

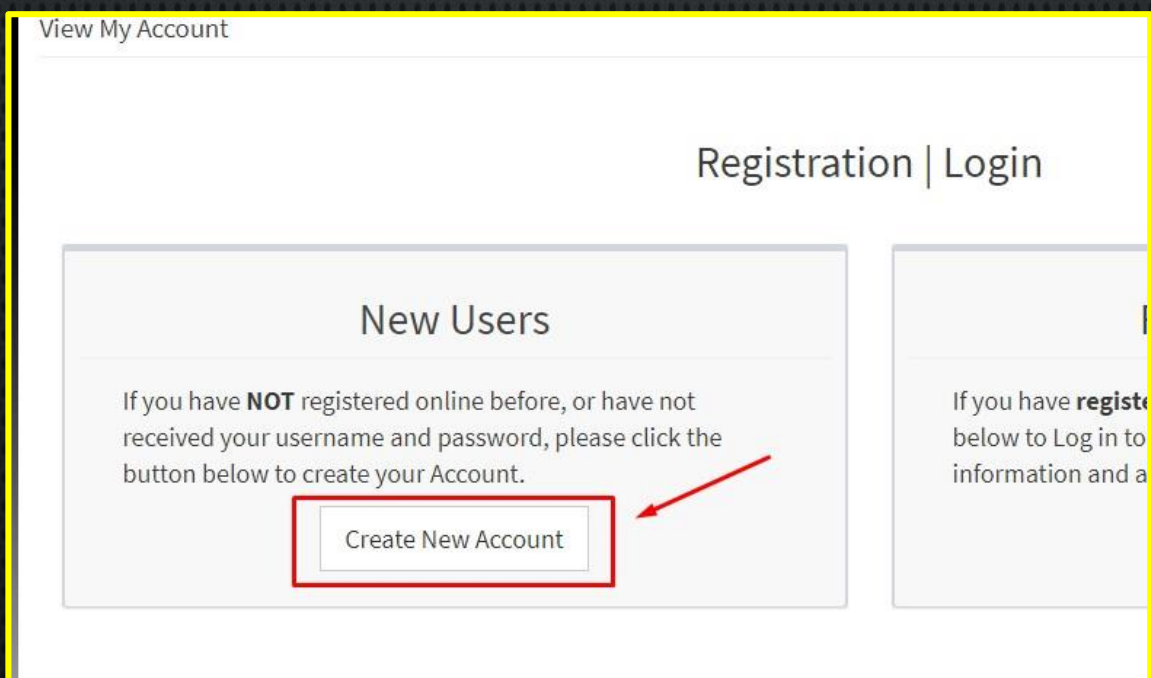
rSchoolToday Activity Registration

QUICK START GUIDE FOR NEW PARENTS

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



2. For new user, click the “**Create New Account**” button . **NOTE:** If you previously have an account and wants to add another student, login to your account then add the student. **DO NOT** create another account.



3. Enter your first name, last name, **VALID email address**, desired username and password. Then, click “**Sign Up**” button.

Sign Up

Create New Account

[I already have an account](#)

Parent/Guardian First Name*

John

Parent/Guardian Last Name*

Smith

Username*

jsmith

Password*

....

Email*

jsmith@email.com

Sign Up

4. A message will be sent to your email. Click the link provided to activate your account. **NOTE:** You can only try it once. If you try it again on a different device, you will get an error message.

Hello John,

Your account has been created and must be activated before you can use it.
To activate the account, please click on the following link or copy-paste it in your browser.

<https://ar.schooltoday.com/oar/activation/MzE3Nzc5MC43Nzc5MTYwMCAxNTk3NzUyNzc4>

Regards,

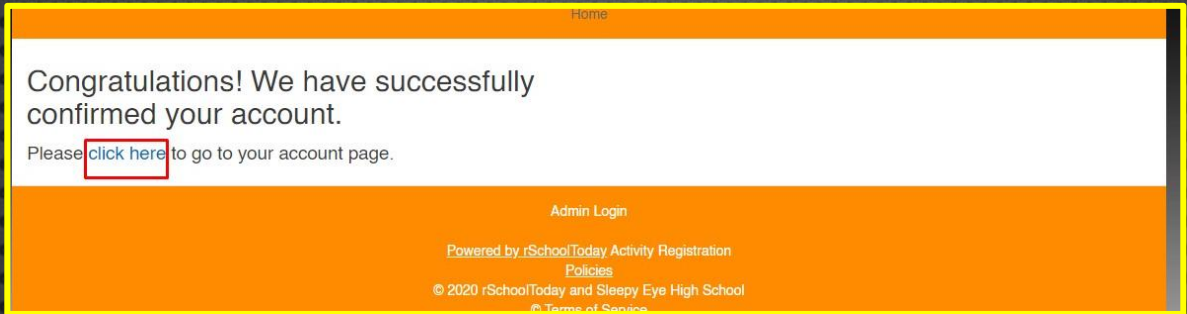
Activities Director

S Online Registration

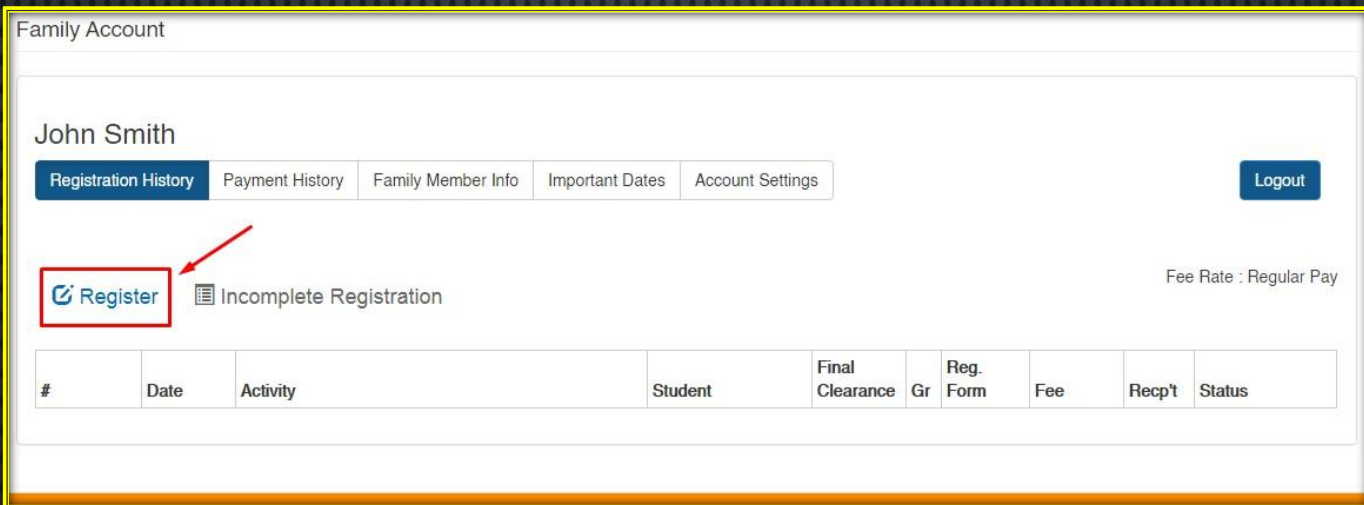
Email:

Phone:

5. You will be routed to a confirmation page that your account had been confirmed or activated. Click the “**click here**” to go to your family account.



6. To register your child, click the “**Register**” link (with blue paper and pencil icon). The registration form will pull up once clicked.



NOTE: If it will ask you to select a form, please choose the correct registration form for the student. Example, High School Form, Middle School form, Athletic form or Activity form.

7. Fill out the fields in the registration form. At the bottom of the page, click “**Next**” button.

NOTE: On the first page of the registration form, it should be the **student’s cellphone and email** to be used by the coaches in case of important announcements such as cancellation or reschedule of game or practice, emergency meeting and others.

The screenshot displays 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:** A text box containing "10000001".
- First Name: *** A text box containing "Mark".
- Last Name: *** A text box containing "Smith".
- Middle Initial:** A text box containing "A".
- Cell Phone:** A text box containing "(777) 777-7777".
- Mobile Provider:** A dropdown menu with "AT&T (txt.att.net)" selected.
- Email:** A text box containing "markanthonymsmith@email.com".

8. Select the sports/activities in the list box.

NOTE: To select multiple sports/activities in one season, PRESS and HOLD the “Control” button then click the sports/activities. Once done, click the “**Next**” button at the bottom of the page.

The screenshot shows a list of sports and activities for the 2020-2021 season. The list is displayed in a scrollable box with a blue header "2020-2021". The items in the list are:

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

9. Fill out the rest of the information needed in the registration form.

NOTE: For “**Emergency Contact 1 and/or 2**”, it should be a person or persons that the school administrators or coaches can contact in case the parents/guardians are not available.

On the bottom of the last registration page, click “**Next**” button to go to the checkout page.

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: *

Mark Anthony Smith

Parents/Guardian's Electronic Signature: *

John Smith

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

10. On the checkout page, review the sports / activities, then click the “**Submit**” button.

FAMILY ACCOUNT LOGIN

You are logged-in as jsmith in this form.

Click the Submit button below to complete the registration

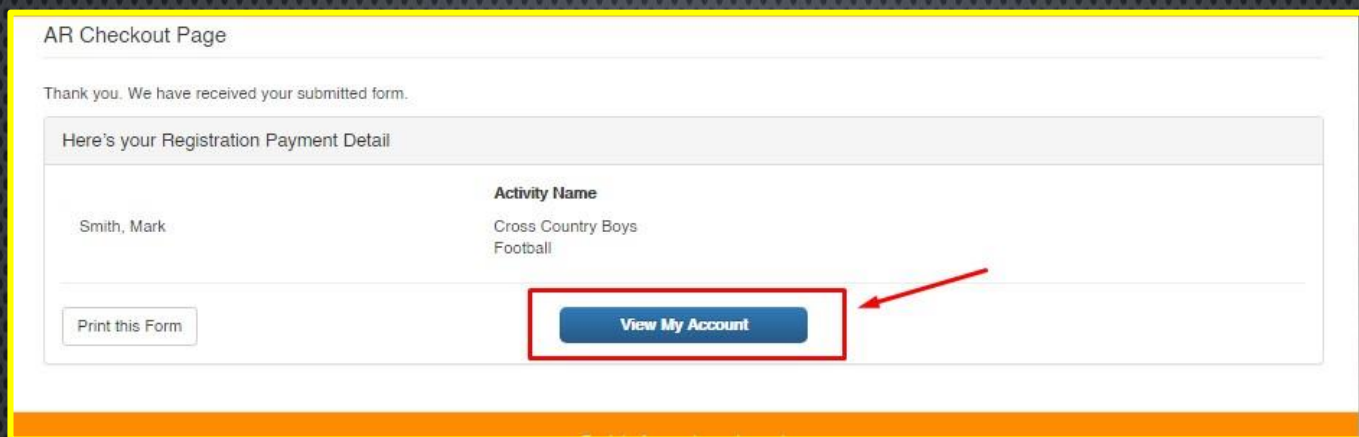
REGISTRATION DETAIL

Smith, Mark	Activity Name Cross Country Boys Football
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<< Previous **Submit**

Back to Account Logout

11. Once submitted, you will see the thank you message. Click “**View My Account**” button to go to your family account page.



The screenshot shows a web page titled "AR Checkout Page". Below the title is a message: "Thank you. We have received your submitted form." Underneath this is a section titled "Here's your Registration Payment Detail". This section contains two columns of information. The left column shows "Smith, Mark". The right column, under the heading "Activity Name", lists "Cross Country Boys" and "Football". At the bottom of the section, there are two buttons: "Print this Form" on the left and "View My Account" on the right. The "View My Account" button is highlighted with a red rectangular border, and a red arrow points to it from the right side of the page.

Here's your Registration Payment Detail	
Smith, Mark	Activity Name Cross Country Boys Football
Print this Form	View My Account

NOTE: As a default, status will show as “**Pending**” under Final Clearance. This means that your school administrators still need to review the submitted registration. Once the student had been cleared for sports, it will be changed to “**Yes**” by the school administrators. If “**No**” you will be informed of the reason or if there are missing/lacking or additional requirements needed.

Once you are done, do not forget to click the “**Logout**” button.