Start-Up Guide for Parents

June 2021

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

1. **Register a New User**
2. **Log in**
3. **Register for an Activity**
4. **Incomplete Registrations**
5. **Family Account**

Note that Some settings or options may vary depending on the School Settings for the Registration Form.

1. REGISTER A NEW USER

To Register a New User, click on the **View My Account** button in your homepage**.** Then, under **New Users,** click on the **Create New Account** button**.** If you have previously created an account and want to register to an activity, proceed to **Step 3.**
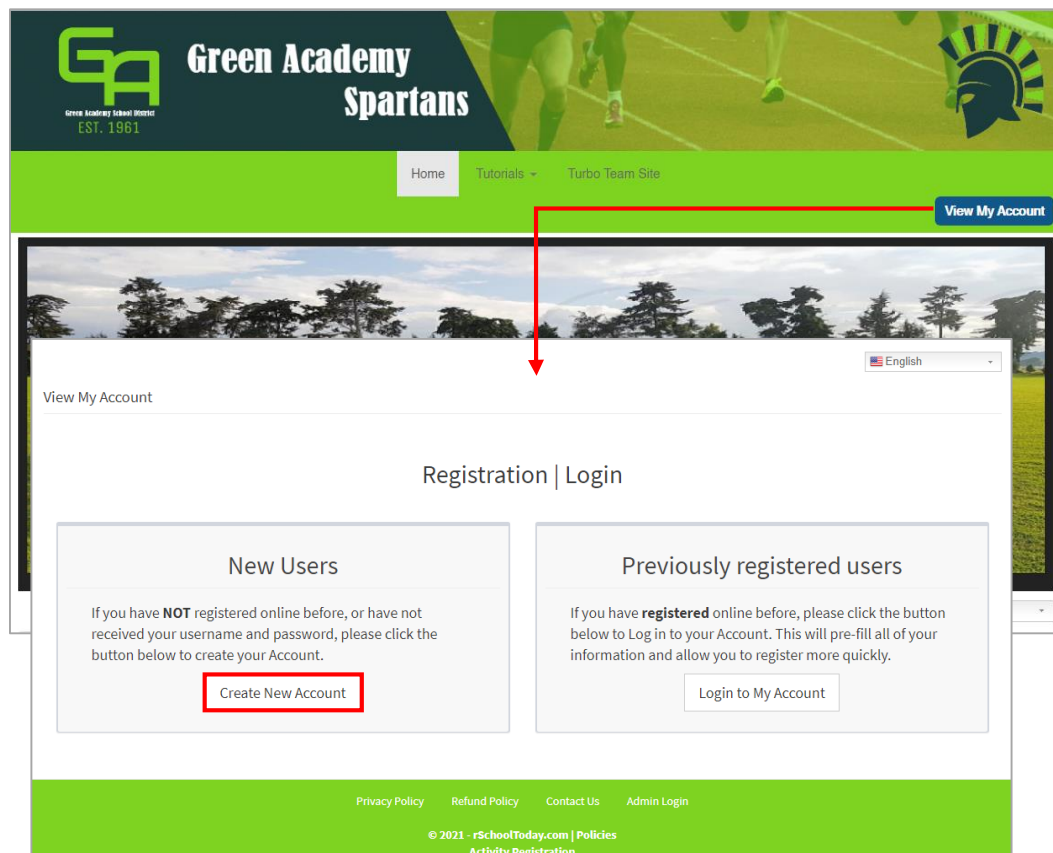
To create a **New User**, fill in the form with the parent's/guardian's information, and choose a username and password**.**

Sign Up

Create New Account   I already have an account

Parent/Guardian First Name *	Mark
Parent/Guardian Last Name *	Edwards

Username *	marke	Password *	••••

Email *	markedwards@gmail.com

✓ I'm not a robot   reCAPTCHA
Privacy - Terms

Sign Up

Thank You For Signing Up!

Before we can activate your account, we need to confirm your email address.

Please login to your email account and look for the email from us with subject line "**Confirm Your Activity Registration Account**". Click the link inside the email to activate your account.
If you have not received an email within a few minutes, please check your spam or junk folder.

Confirm your Activity Registration account by clicking on the link received by email.

Confirm Your Activity Registration Account Inbox ×

Green Academy <notifications@mail-service4.rschooltoday.net>   11:43 AM (5 minutes ago) ☆ ↩ ⋮
to me ▾

### Activity Registration

Hi Mark Edwards,

Your account has been created and must be activated before you can use it.
To activate the account, please click on the button below.

Click to account activation

Or copy-paste it in your browser.
https://greenacademy-oartd.rschooltoday.com/oar/activation/
NTk2NTU3MC4wODc0MzAwMCAxNjI0MzgwMTgw
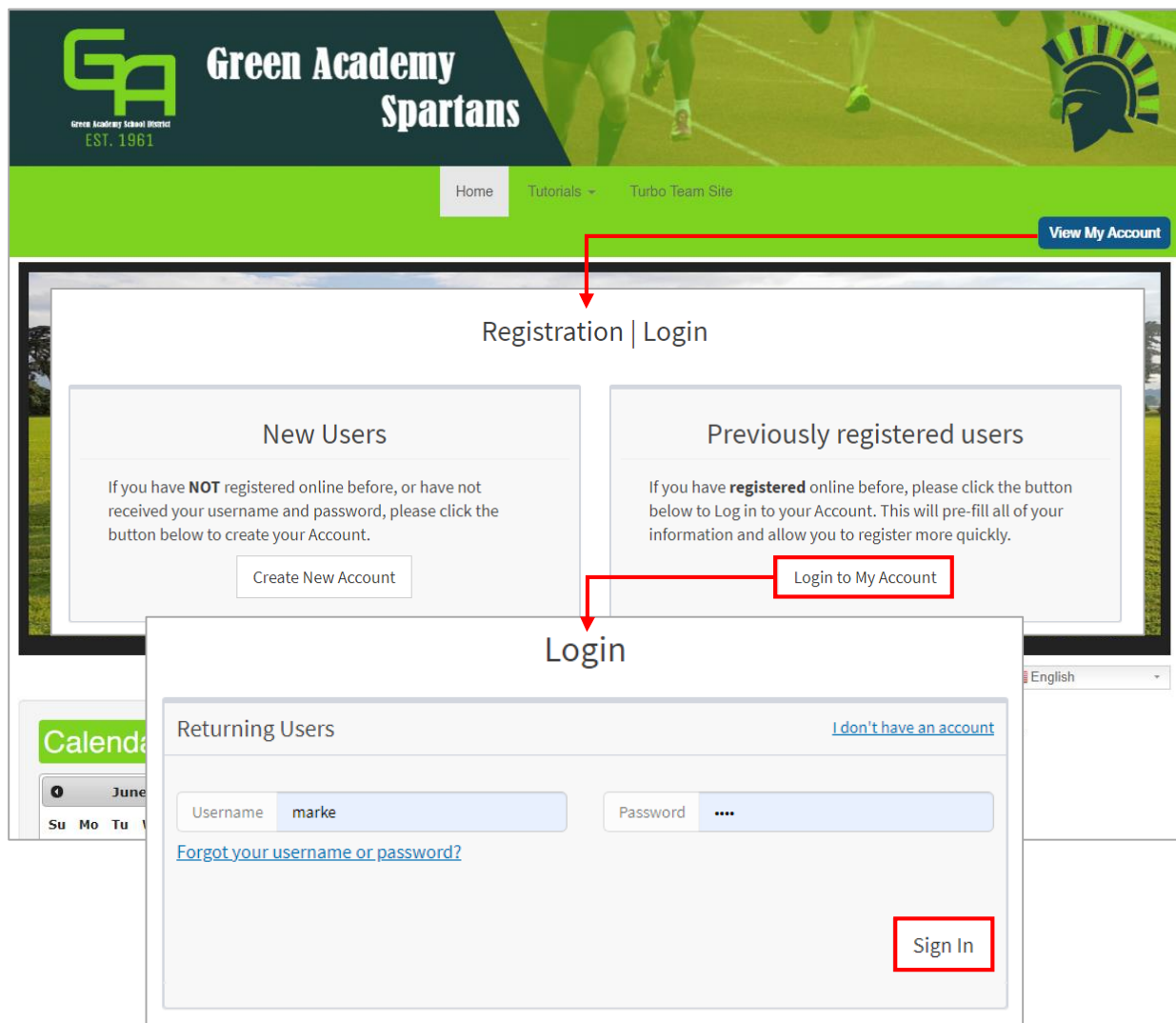
Sent by Activity Registration System

You will be redirected to the **Activity Registration** page.
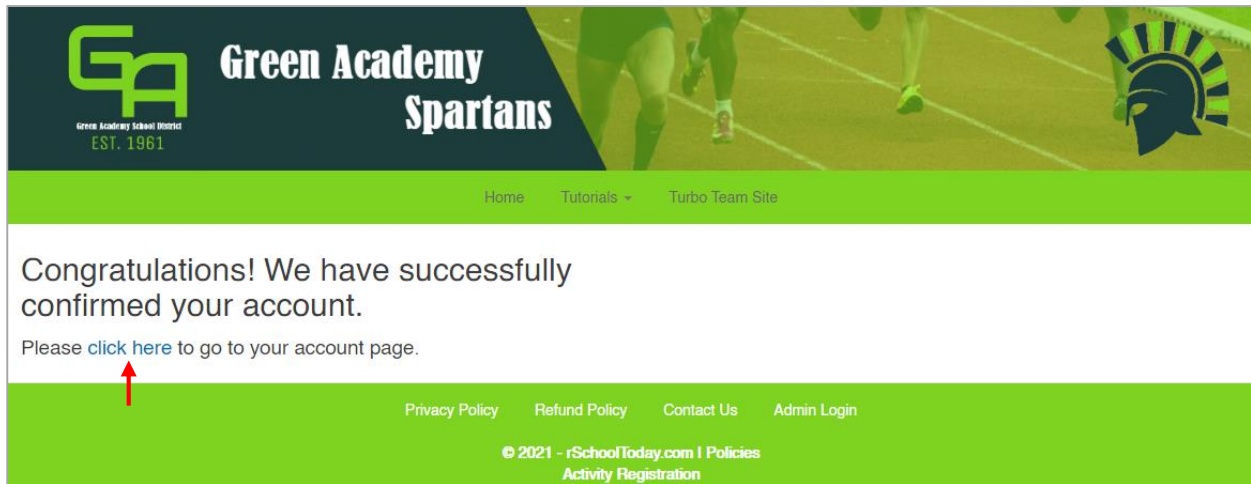
When you receive the confirmation message, click on the link to log in automatically.

2. LOG IN

If you already have an account, go to **View My account** and click on **Login to My Account**.

3. REGISTER FOR AN ACTIVITY

To register to an activity, click the **Athletic Team Registration** icon on the **Home page**.

If you are already Logged in, click on the **Register** link on you **Family Account** module.

Step 1- Select Student: Select a Student from the **Select Student** dropdown menu, or choose **Add New Student** to register a new one.

HS Athletic Registration

Step 1. Select Student

Step 2. Select Activity

Step 3. Parent/Guardian Info

Step 4. Physical Forms

Step 5. Medical Information

The Registration Steps highlights as you complete the form steps

Student Information

Select Student:

- Add New Student -

Student ID:

First Name: *

Required Fields display "*"

Jeremy

Last Name: *

Edwards

Cell Phone:

(218) 554-4114

Mobile Provider:

AT&T (txt.att.net)

Email:

JerEd2021@gmail.com

Gender: *

M

Grade: *

11

Date of Birth: *

Jan

28

2007

Click to go to the **Next Page**

Next Page >

Select to **Save and Finish Later**

Save and Finish Later

Note: Some fields might auto-populate the next time you complete a Registration Form. It will depend on the School Settings for each Registration Form.

Step 2 – Select Activity: Choose the Activities you want to register this Student to and click **Next Page.**

Step 3 - Parent/Guardian Info: Enter the **Parent/Guardian** information, and remember that you can also add a second Parent/Guardian.

Step 4 - Physical Forms: Upload the Physical Form and enter its date. The validity may be automatic; it will depend on the school settings for this registration form. If this step is not required, you can add the physical form later.

Note: if the school requests the Students Physical Date you might find another field, on this screen, to enter that information.

Step 5 - Medical information: The information requested on this step depends on the school's data required for the Activity Registration.

By clicking on **Continue to Pay** you will be directed to the **Checkout Page**

Now you have completed your Registration.

Once you **submit** your registration, it will be listed under **Registration History.**

4. FINISH INCOMPLETE REGISTRATIONS

You can click on the **Save and Finish later** button at any time during the Registration process. To resume that Registration, go to **Registration History** and click on the **Incomplete Registration** link.

5.FAMILY ACCOUNT

In the **Family Account** module, you can find information about your **Registration History**, **Family Member info, Important Dates,** and **Account Settings.**

Listed on the **Registration History** tab, you will find all the Registrations made for your Family members. You can see the Payment and Clearance Status, Add or Edit the Physical Date, View the Receipts and Registration Forms, and find the Registration Fee.

From this tab, you can also **Register** to an Activity, or finish an **Incomplete Registration.**

In the **family Member Info** tab, you can add, edit or delete the **Student's Information, Parent/Guardian's information, and Credit Cards.**

You can view the dates for the Physical Exam, and if available for the Concussion Test, in the **Important Dates** tab.

Note: Only some schools allow parents to view this option.

Note: The option to edit the Physical Date might be disabled. It depends on the School Setting.

On **Account settings,** you can modify your Name, Email, Username or Password.

Mark Edwards

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

Account Settings

Click to Edit the **Password**

Edit Account Settings

Parent/Guardian Name	:	Edwards, Mark
Email Address	:	markedwards1980@gmail.com
Username	:	marke
Password	:	********

☑ Show 'Notes' from AR Administrator upon login.

Save   Save changes