



Setting up your account profile

Our District is transitioning to a new online registration system. This system is connected to the administrative scheduling and payments software so that any requests or payments made online will instantly show up at our administrative offices.

Create your Account Profile

1. Access the new site by browsing to: <https://faribault.thatscommunityed.com>
2. Select **Create an Account** (top, right corner).
3. Complete the *Register a New Account Form* and select **Create an Account**.
4. Log in using your email address and password.

NOTE: Use the [Forgot Password](#) link if a profile has already been created for your email address. This will initiate a set-password email to your inbox.

Add Family Members to your Account Profile

1. Browse to your district registration site and login with your email address and password by selecting the **Sign In** button.
2. Once you are logged in, select the **Profile** link in the upper right area of the screen.
3. Select the **Family** tab. Use the **Add a Relationship** button to add family members in order to facilitate upcoming registrations in the system.
4. Select the relationship type and continue to add a person to your profile.

You have completed the Account set-up process and are ready for future online registrations in our new system!

We are very excited to utilize the new system. Please keep your eye out for upcoming communications from us as we continue rolling out features of the system.

