**Step 1:** If you are a returning user, use your username and password to login to your PARENT USER ACCOUNT. If you do not have a PARENT USER ACCOUNT please follow the instructions on this site on how to create one.

**Step 2:** Before registering your student for an activity or sport, we recommend that you first add your payment information, what we call a “Funding Source” to your PARENT USER ACCOUNT. Select the Gear icon, and then select the Pencil icon next to “Funding Sources”. Add your payment information. When you are finished, select the SmartSchoolK12 banner to return to the Home page.
**Step 3:** Select the large Soccer Ball icon to see a list of your students who are available for an activity or Sport registration. Select the student you would like to register for an activity or sport, then select the “Reister” link to begin the process.

**Step 4:** Review the list of Items that are available for your student and select the “+” icon next to the item you want. **PLEASE NOTE:** there MAY be multiple sections for the item you want (based on factors like grade, location etc.). Select the “register” button for the option that best corresponds to YOUR student.
Step 5: A Task Bar will appear and “Begin” is the first task in the registration process. Note: at this time, the system may validate your registration by checking for a current sports physical or any holds on your account.

Step 6: Complete the “Questions & Forms” task. When you are done, select the Review Data button at the bottom of the page to go to the next Task called “Needs Signing”.

[Images of Task Bars and Questionnaires]
**Step 7:** Enter your electronic signature on the “Needs Signing” Task, then Select the “Sign” button.

![Signature Form](image)

**Step 8:** the “Finish & Pay” task allows you to pay by selecting the Checkout button. To sign-up another student, select the “Continue Shopping” button.

![Payment Form](image)
Step 9: Note: your student may have other fees that can be paid from this page (for example, a lunch account balance, library fees, etc.). Select only the item you want to pay for by clicking the “Pay Now” button next to them.

Step 10: Select your credit card to process payment for your registration and select Pay Now to process your payment.
Step 11: If your payment processes successfully, you will see the green payment message below. Note, you can also view your payment “History” to see a payment receipt. An email has also automatically been sent with this information.