

rSchoolToday Activity Registration

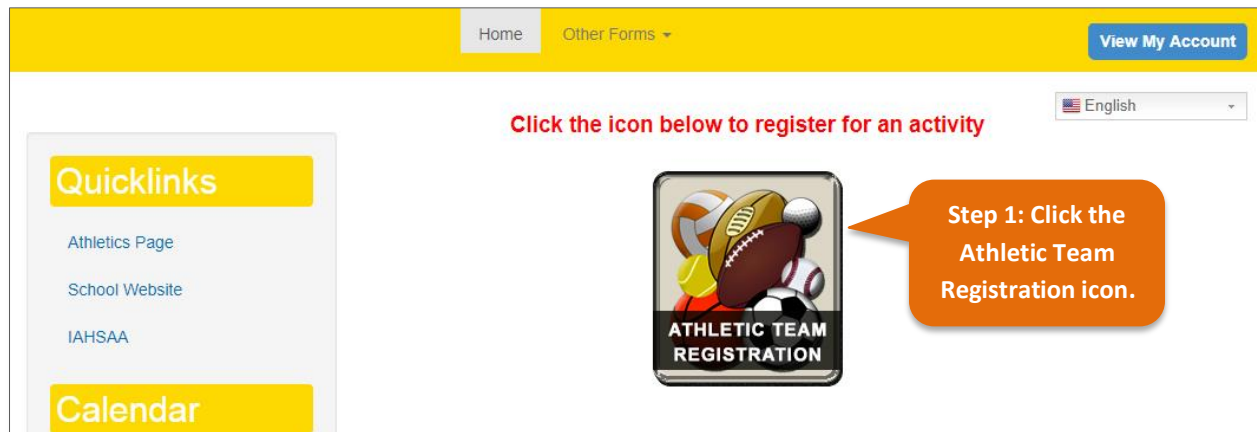
QUICK START GUIDE FOR PARENTS

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

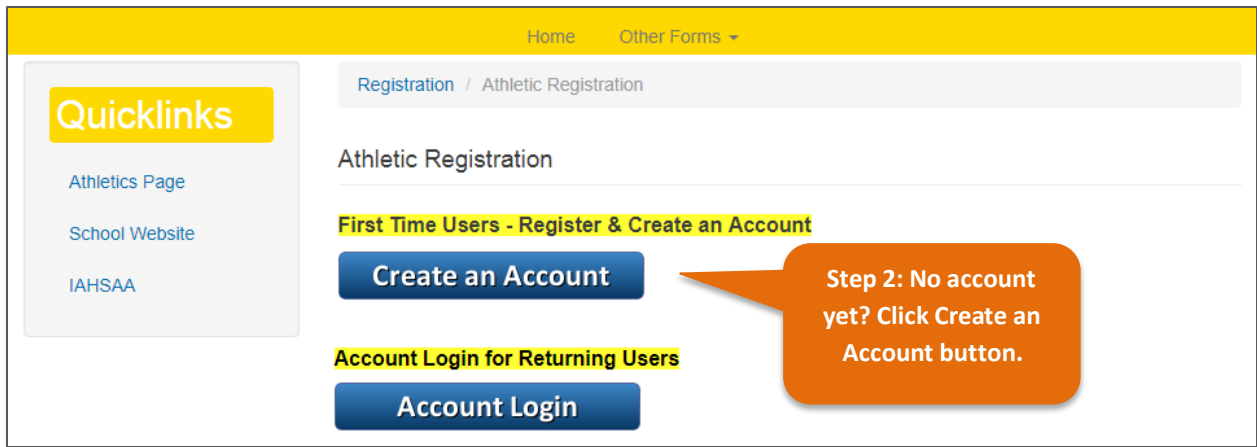
1. Register your child to an activity
2. Create an Account
3. Make a Payment
4. Login to your account (If you have an account in the system)
5. View your Family Account

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**.

The image shows a form titled 'Student Information'. It has a yellow header with 'Home' and 'Other Forms' links. The form contains two required input fields: 'Student ID *' and 'Last Name *'. Below the fields are two buttons: 'Continue' (blue) and 'Cancel' (white).

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.

Activity Registration 2018-2019

Step 1. Select Student

Step 2. Select Activity

Step 3. Parent/Guardian Info

Step 4. Physical Forms

Step 5. Medical Information

Click Next/Previous Page to save the current screen and to move to the next page.

Student Information

First Name: *

Randall

Last Name: *

Blaine

Gender: *

M

Grade: *

10

Date of Birth: *

Aug

13

2002



Next Page >

Activity Registration 2018-2019

Step 1. Select Student

Step 2. Select Activity

Step 3. Parent/Guardian Info

Step 4. Physical Forms

Step 5. Medical Information

Activity

Fall:

Baseball
Cross Country Boys
Cross Country Girls
Football
Soccer Boys
Soccer Girls
Softball

Winter:

Winter 2018 - 2019
Basketball Boys
Basketball Girls
Cheerleading
Ice Hockey Boys
Wrestling

Spring:

None
Spring 2019
Golf Boys
Golf Girls
Tennis Boys
Tennis Girls No Level

Summer:

None

All Year Activity:

None

To select more than one activity, press the Shift key while choosing the activities.

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Next Page >

Activity Registration 2018-2019

Step 1. Select Student

Step 2. Select Activity

Step 3. Parent/Guardian Info

Step 4. Physical Forms

Step 5. Medical Information

Parent/Guardian 1 Information

First Name: *

Joanne

Last Name: *

Blaine

Day Phone: *

612-433-5842

Night Phone: *

612-433-5842

Cell Phone: *

612-433-2365

Address: *

34th South Berry Road

City: *

Winona

Activity Registration 2018-2019

Step 1. Select Student

Step 2. Select Activity

Step 3. Parent/Guardian Info

Step 4. Physical Forms

Step 5. Medical Information

Physical Date

Date of this Physical Exam:

Apr

18

2018

Validity:

12 Months

- Expiring 04/18/2019

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Next Page >

Registration / Activity Registration 2018-2019

Activity Registration 2018-2019

- Step 1. Select Student
- Step 2. Select Activity
- Step 3. Parent/Guardian Info
- Step 4. Physical Forms
- Step 5. Medical Information

Medical Information

Primary Doctor

Name:

Address:

Phone 1:

[< Previous Page](#) [Continue to Pay](#) [Pay Later](#)

Click Continue to Pay to proceed to the AR Checkout Page.

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.

AR Checkout Page

IMPORTANT: You MUST finish setting up your account or your registration will *NOT* be processed. x

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.

Username *

joanneblaine

Password *

.....

Enter your preferred
username and password
here.

Click the Next button below to complete the registration

REGISTRATION PAYMENT DETAIL

Activity Name	Activity Fee	Family/Individual Max Discount	Total Cost	Pay Amount
Blaine, Randall Basketball Boys	\$150.00	-\$50.00	\$100.00	\$100.00
			Total Activity Fee:	\$150.00
			Discounts:	-\$50.00
			Total Amount Due:	\$100.00
			Total Pay Amount:	\$100.00

SECURE FEE PAYMENT

Credit Card

Activity Fees:	Basketball Boys	\$150.00
Service Charge:		\$5.00
Discount:		-\$50.00
Total Fee:		\$105.00

Cardholder's First Name *

Joanna

Cardholder's Last Name *

Blaine

Email *

jo_blaine@gmail.com

Address *

34th South Berry Road

City *

Winona

State *

Minnesota

Zip *

55987

Store my Credit Card information Securely for my future registrations

Tick off this option if you
want your Credit card
information to be saved in
the system for future use.

<< Previous

Next >>

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.**

AR Checkout Page

Click the Submit button below to complete the registration

STEP 2. CREDIT CARD INFORMATION AND PAYMENT CONFIRMATION

Cardholder's First Name *

Joanna

Cardholder's Last Name *

Blaine

Card Type

Visa

Credit Card Number

4003600000000013

Expired Date

Sep

2022

Card Security Code

xxx

Email *

jo_blaine@gmail.com

Address *

34th South Berry Road

City *

Winona

State *

Minnesota

Zip *

55987

<< Previous

Submit

Hit submit to process the registration.

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.

AR Checkout Page

Thank you. We have received your submitted form.

REGISTRATION COMPLETE

Activity Name	Activity Fee	Family/Individual Max Discount	Pay Amount
Blaine, Randall Basketball Boys	\$150.00	-\$50.00	\$100.00
Total:			\$100.00

Payment Type: Credit Card (Visa)
 Status: Confirmed
 Amount: \$105.00

[Print this Form](#) [View My Account](#)

[View receipt](#)

Click View My Account if you wish to proceed to your family account.

Step 8: If you already have an account, click the **ACCOUNT LOGIN** button.

Home Other Forms ▾

Registration / Athletic Registration

Quicklinks

- Athletics Page
- School Website
- IAHSAA

Athletic Registration

First Time Users - Register & Create an Account

[Create an Account](#)

Account Login for Returning Users

[Account Login](#)

Do you have an account? Click Account Login button.

Step 9: On the **Login Page**, enter your **Username** and **Password** under **Returning User**. See below.


Login

Returning Users [I don't have an account](#)

Username Password

[Forgot your username or password?](#)

CAPTCHA
 This question is for testing whether or not you are a human visitor.

I'm not a robot  reCAPTCHA Privacy - Terms

Enter your username and password here.

[Sign In](#)

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**.

The screenshot shows the account dashboard for Joanne Blaine. At the top, there are navigation tabs: Registration History (selected), Payment History, Family Member Info, Important Dates, and Account Settings. A Logout button is in the top right. Below the tabs, the Registration History section is active, featuring a Register link with a dropdown arrow and an Incomplete Registration link. The Fee Rate is set to Regular Pay. A table lists registration records with columns for #, Date, Activity, Student, Final Clearance, Gr, Reg. Form, Physical Info, Fee, Recp't, and Status. One record is shown for Randall Blaine on 11/09/2018 for Basketball Boys, with a Pending clearance and a \$100 fee. A link to Add Credit on Account is at the bottom left.

#	Date	Activity	Student	Final Clearance	Gr	Reg. Form	Physical Info	Fee	Recp't	Status
0874-1118	11/09/2018	Basketball Boys	Randall Blaine	Pending	10	view	Add Edit	\$100	View	Paid

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.

This screenshot is identical to the previous one but includes an orange callout box with white text that reads: "To make a new registration, click the Register link." The callout box points to the "Register" link in the top left of the Registration History section. The "Register" link has a dropdown menu open, showing two options: "Register Randall Blaine" and "Register a New Student". The mouse cursor is hovering over the "Register a New Student" option.

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