

# Step By Step Guide: Registration for Returning Users

<https://wausauwest-ar.schooltoday.com/>

## Step 1 – Login to your family account

Click on 'Sign-In' on the top right of the Home page. Enter the username and password you created during your first registration.



## Step 2 – Register the student-athlete

Once logged in, click the 'Register' drop-down.

Family Account

[Show Inactive Records](#)

DAVID CORDOBA

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

Registration History

[Register](#) Fee Rate : Regular Pay

#	Date	Activity	Student	Gr	Reg. Form	Physical	Fee
2711-1016	10/19/2016	Cross Country Boys No Level	DWC TEST	7	<a href="#">view</a>	<a href="#">Add</a>	

[Refund Policy](#) [Privacy Policy](#) [Manage Family Account](#) [Logout](#)

Powered by rSchoolToday Activity Registration  
© 2016 Distributed Website Corp. and Wausau West High School

Select an existing student to register or choose 'Register New Student' to register another child.

Family Account

DAVID CORDOBA

Registration History Payment History Family Member Info Account Settings

Registration History

Register Register a New Student

Click to register an existing athlete in the family

Click to add and register another child in the family

Activity	Student	Gr	Reg. Form	Physical	Fee
Cross Country Boys No Level	DWC TEST	7	<a href="#">view</a>	<a href="#">Add</a>	

Refund Policy Privacy Policy Manage Family Account Logout

Powered by rSchoolToday Activity Registration  
© 2016 Distributed Website Corp. and Wausau West High School  
© Terms of Service

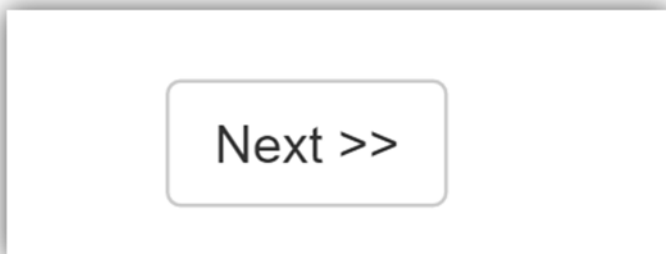
If an existing student in the family account registers, all the information entered previously will auto-populate except for the sport selection. Review and update the information as needed and select the activity to register.

Activity

Winter:

- None
- Winter 2016 - 2017
  - Basketball Boys
  - Basketball Boys MS
  - Basketball Girls
  - Basketball Girls MS
  - Bowling No Level

For the new student added in the family account, only the Parent/Guardian details will auto-populate. Please fill-out the required information to be able to submit the registration.



After filling out all the necessary information, Click Next.

The next page is the AR Checkout which will show the summary of activities that you registered for. Set up your family account and "Submit"

AR Checkout Page

### 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.

You are logged-in as *DWC123*. in this form.

### SECURE FEE PAYMENT

Credit Card  Cash  Check

<b>Activity Fees:</b>	Bowling No Level	\$95.00
<b>Total Fee:</b>		\$95.00

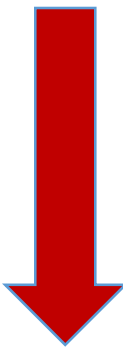
<< Previous

[Athletic Registration](#) / Athletic Registration

### Athletic Registration

Thank you. We have received your submitted form.  
[Go back to the form](#)

**Click Manage Family Account to go to your Family Account and view your registration history**



Refund Policy Privacy Policy  Logout

## Reminders:

If you have a login issue or you don't remember your Username and Password, click on "Forgot your username and password." Enter the Parent/Guardian 1 email address you used during your first registration. Click on the "Send email" button and you will receive an email message with instructions to reset the password.



The screenshot shows the homepage of the Wausau West High School website. The header features the school's logo on the left and the name "Wausau West High School" in yellow text on a blue background. Below the header is a navigation bar with links for "Home", "Additional Information", and "Schedules". On the right side of the navigation bar is a "Sign-In" link. The main content area is dominated by a large photograph of a group of female athletes in various colored uniforms (black, red, yellow) crouching on a track, ready for a race. Overlaid on the right side of the photograph is a white login form. The form contains two input fields labeled "Username \*" and "Password \*". Below these fields are two links: "Forgot your password?" and "Create account.". At the bottom of the form is a "Sign-In" button.

Please remember, if you did not download the Physical or Alt. Year Physical card during the online registration process, you will need to drop off or send a copy of it to Pam Hanke in Athletic Office.