




Registering for an Activity Online Using FeePay

Our District uses a new convenient, online system to register for School District Activities. This system is connected to our Administrative scheduling and payments software so that any requests or payments made online will instantly show up at our Administrative Offices. When registering for an Activity, the Parent or Guardian must complete the registrations and any forms attached.

Login Set-up:

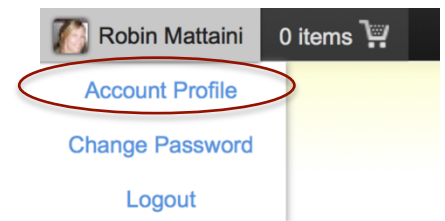
In order to use the online system, parents will need to create a Username and Password. Parents may also log in with Twitter, Google or Facebook.

1. Access the new site by going to www.isd197.org and clicking on FeePay (on the right)
2. Select  if you have used FeePay™ to register for other district programs.
-or-
Select  in the upper, right corner of the screen to register a new FeePay™ Account.


Complete the *Register a New Account Form* and select  at the bottom of the screen. Enter **YOUR** name and contact information.

Add Family Members for Registrations:

1. Add children and other family members by accessing your Account Profile. (Select your name in the upper, right corner and select Account Profile.)



NOTE: You will need your child's District Student ID.

2. Select  and select the relationship type you are adding to your profile. When adding your children with their District ID, select *Yes, They Have a District ID* and complete the ID number field.

District Information

Does This Person Have A District Provided Identification Number (Staff ID, Student ID, Etc.)?


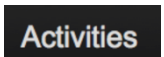
Yes, They Have A District ID No, They Do Not Have A District ID

School District

Prior Lake-Savage Area Schools

Identification Number

123456

3. Select .
4. Continue to register for Activities using the  button in the upper, left corner of the screen.

Register a Child for an Activity

Once your login is created, you can view and register for available Activities for each child linked to your account.

1. Log in to your Account.
2. View and register for available activities by selecting **Activities** in the upper, left corner of the screen.
3. Each child on the Account will show on screen. Any activities open for that child to register will be displayed below the name. There may be several activities open for registration.

Use the **Next** button to page through currently open activities.

Antoinette Falk

Click here to complete the Activity's required Form prior to registering for this Activity. The parent or guardian must complete forms.

Enroll By	Item (click title for more detail)	Amount	
Oct 31, 2013	Eagle Bluff Field Trip	\$30.00	Add to cart
Nov 8, 2013	Boy's Basketball HS - 2014 Winter at Sr. High Main Campus	\$100.00	Form Add to cart
Nov 25, 2013	Danceline	\$150.00	Form Add to cart
Mar 23, 2014	School Play at Sr. High Performing Arts Center	\$70.00	Form Add to cart
Mar 27, 2014	Spring Track	\$85.00	A valid physical is required


Complete registration and payment here.

Click here for more information and resources about the Activity.


Indicates an updated physical that will be valid through the final possible date of the activity must be on file with the District before child may be registered.


- When completing a Form, use the scroll bar within the Form window to *scroll* through all

fields. **Once the entire Form is complete, use the** 

4. Once any necessary forms are completed, select .
5. Continue steps 1-4 for other children or activities.
6. Select your shopping cart symbol in the upper, right area of the screen and select **CHECKOUT**.

Your Cart [view your cart](#)

 Peter Falk - Blue TShirt Size Medium \$20.00

 or [Continue Shopping](#) Total Amount: \$20.00