

## **NEW REGISTRATION (Returning Registration is Below)**

### **Step by step directions for online Athletic Registration**

1. Go to the following site: <https://northeastcommunity-ar.schooltoday.com/>
2. At the bottom of the page in Form 1 there is a link to the physical form if you need it.
3. Form 2 is where you will register your student electronically. Click **"Here"** in form 2.
4. Fill in all fields with an \* they are required.
5. You will click on each sport your child will be playing for the 2016-2017 school year
  - a. If they are playing more than sport in the season, you can highlight both of them by pressing control and clicking
6. Look over the good conduct and concussion information.
7. At the bottom of the page there are **three** check boxes to authorize medical treatment, **one** check box that you have read the concussion information, and **three** check boxes that you have received, read, and will abide by the good conduct policy.
8. There is a checkbox and spot for parent and student to type their electronic signature.
9. Click the **"Next"** button.
10. You will create a username and password for your family account and then click **"submit."**
11. **Important: if your child is in more than one sport or you have to register another child scroll to bottom and click "Manage AR."**
12. When you click on register the student you just registered should appear and the next tab says register a new student.
13. If the student you just registered is in multiple sports click **"register" and click on that student.** All of the fields will automatically fill and you
14. If you have another child click **"register" and click on register a new student.** Some of the parent fields will automatically fill but the rest will not.
15. Once you have created your family account you can always get back in to modify information by going to the home page and clicking on **"Family account log-in"** at the bottom of the page.

## **RETURNING REGISTRATION**

**Step by step directions to update your child's Athletic Registration 2016-2017**

1. Go to the following site: <https://northeastcommunity-ar.schooltoday.com/>
2. At the bottom of the page in Form 1 there is a link to the physical form if you need it.
3. You will need to click Returning Family Account Log-In (and Log In)
4. You will see a name, registration history, and Register (in Blue). It is drop down menu and you can select your child that you want to register first. Once you select a child to register, the majority of the information is copied over. There may have been information that you left blank last time and you may want to fill them in.
5. Fill in all fields with an \* they are required.
6. You will click on each sport your child will be playing for the 2016-2017 school year
  - a. If they are playing more than sport in the season, you can highlight both of them by pressing control and clicking on them.
7. Look over the good conduct and concussion information.
8. At the bottom of the page there are **three** check boxes to authorize medical treatment, **one** check box that you have read the concussion information, and **three** check boxes that you have received, read, and will abide by the good conduct policy.
9. There is a checkbox and spot for parent and student to type their electronic signature.
10. Click the **"Next"** button.