

AR Quick Start Guide for Parents (With Activity Fee)

June 2021

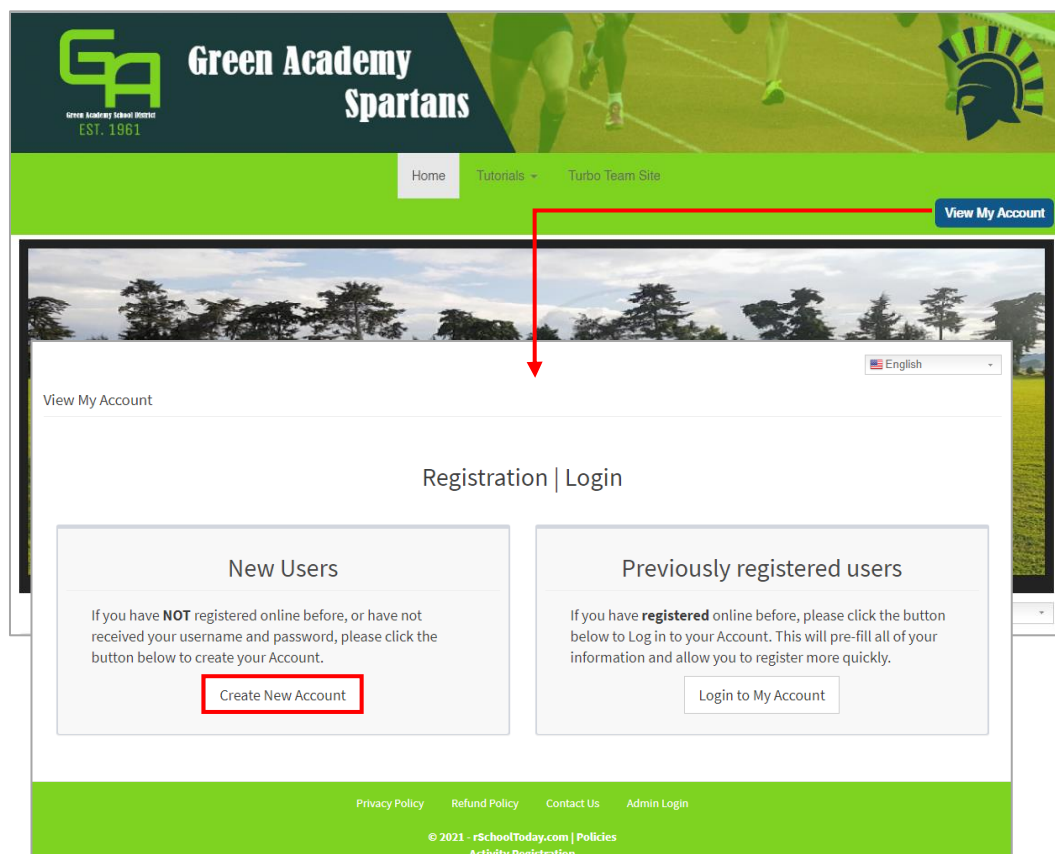
Welcome to the **rSchoolToday Activity Registration** Quick Start Guide for Parents. This guide will help you to:

1. [Register a New User](#)
2. [Log in](#)
3. [Register for an Activity](#)
4. [Incomplete Registrations](#)
5. [Family Account](#)
6. [Make a Payment](#)

Note that Some settings or options may vary depending on your 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 x

 **Green Academy** <notifications@mail-service4.rschooltoday.net>
to me ▾

11:43 AM (5 minutes ago) ☆ ↶ ⋮

Activity Registration

Hi Mark Edwards,

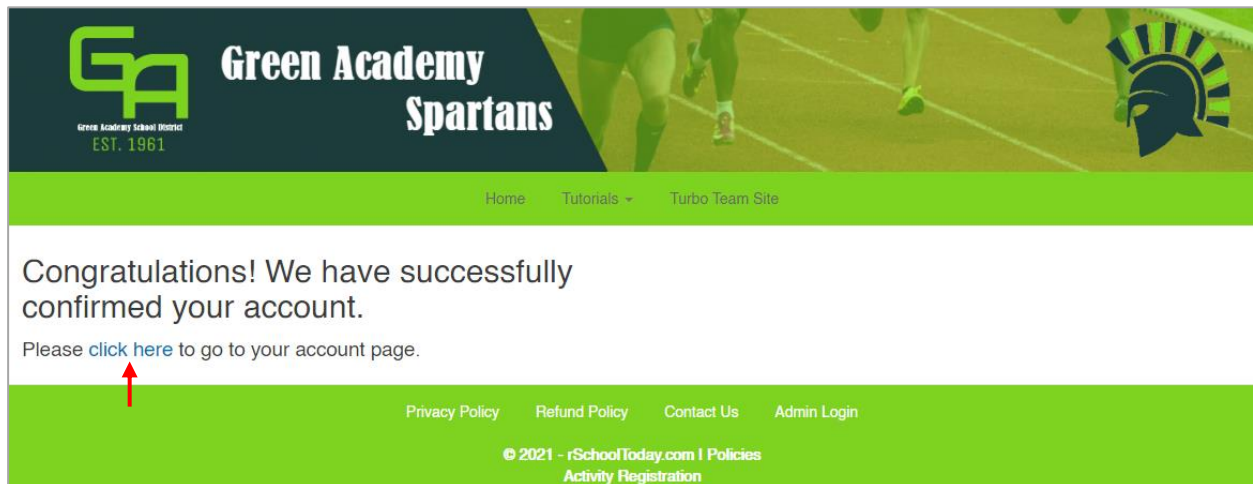
Your account has been created and must be activated before you can use it.
To activate the account, please click on the button below.

Click to account activation

Or copy-paste it in your browser.
<https://greenacademy-oartd.rschooltoday.com/oar/activation/NTk2NTU3MC4wODc0MzAwMCAxNjI0MzgWMTgw>

Sent by Activity Registration System

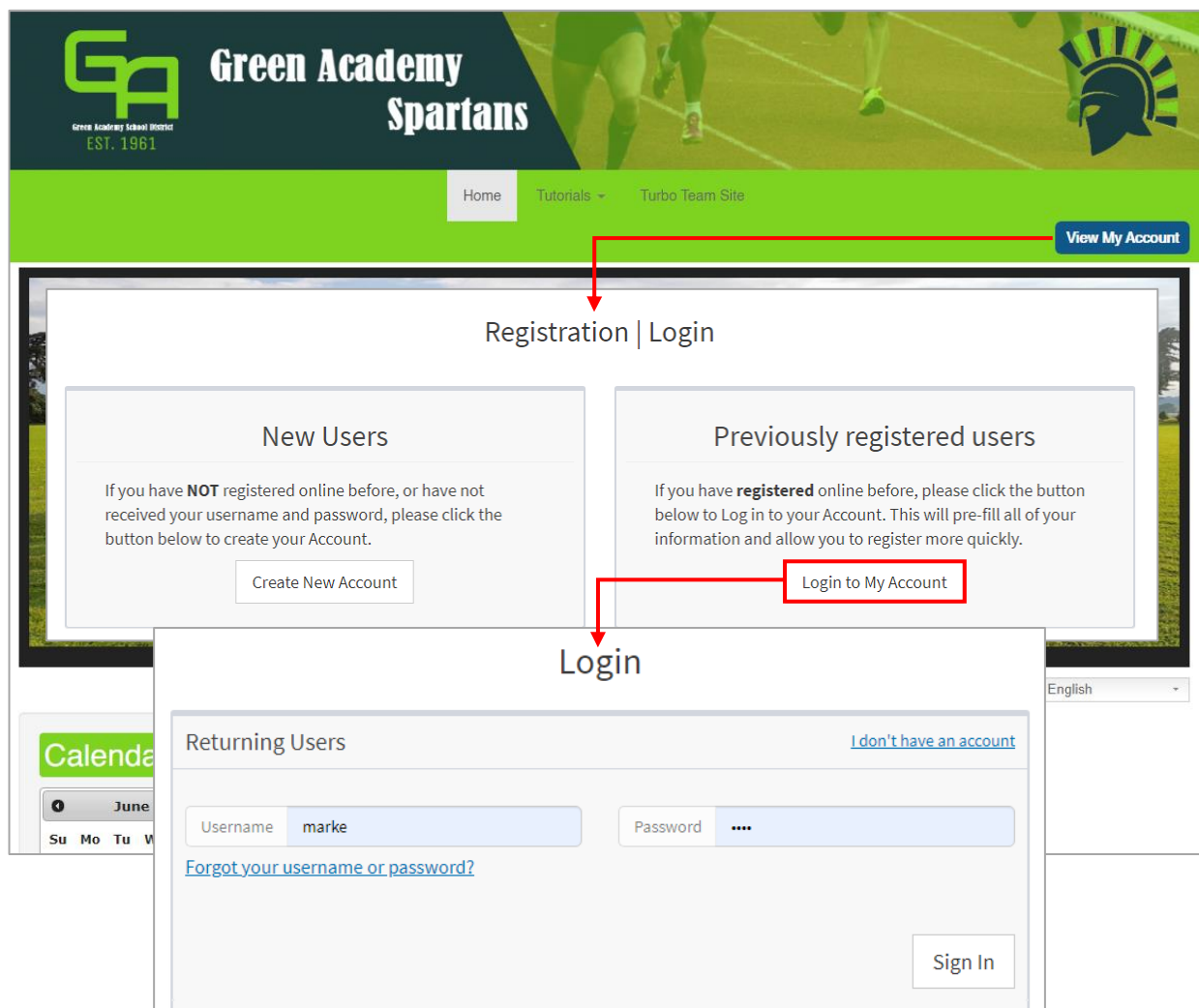
You will be redirected to the **Activity Registration** page.



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 TO AN ACTIVITY

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

Calendar

June 2021


Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Quicklinks


[School Website](#)
[rSchoolToday Training League](#)
[Physical Form](#)

Welcome to the Green Academy Athletic and Activity Registration Page.


To get started, click on the desired registration icon below
(To view the Parent Tutorial, Click [HERE](#).)




Athletic
Registration



Competitive
Activity
Registration



Club
Registration



Summer Camp
Registration

Physical Examinations

Students registering for **Athletics**, **Poms** and **Flags**, must have a current physical examination on file in the nurse's office **before the student is authorized to participate in practice/tryouts**. To ensure clearance for participation, physicals should be completed and turned in to the nurse no later than 3 school days prior to the first day of practice/tryouts.

Physicals are valid for **13 months** from date of the last exam. To download the physical form, click [HERE](#).

If you have questions or need assistance with the registration, please contact the athletic or activity office.

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

Family Account

Mark Edwards

Registration History

Family Member Info

Important Dates

Account Settings

Logout

Register

Fee Rate : Regular Pay

#	Date	Activity	Student	Final Clearance	Gr	Reg. Form	Fee	Recp't	Status
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Choose which Form You Want to Register to:

[HS Activity Registration](#)

[HS Athletic Registration](#)

[MS Athletic Registration](#)

[Summer Camp Registration](#)

Select a Registration Form

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: *

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

Required Fields display "*"

The Registration Steps highlights as you complete the form steps

Click to go to the Next Page

Select to Save and Finish Later

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

HS Athletic Registration

Step 1. Select Student

Step 2. Select Activity

Step 3. Parent/Guardian Info

Step 4. Physical Forms

Step 5. Medical Information

Activity

Fall:

None

Fall 2021

Basketball Boys

Basketball Boys Varsity

Cross Country Boys

Cross Country Boys Varsity

Soccer Boys

Soccer Boys JV

Winter:

None

Spring:

None

Spring 2022

Baseball

Baseball JV

Baseball Varsity

Select an Activity

You can select more than one Activity by holding the Control (Ctrl) key

< Previous Page **Next Page >** Save and Finish Later

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

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: *

Mark

Last Name: *

Edwards

Day Phone: *

(218) 554-4187

Night Phone: *

(218) 554-4114

Cell Phone: *

(218) 554-2545

Address: *

514 Main Street

City: *

Holandale

State: *

Minnesota

Zip: *

52462

Email: *

markedwards1980@gmail.com

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**.

AR Checkout Page

FAMILY ACCOUNT LOGIN

You are logged-in as *marke* in this form.

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

REGISTRATION PAYMENT DETAIL

Registration Payment Detail

Item Name	Fee	Total Cost
Edwards, Jeremy Edwards, Mark	\$30.00	\$30.00
Total Activity Fee:		\$30.00
Total Amount Due:		\$30.00
Total Pay Amount:		\$30.00

Fees and Total Pay Amount

SECURE FEE PAYMENT

1. Select your Payment Option

☐ Credit Card ☐ Credit on Account

Activity Fees:	Basketball Boys Varsity	\$30.00
Service Fee:		\$3.00
Total Discounts:		-\$0.00
Total Fee:		\$33.00

2. Enter the Payment Information

Cardholder's First Name *
mark

Cardholder's Last Name *
Edwards

Email *
markedwards80@gmail.com

Address *
342 Apple Street

City *
Hollandale

State *
Minnesota

Zip *
52462

☐ Store my Credit Card information Securely for my future registrations

<< Previous Next >>

3. Click on Next

If your selected Payment Method is Credit Card, you will be directed to a Step 2 in order to add your Credit Card and Payment Information.

AR Checkout Page

Click the Submit button below to complete the registration

STEP 2. CREDIT CARD INFORMATION AND PAYMENT CONFIRMATION

Cardholder's First Name *

mark

Cardholder's Last Name *

Edwards

Card Type

Visa

Credit Card Number

Expired Date Jun 2021

Card Security Code

Email *

markedwards80@gmail.com

Address *

342 Apple Street

City *

Hollandale

State *

Minnesota

Zip *

52462


<< Previous Submit

Fill in with the information

Click on **Submit**

Now you have completed your Registration.

Thank you for submitting your Athletic Registration.



Go Spartans!

REGISTRATION COMPLETE

Item Name	Fee	Total Cost
Edwards, Jeremy Edwards, Mark	Basketball Boys Varsity	\$30.00 \$30.00

Payment Type: Credit Card (visa)
Status: Confirmed
Amount: \$33.00

Print this Form View My Account

View receipt

Click to **Print**

Click to View the **Receipt**

See the following Receipt example:

Family Account /

Green Academy
123 Main St West
Carver
Minnesota 55315

Mark Edwards
514 Main Street
Holandale
Minnesota 52462

Receipt #: CC0623210001

Eric Paige
Athletic Director
eric.paige@greenacademy.org
952-556-1234

Activity	Student	Activity Fee	Total Cost
Basketball Boys Varsity	Edwards, Jeremy	\$30.00	\$30.00

Total Activity Fee: \$30.00
Service Fee: \$3.00
Total: \$33.00
Amount Paid: \$33.00

Payment Date: 6/23/2021 12:32 PM
Payment Method: Visa XXXX-4212

Email Print Close

Option to Email or Print

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

Family Account

Mark Edwards

Registration History
Family Member Info
Important Dates
Account Settings

Logout

Register
Fee Rate : Regular Pay

#	Date	Activity	Student	Final Clearance	Gr	Reg. Form	Physical Date	Fee	Recp't	Status
School Year 2021-2022										
1933-0621	6/23/2021	Basketball Boys Varsity	Edwards, Jeremy	Pending	11	View	Add Edit	\$30.00	View	Paid

+ Add Credit on Account

4. FINISH INCOMPLETE REGISTRATIONS

You can click 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.

Family Account

Mark Edwards

Registration History Family Member Info Important Dates Account Settings Logout

Register Incomplete Registration Fee Rate : Regular Pay

Date Activity

+ Add Credit on Account

Incomplete Registration

HS Athletic Registration

Initiated By : Mark Edwards
Student Name : Edwards, Jeremy
Started : Wednesday Jun 23 2021 10:42 AM
Last Updated : Wednesday Jun 23 2021 10:42 AM

Edit Delete

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**.

Family Account

Mark Edwards

Registration History Family Member Info Important Dates Account Settings Logout

Register Click to add a New Registration Fee Rate : Regular Pay

Register Jeremy Edwards
Register New Student

Student	Final Clearance	Gr	Reg. Form	Physical Date	Fee	Recp't	Status			
School Year 2021-2022										
1933-0621	6/23/2021	Basketball Boys Varsity	Edwards, Jeremy	Pending	11	View	Add Edit	\$30.00	View	Paid

+ Add Credit on Account

Final Clearance Status

Add/edit the Physical Date

View the Receipt

Payment Status

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

Family Accounts

Mark Edwards

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

STUDENT INFORMATION

+ Add New Delete Selected

Student ID	Name	Date of Birth	Age	Gender	Grade	Edit	Select
	Edwards, Jeremy	1/28/2007	14	Male	11th	Edit	<input type="checkbox"/>

PARENT/GUARDIAN

+ Add New Delete Selected

Name	Day Phone	Night Phone	Cellphone	Email Address	Select
Edwards, Mark	(218) 554-4187	(218) 554-4114	(218) 554-2545	markedwards1980@gmail.com	

Credit Cards

+ Add New Delete Selected

Payer	Card Type	Card Number	Expiration Date	Edit	Select
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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.

Important Dates

Mark Edwards Family

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

Filter by School Year

2021 - 2022

Physical Dates

Select	School Year	Student	Physical Date
<input type="checkbox"/>	2021-22	Edwards, Jeremy	6/24/2021

Concussion Information and Test

Select	School Year
<input type="checkbox"/>	2021-22

Other Custom Eligibility Dates

Yearly

Select	School Year	Student	Type	Dates
There is no data available				

Per Activity

Select	Activity	Student	Type	Dates
There is no data available				

Save Changes

Click to add or Edit the **Physical Date**.

Note: This option might be disabled for some schools.

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

Edit Account Settings

Click to Edit the Password

Parent/Guardian Name : Edwards, Mark

Email Address : markedwards1980@gmail.com

Username : marke

Password : *****

☒ Show 'Notes' from AR Administrator upon login.

Save

Save changes

6. MAKE A PAYMENT (after Registration)

When you select the **Pay Later** option while Registering for an Activity, the registration will be shown on the **Registration History** tab.

Mark Edwards

Registration History

Family Member Info

Important Dates

Account Settings

Logout

Register

Fee

#	Date	Activity	Student	Final Clearance	Gr	Reg. Form	Physical Date	Fee	Recpt	Status
School Year 2021-2022										
1943-0621	6/24/2021	Soccer Boys	Edwards, Jeremy	Pending	12	View	Add Edit	\$80.00		Make Payment
1933-0621	6/23/2021	Basketball Boys Varsity	Edwards, Jeremy	Pending	11	View	Add Edit	\$30.00	View	Paid

AR Checkout Page

FAMILY ACCOUNT LOGIN

You are logged-in as *marke* in this form.

Click the Next button below to complete the registration

REGISTRATION PAYMENT DETAIL

Item Name	Fee	Total Cost
Edwards, Jeremy		
Edwards, Mark	\$80.00	\$80.00
Total Activity Fee:		\$80.00
Total Amount Due:		\$80.00
Total Pay Amount:		\$80.00

SECURE FEE PAYMENT

Credit Card

Credit on Account

Activity Fees:	Soccer Boys	\$80.00
Service Fee:		\$0.00
Total Discounts:		-\$0.00
Total Fee:		\$80.00

Cardholder's First Name *

Mark

Cardholder's Last Name *

Edwards

Click on Make Payment

Proceed with the Payment Process