

## Start-Up Guide for Parents

August 2023

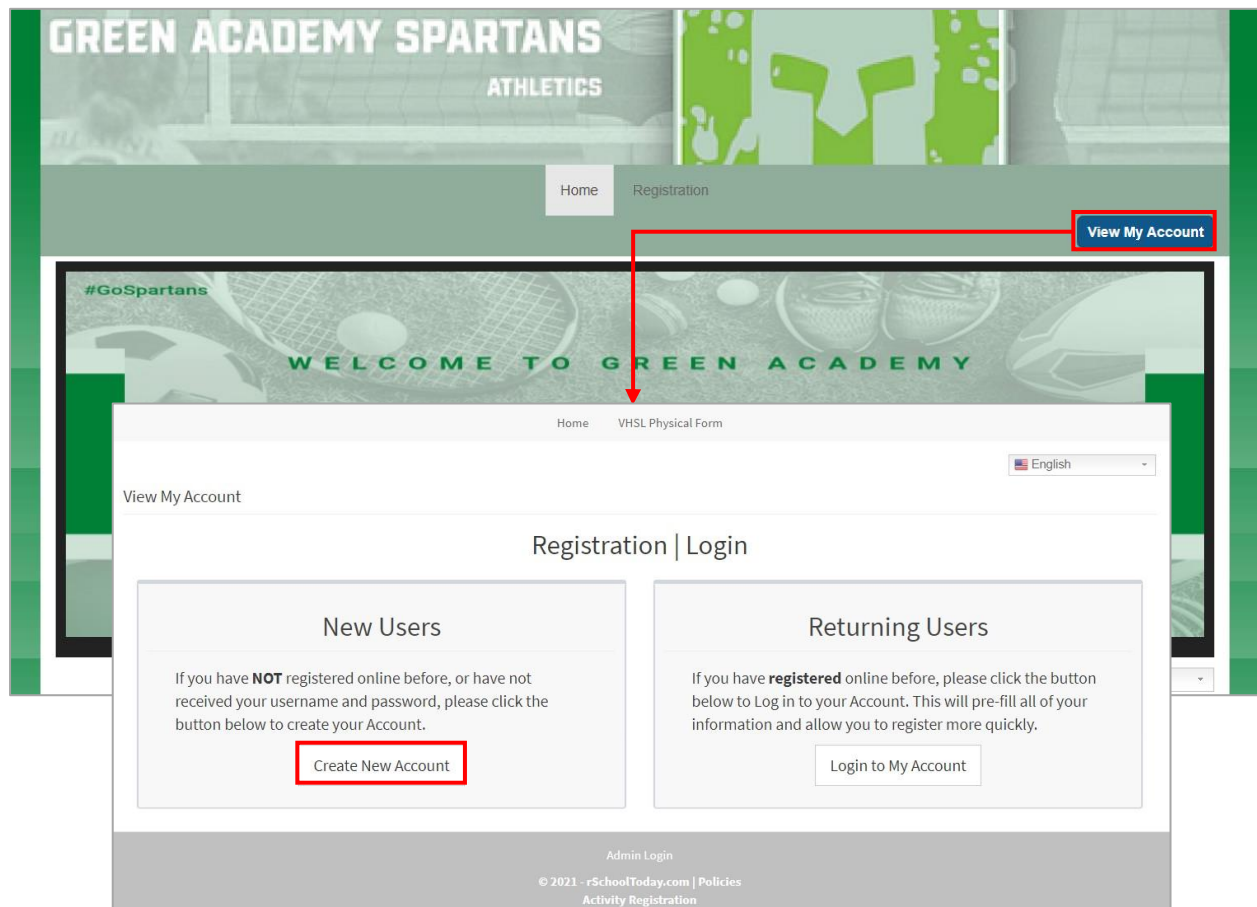
Welcome to the **rSchoolToday Activity Registration** Quick Start Guide for Parents. This guide will help you to:

1. [Register a New User](#)
2. [Log in](#)
3. [Register for an Activity](#)
4. [Finish Incomplete Registrations](#)
5. [View/Edit 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 as a new User, click the **View My Account** button on your homepage. Under the **New Users**, click on **Create New Account**. If you have previously created an account and want to register for an activity, proceed to [Step 3](#).



The screenshot displays the website interface for Green Academy Spartans Athletics. At the top, there is a navigation bar with 'Home' and 'Registration' links. A red box highlights the 'View My Account' button in the top right corner. Below this, a banner features the text '#GoSpartans' and 'WELCOME TO GREEN ACADEMY'. A red arrow points from the 'View My Account' button to a pop-up window titled 'View My Account'. This window shows a 'Registration | Login' section with two columns: 'New Users' and 'Returning Users'. The 'New Users' column 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.' A red box highlights the 'Create New Account' button. The 'Returning Users' column 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.' A 'Login to My Account' button is visible below this text. At the bottom of the page, there is an 'Admin Login' link and a footer with the text: '© 2021 - rSchoolToday.com | Policies Activity Registration'.


To create a new User, fill in the form with the parent's/guardian's information and create a username and password.

### Sign Up

Create New Account[I already have an account](#)

Parent/Guardian First Name * <input type="text" value="David"/>	
Parent/Guardian Last Name * <input type="text" value="Miller"/>	
Username * <input type="text" value="David"/>	Password * <input type="password" value="*****"/>
Email * <input type="text" value="david.miller@gmail.com"/>	Confirm password * <input type="password" value="*****"/>

I'm not a robot



Passwords match: Yes

Password Requirement:

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

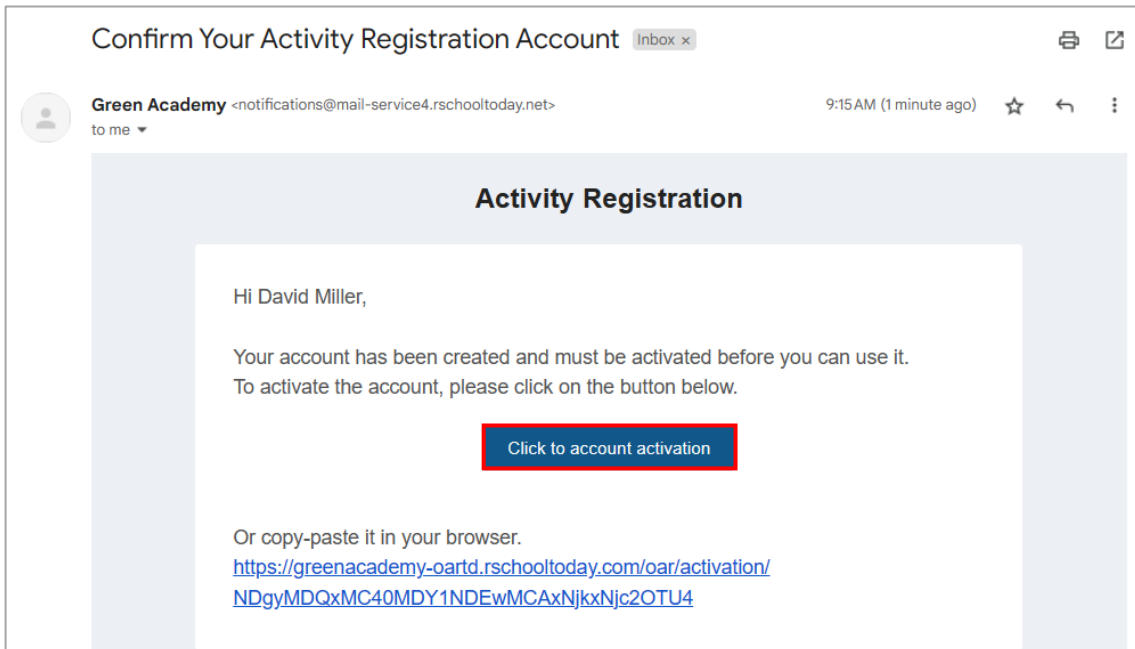
Sign Up

## Thank You For Signing Up!

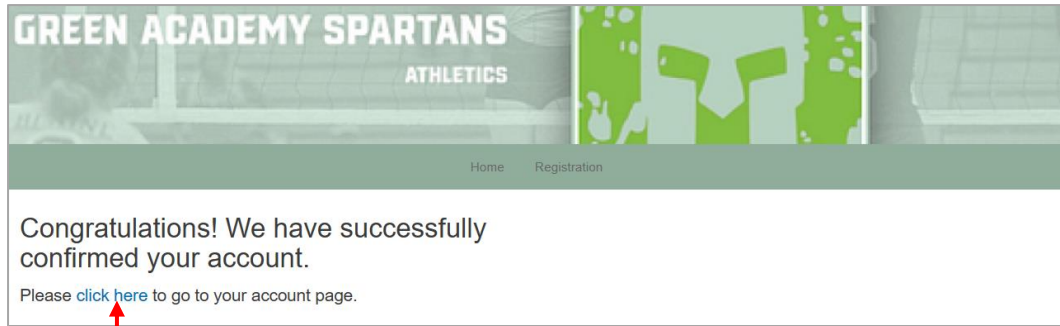
Before we can activate your account, we need to confirm your email address.

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 sent to you via email.



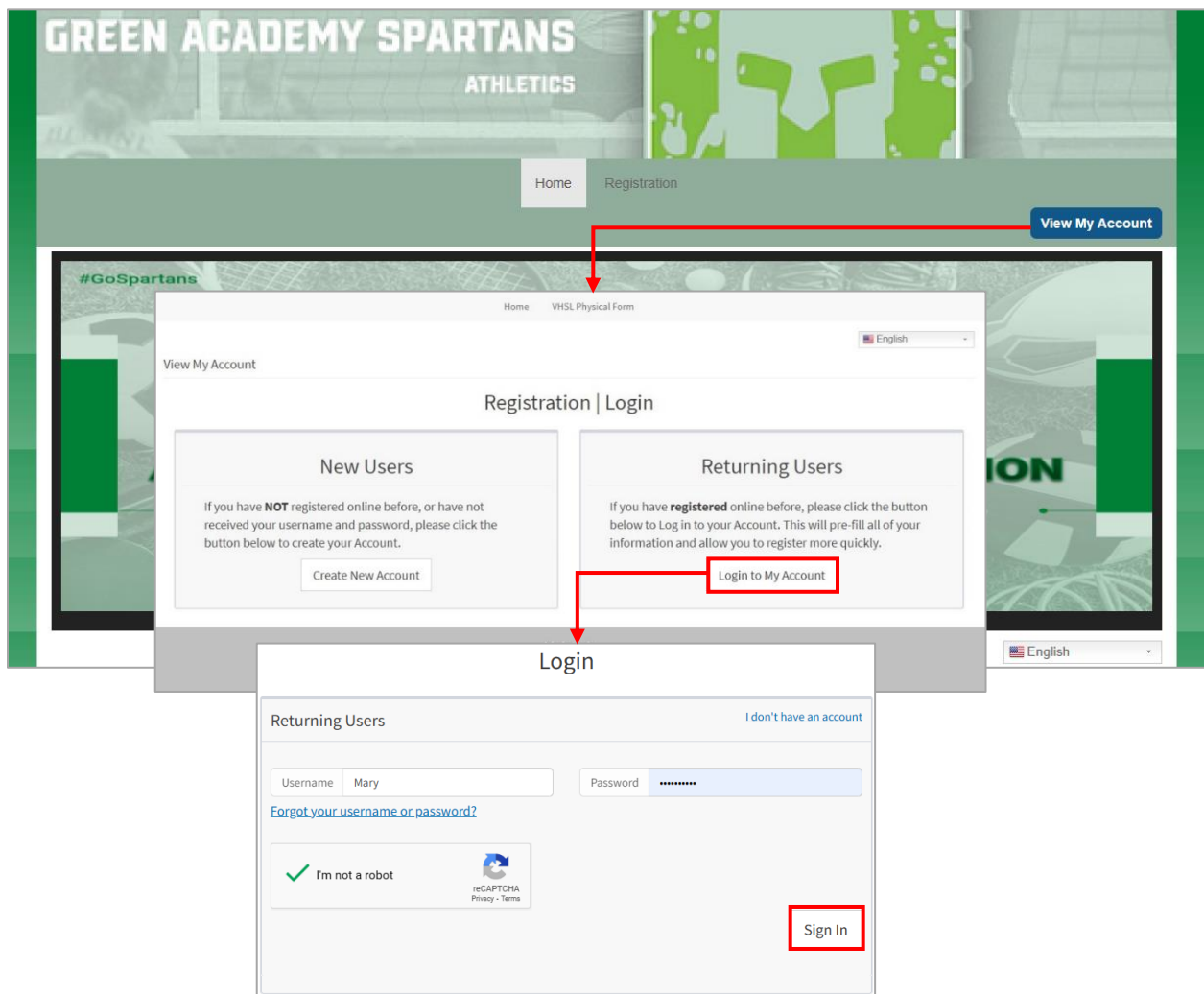
You will be redirected to the **Activity Registration** page.



When you receive the confirmation message, click on the link to log in automatically.

## 2. LOG IN

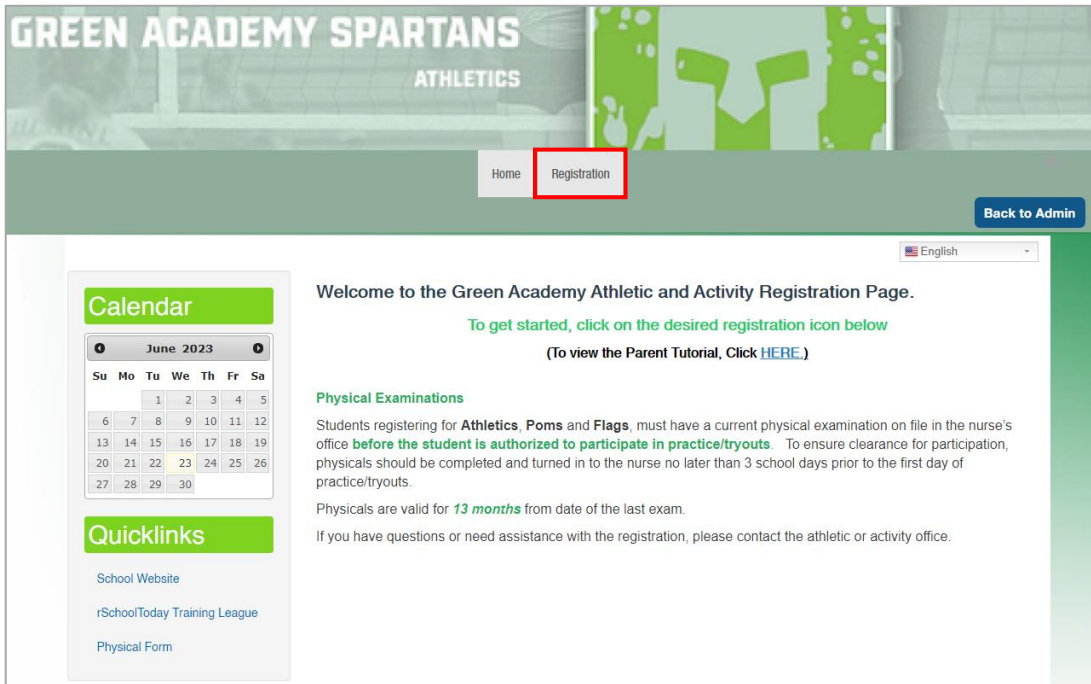
If you already have an account, go to **View My account** and click on **Login to My Account**.



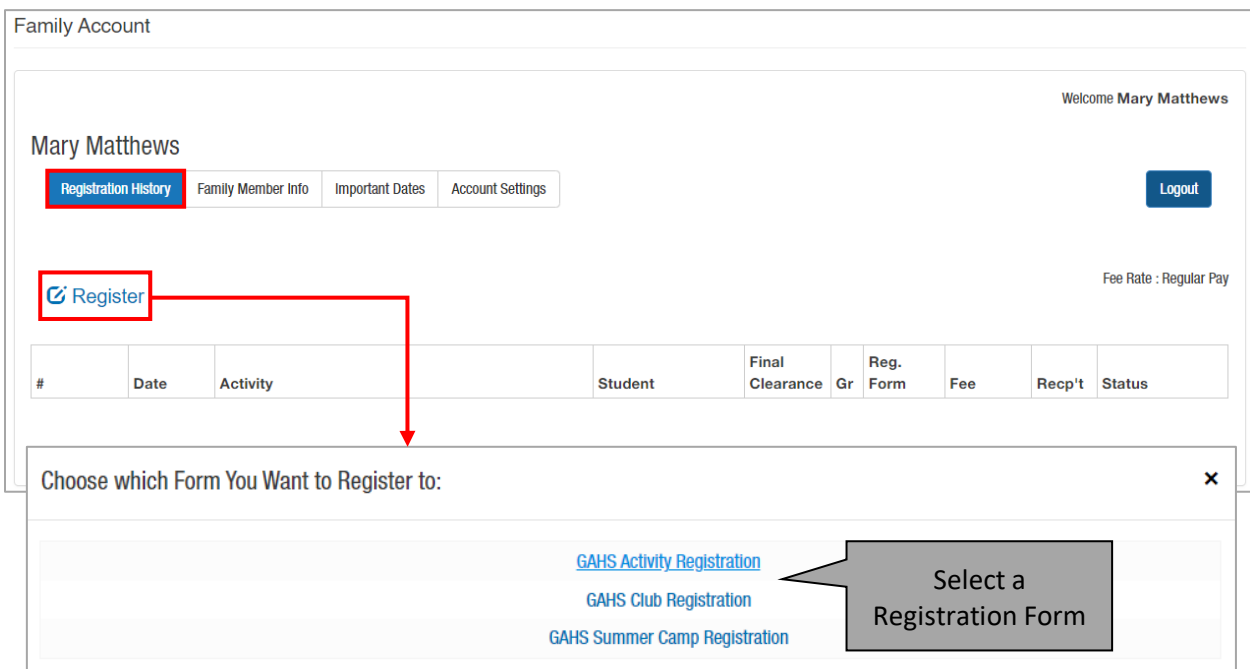
**Note:** Existing users with passwords that do not meet the new requirements will be prompted to update them on a designated screen.

### 3. REGISTER FOR AN ACTIVITY

To register for an activity, click the **Registration** tab on the **Homepage**.



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



**Step 1- Select Student:** To register a new Student, **Add New Student** option must be selected from the **“Select Student”** dropdown menu. If there are existing registered students, select the name from the list.

Athletic Registration

**Step 1. Select Student**

Step 2. Select Activity

Step 3. Parent/Guardian Info

Step 4. Physical Forms

Step 5. Medical Information

Step 6. Policies & Agreements

Step 7. Others

The Registration Steps highlights as you complete the Form steps

Student Information

Select Student:  
- Add New Student -

Student ID: \* Required fields displays “\*”  
202100246

First Name: \*  
Shaun

Last Name: \*  
Jones

Middle Initial:

Cell Phone:

Mobile Provider:  
- None -

Email: \*  
shaunjones@gmail.com

Gender: \*  
M

Grade: \*  
- Select -

Date of Birth: \*  
Dec  
12  
2007

rSchoolToday has teamed up with NCSA College Recruiting to help athletes with the dream of competing at the next level. Their team of 800+ recruiting experts will help your family make sense of the recruiting process. You will be emailed a FREE recruiting profile to help with the exposure to 35,000 college coaches. An NCSA recruiting coordinator will reach out to verify your information.

Yes, I would like to compete in college and receive a FREE recruiting profile!

No thanks

Check your athlete's eligibility to be accepted into a student-athlete merit society, Student-Athlete Scholars. SAS aims to honor those who strike an impressive balance between sport and study. Members receive recognition, access to thousands of dollars in scholarships, and an opportunity to connect with a like-minded community. Freshmen through Seniors are eligible. We will check your athlete's eligibility for inclusion in this prestigious merit society.


Yes, I want to check my eligibility.

No, I don't consider myself a student-athlete scholar.

By clicking "yes" and submitting, you agree to receive personalized follow-up and marketing messages from NCSA and or Exact Sports / Student Athlete Scholars by email, phone, and text. Consent is not a condition of purchase. Standard rates apply.

Click to go to the Next Page

Next Page >



**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 this Student to register and click **Next Page**.

Athletic Registration

Step 1. Select Student  
Step 2. Select Activity  
Step 3. Parent/Guardian Info  
Step 4. Physical Forms  
Step 5. Medical Information  
Step 6. Policies & Agreements  
Step 7. Others

Activity

Select an Activity

Spring

- None -
- Spring 2023
  - Badminton Boys
  - Badminton Girls
  - Baseball Girls
  - Baseball
  - Basketball Boys

Activities

- None -
- 2022-2023
  - Boys Scouts
  - Chess Club
  - Cooking Club
  - French Club
  - German Club

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

**Step 3 - Parent/Guardian Info:** Enter the **Parent/Guardian** information. You can also add the details for the second Parent/Guardian.

Athletic Registration

Step 1. Select Student  
Step 2. Select Activity  
Step 3. Parent/Guardian Info  
Step 4. Physical Forms  
Step 5. Medical Information  
Step 6. Policies & Agreements  
Step 7. Others

Parent/Guardian 1 Information

First Name: \*  
Suzette

Last Name: \*  
Jones

Cell Phone: \*  
(757) 209-078

Address: \*  
3901 Meadow

City: \*  
Fredericksbur

State: \*  
Virginia

Zip: \*  
22408

Email: \*  
suzette.jones

Parent/Guardian 2 Information

First Name:  
Nick

Last Name:  
Jones

Cell Phone:  
(757) 321-5661

Address:  
3901 Meadowview Drive

City:  
Fredericksburg

State:  
Virginia

Zip:  
22408

Email:  
nick.jones@gmail.com

This is optional

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

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

Athletic Registration

Step 1. Select Student  
Step 2. Select Activity  
Step 3. Parent/Guardian Info  
**Step 4. Physical Forms**  
Step 5. Medical Information  
Step 6. Policies & Agreements  
Step 7. Others

Physical Date

Download VHS Physical Examination Form [HERE](#).

If you do not have the ability to upload your physical examination, please turn in your physical examination to your coach or athletic trainer. You will not be able to practice until the physical is turned in.

File Upload:  
Choose File Physical Ex...tion Form.pdf

Date of this Physical Exam:  
Jul  
12  
2023

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

Physical Examination Form can be downloaded here

Upload the Physical Form and enter the date of the Physical Exam

Click on Next Page

**Step 5 - Medical information:** The information requested on this step depends on the data that is required by the school for the Activity Registration.

Athletic Registration

Step 1. Select Student  
Step 2. Select Activity  
Step 3. Parent/Guardian Info  
Step 4. Physical Forms  
**Step 5. Medical Information**  
Step 6. Policies & Agreements  
Step 7. Others

Medical Information

Primary Doctor

Name:  
Harrisonburg Pediatrics

Address:  
1947 Medical Ave, Harrisonburg, VA 22801

PERMISSION FOR EMERGENCY CARE

- The school has my permission to call my family physician in an emergency when I cannot be contacted.
- The school has my permission to call another physician in an emergency if my family physician is not available.
- By signing below the certified athletic trainer has my permission to evaluate and treat my child as necessary including the use of therapeutic modalities and the administration of over-the-counter medications.
- The school has my permission, in an emergency when I (or my physician) cannot be contacted, to take my child to the emergency room of the nearest hospital, and the hospital and its medical staff have my authorization to provide treatment which a physician deems necessary for the well-being of my child.
- I understand that if I do not fully understand any part of this form, I may ask the Turner Ashby High School certified athletic trainer to explain it before I sign it.

Student/Athlete's Electronic Signature: \*  
Shaun Jones

Parent/Guardian's Electronic Signature: \*  
Suzette Jones

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

Fill in the information

Check off the Emergency Authorization options and sign them


**Step 6 – Policies and Agreement:** This contains the School’s Policies and Agreements. Click on the attached file to view/read them and check off the boxes to agree.

Athletic Registration

Step 1. Select Student  
Step 2. Select Activity  
Step 3. Parent/Guardian Info  
Step 4. Physical Forms  
Step 5. Medical Information  
Step 6. Policies & Agreements  
Step 7. Others

Policies & Agreements

Agreements

 **PDF**  
GAHS Handbook for Parent/Guardian Participant

Click here to open/view the file

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

Handbook for Student Activities

GREEN ACADEMY SPARTANS ATHLETICS

GAHS Handbook for Student Activities

Page 1 / 47

We have read the Parent/Student Agreement.

Parent/Guardian  Participant

Download File **Accept**

Check off and click **Accept**

**Step 7 – Others:** Other Forms, Permissions, and Authorizations are included on this step. Complete them by filling in the Student and Parent names as signatures.

Athletic Registration

View Edit Webform **Results**

Step 1. Select Student  
Step 2. Select Activity  
Step 3. Parent/Guardian Info  
Step 4. Physical Forms  
Step 5. Medical Information  
Step 6. Policies & Agreements  
Step 7. Others

Others

CONCUSSION FORM

SIGN-OFF/CONSENT FORM

By typing my full name in the box below, I am signing this Agreement electronically. I agree my electronic signature is the legal equivalent of my manual signature on this Agreement. I consent to be legally bound by this Agreement's terms and conditions.

Student/Athlete's Electronic Signature: \*  
Shaun Jones

Parent/Guardian's Electronic Signature: \*  
Suzette Jones

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

Click **Next** to proceed to the Checkout Page



In the **Checkout Page**, review the registration details and click the **Submit** button to complete.

AR Checkout Page

FAMILY ACCOUNT LOGIN

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

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

REGISTRATION DETAIL

	Item Name
Jones, Shaun	Volleyball
Jones, Suzette	

<< Previous **Submit**

**Note:** The payment options may not be available for Schools that do not require fees for their Activities.

Now, you have completed your Registration.

AR Checkout Page

Registration is Complete. ←

A confirmation of your registration has been sent to your email.

Here's your Registration Payment Detail

	Item Name
Jones, Shaun	Volleyball
Jones, Suzette	

Print this Form **Click here to Print**

**Back to This Account** **Click here to go back to your Account and check your History**

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

Family Account

Suzette Jones

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

Register ▾

#	Date	Activity	Student	Final Clearance	Gr	Reg. Form	Status
School Year 2022-2023							
0063-0721	7/13/2023	Volleyball	Jones, Shaun	Pending	11	View	

#### 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.

The screenshot shows the 'Family Account' page for Suzette Jones. The 'Registration History' tab is selected. A red box highlights the 'Incomplete Registration' link, with a red arrow pointing to a modal window. The modal window displays details for an 'Athletic Registration' initiated by Suzette Jones for a student named Jones, Shaun, started on Tuesday Jul 13 2023 12:48 PM. At the bottom of the modal, there are 'Edit' and 'Delete' buttons. A callout box points to the 'Edit' button with the text 'Click Edit to continue the registration'.

#### 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 Final Clearance Status and view the Registration Form.

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

The screenshot shows the 'Family Account' page for Suzette Jones with the 'Registration History' tab selected. A callout box points to the 'Register' button with the text 'Click on Register and select the Student'. Below the navigation tabs is a table of registrations. The table has columns for '#', 'Date', 'Activity', 'Student', 'Final Clearance', 'Gr', 'Reg. Form', and 'Status'. The school year is 2022-2023. One registration is listed for 'Volleyball' on '7/13/2023' for 'Jones, Shaun' with a 'Pending' status. A callout box points to the 'Pending' status with the text 'Final Clearance Status'. Another callout box points to the 'View' link in the 'Reg. Form' column with the text 'View the Registration Form'.

#	Date	Activity	Student	Final Clearance	Gr	Reg. Form	Status
School Year 2022-2023							
0063-0721	7/13/2023	Volleyball	Jones, Shaun	Pending	11	View	

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

Suzette Jones

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
202100246	Jones, Shaun		14	Male	11th	Edit	<input type="checkbox"/>

→ PARENT/GUARDIAN

+ Add New Delete Selected

Name	Day Phone	Night Phone	Cellphone	Email Address	Select
Jones, Suzette	(540) 840-0993	(757) 209-0784	(757) 209-0784	suzette.jones@gmail.com	

In the **Important Dates** tab, Physical Date and other Test Dates are shown on this tab. These dates are not editable and the fields are disabled.

Important Dates

Suzette Jones Family

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

Filter by School Year  
2022 - 2023

Physical Dates

Select	School Year	Student	Physical Date	Expiration Date
<input type="checkbox"/>	2022-23	Jones, Shaun	7/11/2022	

ImPACT Test Dates

Select	School Year	Student	Values
There is no data available			

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

On **Account settings**, you can modify your name, email address, username, and password.

Suzette Jones suzette | [Logout](#)

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

**Account Settings**

[Edit Account Settings](#)

**Parent/Guardian Name** : Jones, Suzette

**Email Address** : suzette.jones@gmail.com

**Username** : suzette

**Password** : \*\*\*\*\*

Show 'Notes' from AR Administrator upon login.

[Save](#)

Click to edit the Password

Click here to save your changes