

## Parents' Guide – How to create an Account and register to Classes

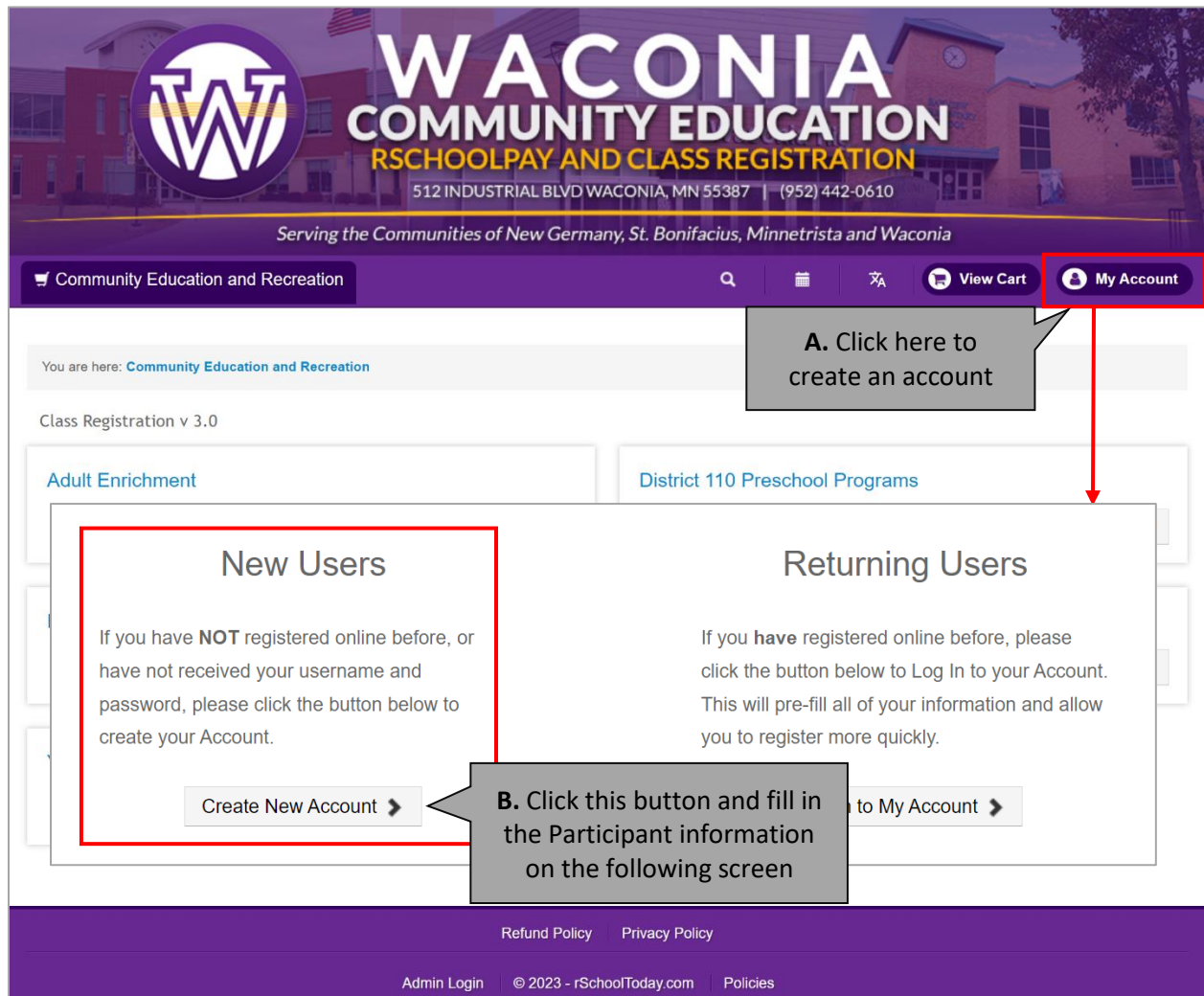
November 2023

**Waconia Community Education** offers enrichment, recreational, academic, family support, and service activities to residents of all ages in the communities of New Germany, St. Bonifacius, Minnetrista, and Waconia. The program utilizes school district, community, and private resources and facilities to promote lifelong learning.

For Parents/Participants to smoothly participate in Waconia's mission and vision, this guide will provide them with the steps to create an account as New Users and register for classes from the offered programs.

To get started, go to Waconia's Class Registration program by clicking this link:  
<https://waconia.cr3.rschoolday.com/public/home/>

**A) Click My Account** and, as a new User, click the **B) Create New Account** button.



The screenshot shows the Waconia Community Education website. At the top, there is a navigation bar with a shopping cart icon, a search icon, a calendar icon, a filter icon, a 'View Cart' button, and a 'My Account' button. A red box highlights the 'My Account' button. Below the navigation bar, there is a breadcrumb trail: 'You are here: Community Education and Recreation'. Below that, there is a 'Class Registration v 3.0' header. The main content area is divided into two columns: 'Adult Enrichment' and 'District 110 Preschool Programs'. Under 'Adult Enrichment', there are two sections: 'New Users' and 'Returning Users'. The 'New Users' section has a red border and contains the text: 'If you have **NOT** registered online before, or have not received your username and password, please click the button below to create your Account.' Below this text is a 'Create New Account >' button. A red box highlights this button. A callout box points to this button with the text: 'B. Click this button and fill in the Participant information on the following screen'. The 'Returning Users' section contains the text: 'If you **have** registered online before, please click the button below to Log In to your Account. This will pre-fill all of your information and allow you to register more quickly.' Below this text is a 'Log In to My Account >' button. A callout box points to the 'My Account' button in the navigation bar with the text: 'A. Click here to create an account'. At the bottom of the page, there is a footer with links for 'Refund Policy' and 'Privacy Policy', and a copyright notice: '© 2023 - rSchoolToday.com'. There are also links for 'Admin Login' and 'Policies'.

## Step 1: Add Participant Information

Fill in the required information of participants who will be attending classes.

### Step 1 of 2: Add Participant Information

Please fill in the information for all of the participants that will be attending the selected classes in the cart.

\* Denotes required field

* First Name :	<input type="text" value="Isabelle"/>	Student ID :	<input type="text"/>										
Middle Name :	<input type="text"/>	Customer Type :	-- Select One --										
* Last Name :	<input type="text" value="Roberts"/>	* Gender :	<input type="radio"/> Not Specified <input checked="" type="radio"/> Female <input type="radio"/> Male										
* Address :	<input type="text" value="589 Carson Street SE"/>	* Age :	<input type="radio"/> Age 0-5 <input type="radio"/> Grade K-5 <input type="radio"/> Grade 6-8 <input type="radio"/> Grade 9-12 <input checked="" type="radio"/> Age 19-54 <input type="radio"/> Age 55+										
Address 2 :	<input type="text"/>	School Attending :	-- Select One --										
* City :	<input type="text" value="Waconia"/>	* Grade :	N/A										
* State :	Minnesota	Classroom Teacher :	<input type="text"/>										
* Zip :	<input type="text" value="55387-0096"/>	* Birth Date :	<input type="text" value="12/21/2004"/>										
Email :	<input type="text"/>	Physical Date :	<input type="text" value="e.g.:9/30/2005"/>										
* Day Phone :	<input type="text" value="(952) 866-3422"/>	Instrument :	<input type="text"/>										
Night Phone :	<input type="text"/>	Swimming Level :	<input type="text"/>										
	Same as <a href="#">Day</a>	Shirt Size :	--										
* Home Phone :	<input type="text" value="(952) 866-3422"/>	Short Size :	--										
	Same as <a href="#">Day</a>   <a href="#">Night</a>	Rural Resident :	<input type="radio"/> Yes <input checked="" type="radio"/> No										
Driver License :	<input type="text"/>	Bus number to school :	<input type="text"/>										
Other Phone Numbers :	<table><thead><tr><th>Phone #</th><th>Which # is this (e.g. Mom's work)</th></tr></thead><tbody><tr><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table>	Phone #	Which # is this (e.g. Mom's work)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Bus Transportation needed :	<input type="radio"/> Yes <input checked="" type="radio"/> No
Phone #	Which # is this (e.g. Mom's work)												
<input type="text"/>	<input type="text"/>												
<input type="text"/>	<input type="text"/>												
<input type="text"/>	<input type="text"/>												
<input type="text"/>	<input type="text"/>												
<input type="checkbox"/> Special Needs		Pick-up Person (if other than the parent)											
Describe Special Needs (Disability, Allergies, and Other Notes)	<input type="text"/>	Pick-up Person's name :	<input type="text"/>										
		Relationship to the student :	<input type="text"/>										
		Email Preference :	<input checked="" type="checkbox"/> Yes! I want to receive news										

Click here to proceed to **Step 2**

## Step 2: Add Payer Information

Fill in the required information of the person paying for the registration.

### Step 2 of 2: Add Payer Information

Please fill in the information for the person who is PAYING for this registration.

\* Denotes required field

**Payer's Info:**

Student/Participant is also the Payer

\* Payer First Name:

\* Payer Last Name:

\* Address 1:

Address 2:

\* City:

\* State:

\* Zip:

**Contact Info:**

\* Day Phone:

Night Phone:

Same as [Day](#)

Work Phone:

Same as [Day](#) | [Night](#)

\* Home Phone:

Same as [Day](#) | [Night](#)

Cell Phone:

Same as [Day](#) | [Night](#)

Fax:

\* Email:

\* User Name:

\* Password:

Password Requirements:

- ✓ 10 characters minimum with
- ✓ uppercase letter
- ✓ lowercase letter
- ✓ number
- ✓ special character

Add Payer as  Yes  
Parent/Guardian?:

For your convenience, this information will let us set you up as a possible participant also for future reservations:

\* Gender:  Not Specified  
 Female  
 Male

Age:  Grade 9-12 \*  
 Age 19-54  
 Age 55+

Marketing Preference:  Yes! I want to receive news and promotion updates.

Click here to save the information and successfully create the account

To register for Classes, go back to [Waconia's Login](#) page and enter your username and password. Once logged in, click on a Program and select from the available classes:

Community Education and Recreation

Welcome Eric Roberts.  
You are here: [Community Education and Recreation](#)

Class Registration v 3.0

Adult Enrichment [View details »](#)

District 110 Preschool Programs [View details »](#)

ECFE - Early Childhood Family Education [View details »](#)

Youth Enrichment [View details »](#)

Youth Recreation [View details »](#)

Welcome Eric Roberts.  
You are here: [Community Education and Recreation / Youth Recreation](#)

### Youth Recreation

Basketball

Dodgeball

Football

Martial Arts

Dance

Floor Hockey

General

Soccer

### Martial Arts

[← Back](#) [Add to Cart](#)

Sort by:  Class Name  Start Date

Details	Cost	Select
<a href="#">Tae-Kwon-Do Korean Karate - #: W-172 ID: Section:</a> Start Date: 1/22/2024 Days: M Time: 6:30 PM to 7:30 PM <a href="#">View More</a>		<input checked="" type="checkbox"/> <a href="#">View</a>
<a href="#">Tae-Kwon-Do Korean Karate - #: W-173 ID: Section:</a> Start Date: 1/22/2024 Days: M Time: 7:35 PM to 8:35 PM <a href="#">View More</a>	\$54.00	<input checked="" type="checkbox"/> <a href="#">View</a>

[← Back](#) [Add to Cart](#)

Prev 1 Next

Click here to view more information

4. Click here to add the items to your Cart

After adding the selected activities to your "Shopping Cart", click the **Check Out** button to proceed and confirm the information:

Welcome Eric Roberts.  
You are here: [Community Education and Recreation / Shopping Cart](#)

### Assign Participants to each Activity Selected

Qty	#-ID-Section	Item	Participant	Begins	Days	Sess	Start Time	Item Cost	Due	Pay Amount	Delete
<input type="text" value="1"/>	W-172 -	Tae-Kwon-Do Korean Karate	<a href="#">Isabelle Roberts</a>	01/22/2024	M	6	6:30 PM	\$54.00	\$54.00	\$54.00	<input type="checkbox"/>
<input type="text" value="1"/>	W-173 -	Tae-Kwon-Do Korean Karate	<a href="#">Isabelle Roberts</a>	01/22/2024	M	6	7:35 PM	\$54.00	\$54.00	\$54.00	<input type="checkbox"/>
									Total Pay Amount:	<b>\$108.00</b>	

Click here to add more participants

Total Pay Amount: **\$108.00**

← Back to Catalog
 Update Cart
 Clear Cart
Check Out →

### Class Registration - Confirm that Information is Correct

#-ID-Section	Item	Participant	Begins	Days	Sess	Start Time	Item Cost	Due	Pay Amount
W-172 -	Tae-Kwon-Do Korean Karate	<a href="#">Isabelle Roberts</a>	01/22/2024	M	6	6:30 PM	\$54.00	\$54.00	\$54.00
W-173 -	Tae-Kwon-Do Korean Karate	<a href="#">Isabelle Roberts</a>	01/22/2024	M	6	7:35 PM	\$54.00	\$54.00	\$54.00
								Total Due:	\$108.00
								Total Pay Amount:	<b>\$108.00</b>
								Total:	<b>\$108.00</b>

**Payment Information:**  
Please provide all information requested below to pay for the items in your cart.

Payment Method:  Credit Card The available payment method is set by Waconia

Select One :  ⓘ

← Back to Cart
Submit
New Users must click **Submit** to proceed to the Payment Information screen

The Payment Information screen:

Enter the Credit Card information.  
All other details are pre-added by  
the system

### DESCRIPTION

Payment for Tae-Kwon-Do Korean Karate (W-172--)	108.00
Tae-Kwon-Do Korean Karate (W-173--)	

### PAYMENT INFORMATION

Accepted:

Card Number:\* 4004996984861945

Expiration Date:\* 12 2030

CVV2:\* 619

Save my payment information

### CONTACT INFORMATION

First Name:\* Eric

Last Name:\* Roberts

Email: ericroberts@gmail.com

### BILLING INFORMATION

Address 1:\* 589 Carson Street SE

Address 2:

City:\* Waconia

State: Minnesota

Zip:\* 55387-0096

Country:\* UNITED STATES

I'm not a robot reCAPTCHA Privacy - Terms

If "I'm not a robot" checkbox does not appear here ^,  
please refresh your browser.

Submit

Click here to process the payment and successfully register for the activities