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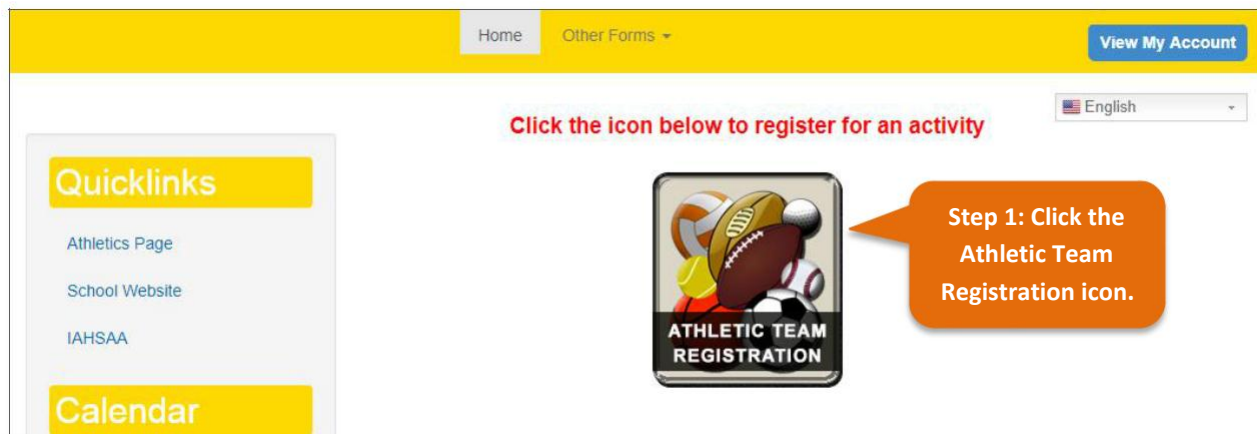
Step 2: If you previously created an account and want to register the same student, add a sibling or new student, proceed to **Step 7**. If you do **NOT** have an account, click button **CREATE AN ACCOUNT.** See Below.
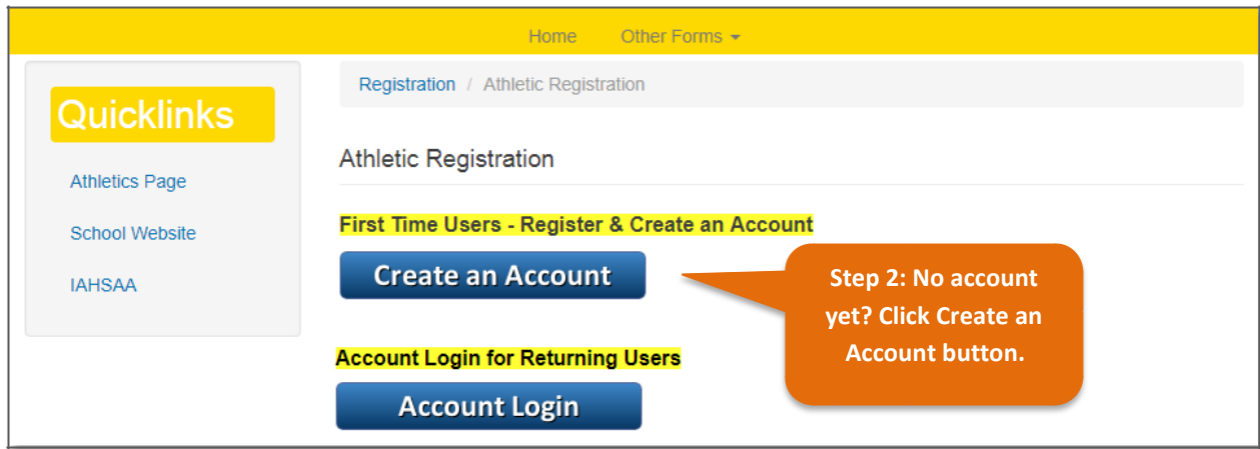
Step 3: Enter the Student ID and Last Name. **Note:** Skip this step and proceed to the next if you do not encounter this page after clicking **Create an Account.**

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.

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

Student Information

First Name: *
Randall

Last Name: *
Blaine

Gender: *
M

Grade: *
10

Date of Birth: *
Aug
13
2002

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

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:
None
Winter 2018 - 2019
Basketball Boys
Basketball Girls
Cheerleading
Ice Hockey Boys
Wrestling

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

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

Summer:
None

All Year Activity:
None

< Previous Page   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

< Previous Page   Next 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.   ✕

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

> **Enter your preferred username and password here.**

Password *

•••••••••••

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.

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.