

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.



Welcome back!

Log in to begin managing your account

Username	<input type="text" value="Username"/> <small>This is typically your email address.</small>
Password	<input type="password" value="Password"/> <small>Trouble logging in? Login Assistance</small>

[Sign In](#)

Don't have an account yet?

[Click here to begin our setup process](#)

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.



User Management

Manage your user settings here

Primary Billing Address

holly raby
26960 w 62 st
Shorewood, MN 55331

Primary Billing Phone

(952) 473-0334

Funding Sources

Credit Card: 1111

Email Address

holly.raby+1873@gmail.com

Password

Security Question

What is the name of your favorite childhood friend?


Contact Preferences

Send me balance notifications via email

[Save Contact Preferences](#)

[Payment Report](#)

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.



Students Order History

Jazmine McAdoo

Student ID 1384 School Apple Grove HS

[Manage Student](#)

[Register](#)

Brianna Mielke

Student ID 1389 School Apple Grove HS

[Manage Student](#)

[Register](#)

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.



Students Order History

Brianna Mielke

To register, please select a sport or activity from the list below. The items available may be based on your student's grade, school, and/or gender.

Girls Golf +

20-Golf-G (03/16/2020 - 06/10/2020)	
2021-Golf-G912 (09/02/2020 - 09/30/2020)	

Girls Lacrosse +

Girls Track and Field +

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.

Students Order History

Girls Golf - 20-Golf-G - Brianna Mielke

Registration for Brianna Mielke Status: Not Started

Item Price: \$100.00 + \$50.00 (Part Fee)
Registration Total: \$150.00
Additional payment processing fees may apply. You will be presented with a final total at checkout.
[Required reading link](#)

Please click Start to begin the process

Start

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”.

Students Order History

Girls Golf - 20-Golf-G

Registration ID 236748 for Brianna Mielke Started: 06/29/2020 02:02:26 PM Status: Questions & Forms [Cancel Order](#)

here is a message

IMPORTANT HEART HEALTH QUESTIONS ABOUT YOU IN THE LAST YEAR

* In the last year, have you passed out or nearly passed out during or after exercise? Yes No

* In the last year, have you had discomfort, pain, tightness, or pressure in your chest during exercise? Yes No

[Save For Later](#) **Review Data**

Step 7: Enter your electronic signature on the “Needs Signing” Task, then Select the “Sign” button.

* Student's Electronic Signature

* Date of Student's Electronic Signature

* Parent/Guardian Electronic Signature

* Date of Parent/Guardian Electronic Signature

[Revise Answers](#) [Sign](#)

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.



[Students](#) [Order History](#)

Girls Golf - 20-Golf-G

Registration ID 236748 for Brianna Mielke Started: 06/29/2020 02:02:28 PM Status: Finish & Pay [Cancel Order](#)

1 2 3 4

BEGIN QUESTIONS & FORMS NEEDS SIGNING FINISH & PAY


Subtotal: \$100.00
Participation Fee \$50.00
Payment Fee: N/A
Total Cost: \$150.00

[Continue Shopping](#) [Checkout](#)


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.

Checkout History


UAT EXAMPLE DISTRICT 1873 Total Due: **\$104.25** Total Added: **\$100.00**

 Excellence. For each and every student.

[Add All](#) [Pay Now](#)

 **Brianna Mielke** [Add All for Student](#)

Student: 2529770
Account ID:
District ID: 1873
District: UAT EXAMPLE DISTRICT 1873

 **Sports & Activities Fees**
[To edit or remove items in this list, please visit the activities site.](#)

ID	Description	Date	Amount
236748	20-Golf-G	06/29/2020	\$100.00

[\\$100.00](#)

Step 10: Select your credit card to process payment for your registration and select **Pay Now** to process your payment.

Checkout

Please select a funding source:

Credit Card ending in 1111

Order 1

20-Golf-G	\$100.00
Processing Fee	\$4.00
Order Subtotal:	\$104.00

Grand Total: \$104.00

Notice: Each order will appear as a separate charge in your statement.

[Pay Now](#) [Cancel](#)

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.

Checkout

History



Your payment has been successfully posted.

UAT EXAMPLE DISTRICT 1873

Total Due:

\$0.00

Total Added:

\$0.00



Excellence. For each and every student.

Add All

Pay Now