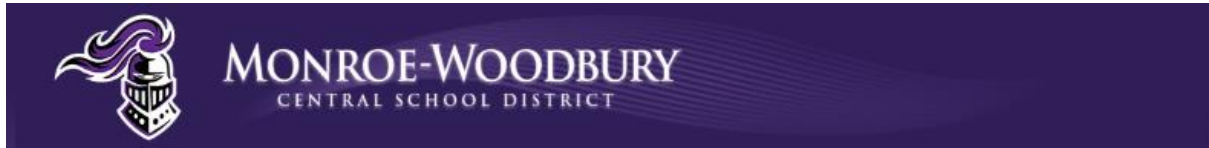


# rSchoolToday Activity Registration



## QUICK START GUIDE FOR PARENTS

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

1. Create an Account
2. Register for an Activity
3. Login to your account (If you have an account in the system)
4. View your Family Account

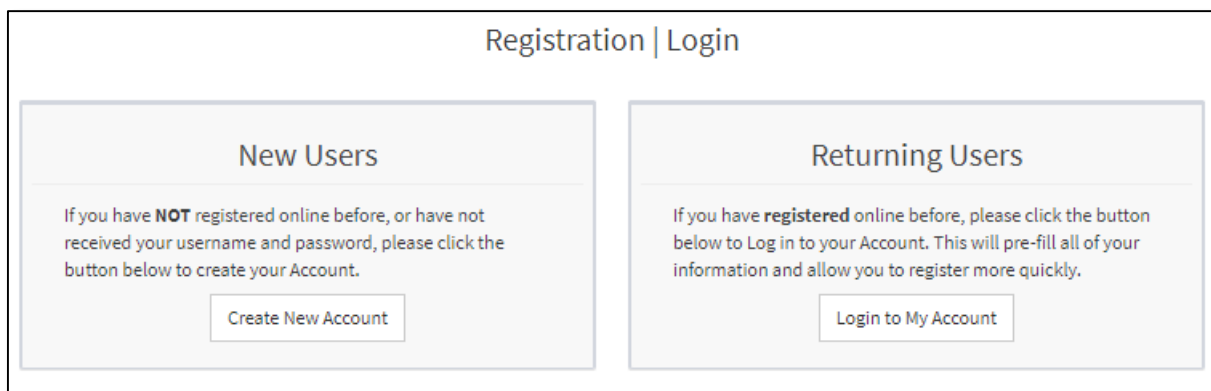
### LET'S GET STARTED

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



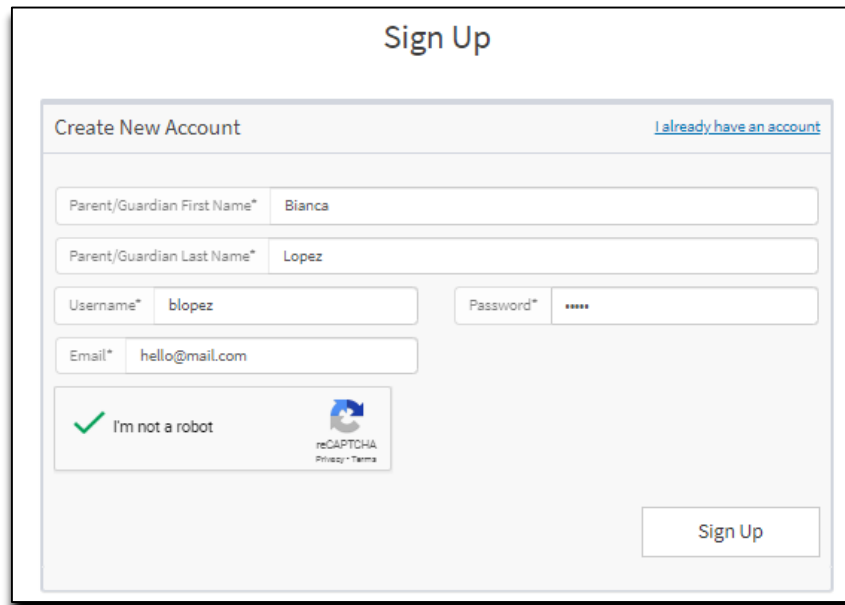
**Step 2:** If you previously created an account and want to register the same student, add a sibling or new student, click Login to my Account and proceed to **Step 8**.

If you do **NOT** have an account, from New Users, click the button **CREATE NEW ACCOUNT**. See Below.



### Step 3: Create an Account

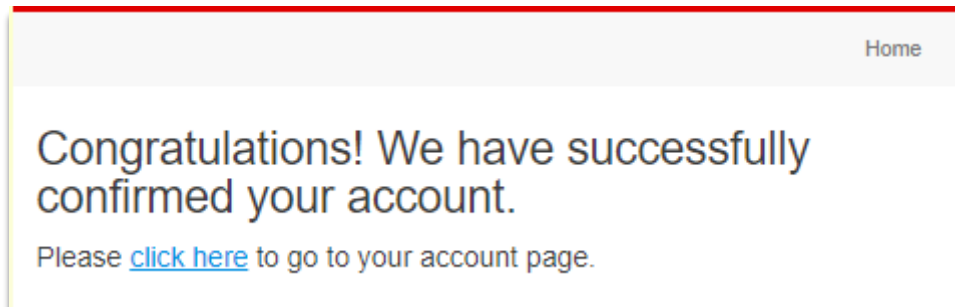
Enter your name, username & password and email address to create an account. Click I'm not a robot and wait for the green check to appear before clicking Sign Up



The screenshot shows a 'Sign Up' page with a 'Create New Account' form. The form includes fields for Parent/Guardian First Name (Bianca), Parent/Guardian Last Name (Lopez), Username (blopez), Password (masked with asterisks), and Email (hello@mail.com). There is a reCAPTCHA 'I'm not a robot' checkbox with a green checkmark. A 'Sign Up' button is located at the bottom right of the form.

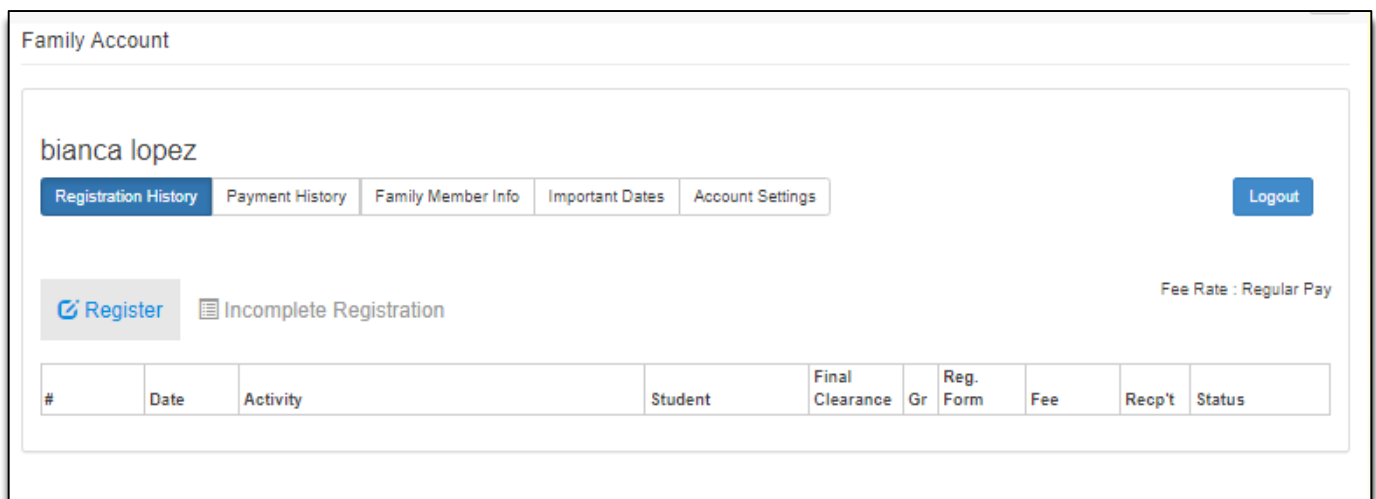
**Step 4:** Please go to your mail inbox and click the **activation link**. On the confirmation message, click 'Click Here' to open your family account. See below.

Note: If you can't find the email, check your **spam folder** or contact the school for further assistance.



**Step 5:** You may now start registering!

From your family account page, click the blue **REGISTER** link to start your registration



The screenshot shows the 'Family Account' page for 'bianca lopez'. It features navigation tabs: 'Registration History' (selected), 'Payment History', 'Family Member Info', 'Important Dates', and 'Account Settings'. There is a 'Logout' button. Below the tabs, there is a 'Register' button and a link to 'Incomplete Registration'. The 'Fee Rate' is listed as 'Regular Pay'. At the bottom, there is a table with the following columns: #, Date, Activity, Student, Final Clearance, Gr, Reg. Form, Fee, Recp't, and Status.

#	Date	Activity	Student	Final Clearance	Gr	Reg. Form	Fee	Recp't	Status
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**Step 6:** Please enter the Student Firstname, Last Name and DOB.

Student Information

First Name \*

Last Name \*

Date Of Birth \*

[Continue](#) [Cancel](#)

**Step 7:** Student and Parent information will be auto-populated. Fill out the form and click **Submit**.

FAMILY ACCOUNT LOGIN

You are logged-in as bianca in this form.

Click the **Submit** button below to complete the registration

REGISTRATION DETAIL

Lopez, Rafael	Activity Name Cheerleading Varsity
---------------	---------------------------------------


[<< Previous](#) [Submit](#)

You have successfully submitted your registration!

The next page shows the list of sports you selected. You may click 'View My Account' to go back to your family account and registration history.

Lopez, Rafael	Activity Name Cheerleading Varsity
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[Print this Form](#) [View My Account](#)



Family Account page:

Bianca lopez

Registration History | Payment History | Family Member Info | Important Dates | Account Settings Logout

[Register -](#) Incomplete Registration Fee Rate : Regular Pay

#	Date	Activity	Student	Final Clearance	Gr	Reg. Form	Fee	Recp't	Status
School Year 2020-2021									
6186-0520	5/19/2020	Cheerleading Varsity	Lopez, Rafael	<a href="#">Pending</a>	11	<a href="#">View</a>			

**Step 8:**

If you want to add a sport, click the Register link and select the student name. All fields except Grade and Sport will be pre-filled with your previous answers. You may edit any answer as needed.

If you want to register another student, click the Register link and select 'Register New Student'

Bianca lopez

Registration History | Payment History | Family Member Info | Important Dates | Account Settings Logout

[Register -](#) Incomplete Registration Fee Rate : Regular Pay

[Register Rafael Lopez](#)  
[Register New Student](#)

#	Date	Activity	Student	Final Clearance	Gr	Reg. Form	Fee	Recp't	Status
School Year 2020-2021									
6186-0520	5	Cheerleading Varsity	Lopez, Rafael	<a href="#">Pending</a>	11	<a href="#">View</a>			

