

SmartSchoolK12 St. Cloud Online Activities Registration System Guide

Welcome to the online registration system for all St. Cloud High School and Junior High School Activities. This guide will walk you through registering on-line for ALL St. Cloud Activities (academic activities/clubs or athletic teams).

1. **ALL ATHLETIC PARTICIPANTS NEED A PHYSICAL ON FILE.** If you have not updated your physical in the within the past 3 years, you will need to make an appointment to get a “Sports Physical” completed. Be sure to note that it is a SPORTS physical. Be sure to have the required form with you. Turn this form in to your Activities Office, the Nurse’s Office or at your school’s front desk.

~ You can scan this QR Code to access this form:



2. NON-ATHLETIC ACTIVITIES WILL NOT REQUIRE A PHYSICAL and can skip that step.
3. ****NEW FOR 2022**** Before starting the registration process, you will need to give us permission to use your data from Skyward for the registration system by filling out the Affinity Consent Form.

Follow these steps:

- a. Log into Skyward Family Access
- b. Go to Online Forms on the left
- c. Click on “Fill out Form” next to the student’s name
- d. They will see the following screen that provides families with what student data will be shared and an option to indicate “Yes” or “No”. Screen will look like this.

Do you give ISD742 permission to share your student's information with Affinity for the purpose of registering your student for an ISD742 sponsored activity? The following fields will be shared with Affinity:

- First and last name
- Free and reduced lunch status
- Contact information, including
 - Address
 - Email
 - Phone
- Individual local ID
- Individual state ID
- Username
- Password
- Date of birth
- Student enrollment, including
- School
- Grade level
- Homeroom
- Student activity
- Responses to questionnaires

By selecting “Yes” you are agreeing to share the above with Affinity. Registration will be available 48 hours after agreeing to the above terms.

Are you okay with Affinity having access to your child's information for this school year 22-23 in order to manage related activity fees and access?

YES NO

- e. **If you answered no, please stop into the school’s activities office.**
- f. **If you answered yes, please WAIT 48 hours so you can be added to the registration system.**

AFTER 48 HOURS CONTINUE TO THE NEXT PAGE

4. Navigate to the SmartSchoolK12 website: <https://isd742a.cf.affinety.com/>

OR scan this QR CODE:

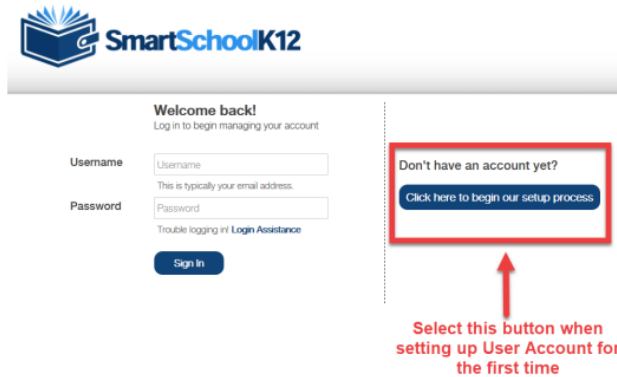


5. **PREVIOUS USERS:** If you have already used this system, click the red ball on the screen to log in. Your log in will be the same as it was the previous year. Then choose your activity and register.

6. **FIRST TIME USERS:** If this is your first time using the system, click the wallet on the screen
Step 1: To access the login page select the **Wallet** icon. Select the button **“Click here to begin our user setup process”** to create your PARENT USER ACCOUNT.



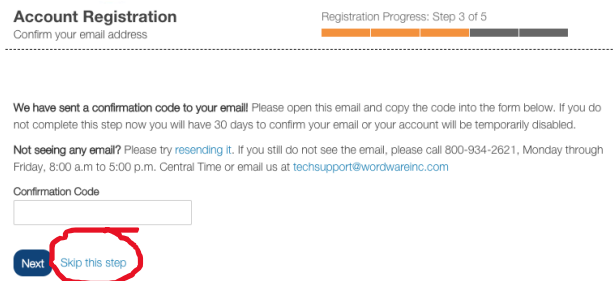
7. On the right side of the screen, select “Don’t have an account yet? Click here to setup”



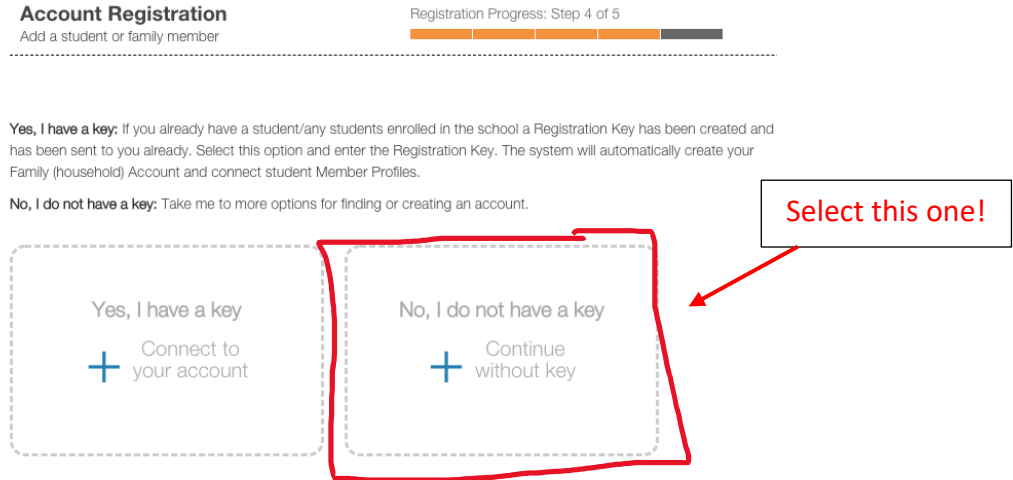
8. FOR YOUR ACCOUNT, You will need to choose a log in email address that is **NOT A STUDENT SCHOOL ISSUED EMAIL** and it must be able to accessed not using the student school email system. Your account will link everyone in your family, so be sure it is an email address anyone in the family could use. This will be your **USERNAME** going forward. **Click “NEXT.”**

9. Complete the registration screen by providing all of the required information. This usually will be a PARENT or GUARDIAN, but a student could do this if given permission. **Click “NEXT.”**

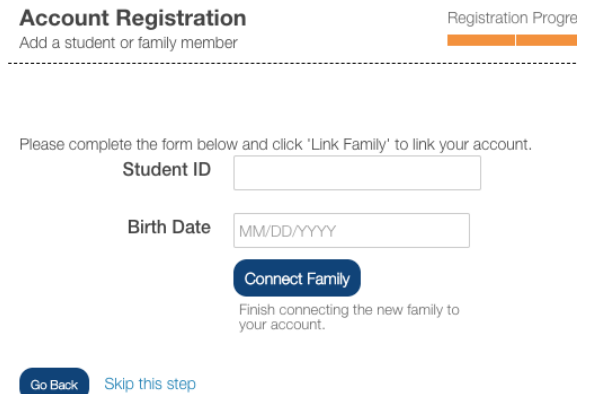
10. Now that you have created your USER ACCOUNT, you will need to VERIFY the email **within 30 days** or your account will expire. HOWEVER, it does NOT have to be done this instant. You may proceed to the next step by clicking **“SKIP THIS STEP”**.



11. The next screen should ask you to add a student or family member. You only have to do this step for one of your students, it will automatically link the entire family to this account. Choose **“NO, I DO NOT HAVE A KEY”**.



12. You will then need to input your student’s ID and birth date as it is in the system. If you are not sure, please check on Skyward. **DO NOT SKIP THIS STEP.**



13. **THE END!** Click on the red ball on the next screen to go to the registration area.
*****Pro Tip: Log out, close the tab and open registration again from a fresh screen.** Sometimes this is where this system freaks out with all of the new information. If you get a message saying you need assistance, refresh the screen and hit the red ball again. Oftentimes, it is already logged in, but it doesn’t look or act like it. Go back to the activity registration screen by clicking on the red ball and continue. If it seems stuck, feel free to stop in at the Activities Office for help.

