = \$120
- \*\*Exceptions: Ski Club, Trap Shooting, Powerlifting, Dance, Cheer, Robotics  
(These activities/athletics cannot be paid online nor count towards max fees)**
- **Final screen:** answer math question, then hit “submit” button; you will receive verification that you registered