rSchoolToday Activity Registration
QUICK START GUIDE FOR PARENTS

Welcome to the rSchoolToday Activity Registration Quick Start Guide for Parents. This guide will help you to:

1. Register your child to an activity
2. Create an Account
3. Make a Payment
4. Login to your account (If you have an account in the system)
5. View your Family Account

LET’S GET STARTED

Step 1: Begin by clicking the Athletic Team Registration icon. See below.

Step 2: If you previously created an account and want to register the same student, add a sibling or new student, proceed to Step 7. If you do NOT have an account, click button CREATE AN ACCOUNT. See Below.
Step 3: Enter the Student ID and Last Name. **Note:** Skip this step and proceed to the next if you do not encounter this page after clicking **Create an Account.**

Step 4: 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 five screens below.

**Note:** Sometimes there might more than five screens.
Click Next/Previous Page to save the current screen and to move to the next page.

To select more than one activity, press the Shift key while choosing the activities.
Activity Registration 2018-2019

Parent/Guardian 1 Information

First Name: *
Joanne
Last Name: *
Baine
Day Phone: *
612-433-5642
Night Phone: *
612-433-5642
Cell Phone: *
612-433-2365
Address: *
34th South Berry Road
City: *
Winona

Activity Registration 2018-2019

Physical Date

Date of this Physical Exam:

Apr
2018

Validity:

12 Months

- Expiring 04/18/2019
Step 5: In the AR Checkout Page, you **Setup Your Family Account Login** and enter **Payer/Cardholder** details. You will also see the Registration Payment Details on this screen.
Step 6: Here, you enter your credit card information and submit the payment. Note that you MUST accomplish this page for the registration will be processed.
Step 7: After hitting submit, you should get a confirmation such as the one below. Then, click the View My Account link if you wish to proceed to your family account. See below.
Step 8: If you already have an account, click the **ACCOUNT LOGIN** button.

Step 9: On the **Login Page**, enter your **Username and Password** under **Returning User**. See below.
Step 10: You should now be inside your family account. From here, you may view your Registration History, Payment History, Family Member Info, Important Dates and Account Settings.

Register a new student (or an existing one) in your account by clicking the Register link. Complete the new registration following the Steps 4, 5, and 6 above.

Note: The form will auto-populate the answers based on your previously submitted registration. Please review and edit the answers if needed.