

Guidelines to Returning Users

1. Click the “**Sign In**” link (located on the upper right portion of the homepage screen). Enter your **username** and **password** then click **Sign In** button.

The screenshot shows a web application interface with a sign-in form. The form is titled "Sign-In" and contains the following elements:

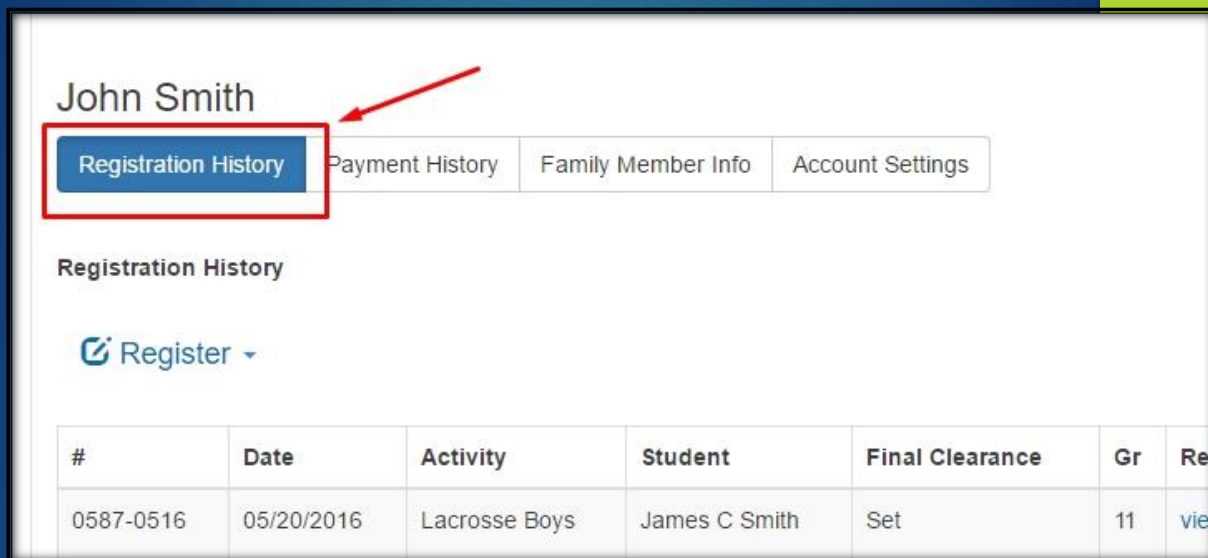
- A "Sign-In" link in the top right corner, highlighted with a red box and a red arrow pointing to it.
- A "Username *" field containing the text "jsmith", highlighted with a red box and a red arrow pointing to it.
- A "Password *" field containing six dots, highlighted with a red box and a red arrow pointing to it.
- Two links below the password field: "Forgot your password?" and "Create account.", both with red arrows pointing to them.
- A "Sign-In" button at the bottom of the form, highlighted with a red box and a red arrow pointing to it.

Background text on the page includes "Schedules", "e Your Athletics Registration", "ports Registration", "le once ALL steps are complete", "Athletic Department.", and "ovember 18th. After that date, you will not be able to".

IMPORTANT:

- If you forgot your username and/or password, **DO NOT create a new account**. Click the “**Forgot your password?**” link and use the **email address** you used on your previous registration under **Parent/Guardian 1 Information**.
- If you are adding a sibling or another student, **DO NOT create a new account**. **Log in** to your family account and add the new student.

2. In the family account page, click the “**Registration History**” tab.



John Smith

Registration History Payment History Family Member Info Account Settings

Registration History

[Register](#) ▾

#	Date	Activity	Student	Final Clearance	Gr	Re
0587-0516	05/20/2016	Lacrosse Boys	James C Smith	Set	11	vie

3. Click the “**Register**” link.



Registration History

[Register](#) ▾

- Register James C Smith
- Register a New Student

#	Date	Activity	Student	Final Clearance	Gr
0587-0516	05/20/2016	Lacrosse Boys	James C Smith	Set	11

NOTE: To register the same student, choose “**Register (followed by the name of the student)**”. The form will auto populate the answers based from your previously submitted registration. Review the answers, choose the new activity then submit the registration.

To add a sibling or another student, choose “**Register a New Student**”. Fill out the form as new student.