

# rSchoolToday Activity Registration

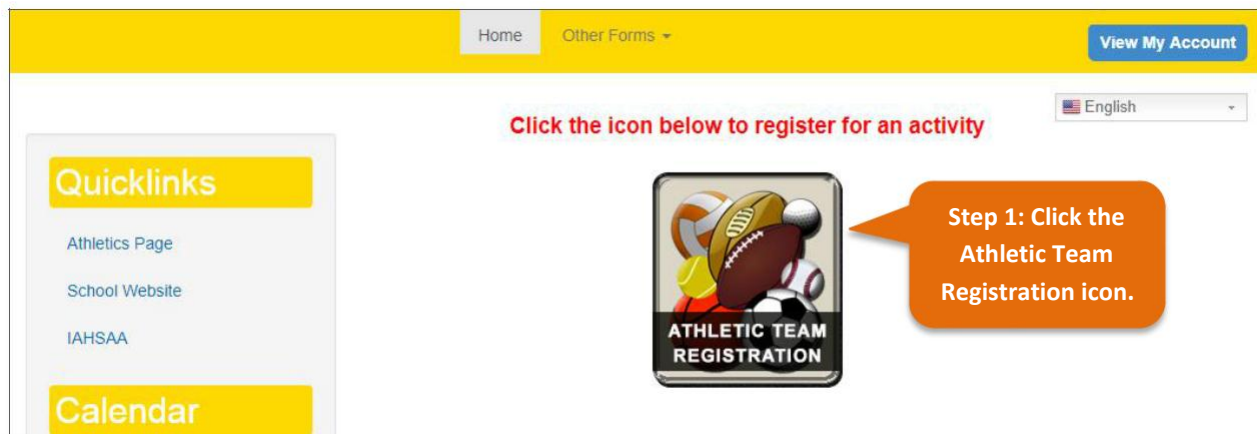
## QUICK START GUIDE FOR PARENTS

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

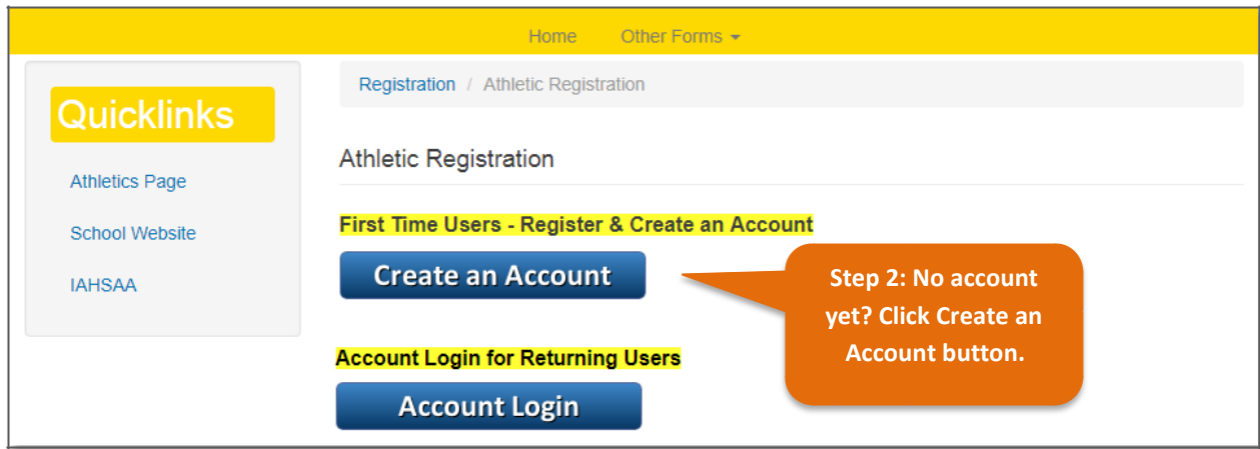
1. Register your child to an activity
2. Create an Account
3. Make a Payment
4. Login to your account (If you have an account in the system)
5. View your Family Account

### 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 two input fields: 'Student ID \*' and 'Last Name \*'. Below the fields are two buttons: 'Continue' (blue) and 'Cancel' (white with a grey border). The form is set against a light grey background with a white border.

**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.

< 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 >

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:  
Andrew Green

Address:  
[Redacted]

Phone 1:  
507-641-3258

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

< Previous Page   Continue to Pay   Pay Later

**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

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
				<b>Total Activity Fee:</b>	\$150.00
				<b>Discounts:</b>	-\$50.00
				<b>Total Amount Due:</b>	\$100.00
				<b>Total Pay Amount:</b>	\$100.00

### SECURE FEE PAYMENT

Credit Card

<b>Activity Fees:</b>	Basketball Boys	\$150.00
<b>Service Charge:</b>		\$5.00
<b>Discount:</b>		-\$50.00
<b>Total Fee:</b>		\$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
<b>Total:</b>			\$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

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  [Privacy - Terms](#)

[Sign In](#)

Enter your username and password here.



**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 user interface for Joanne Blaine's family account. 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 listed as 'Regular Pay'. A table displays registration details for Randall Blaine, including activity, date, and status. A '+ Add Credit on Account' link 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	<a href="#">view</a>	<a href="#">Add</a> <a href="#">Edit</a>	\$100	<a href="#">View</a>	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 'Registration History' section. The 'Register' dropdown menu is open, showing options for 'Register Randall Blaine' and 'Register a New Student'.

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