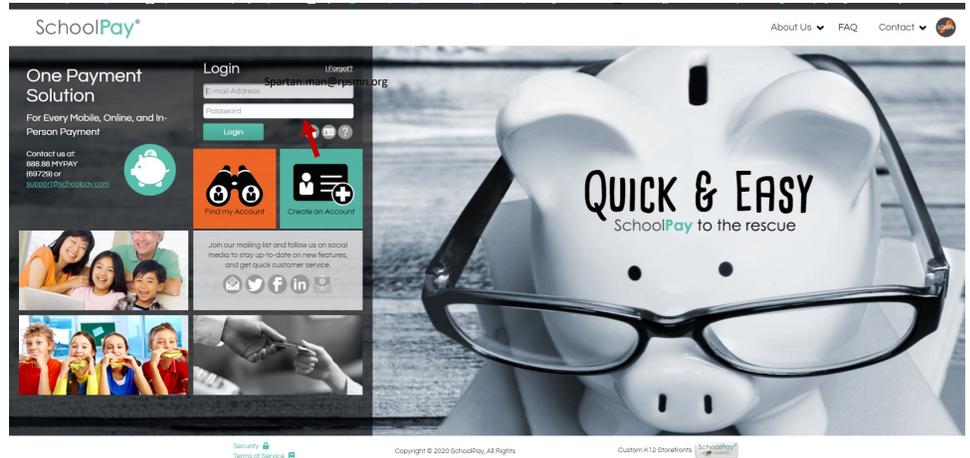# INSTRUCTION TO REGISTER FOR ATHLETICS & ACTIVITIES

SchoolPay is Richfield Public Schools online payment system for food service, athletics, activities, and field trips.
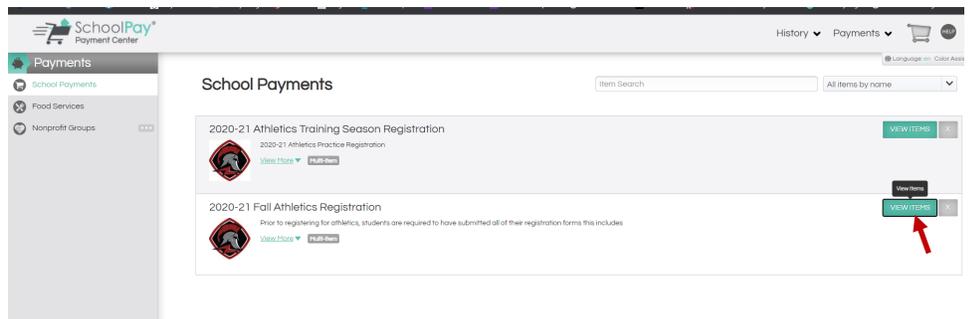
You can access SchoolPay two ways:
1.) ParentVue App, click "Pay Fees"
2.) www.schoolpay.com and create an account.

If you need your student ID to set up your account, please email athletics@rpsmn.org for assistance.

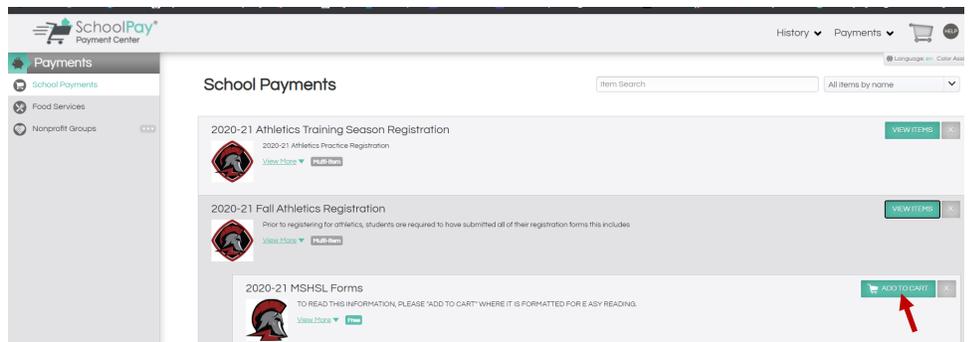1.) The activities available to the student(s) connected to your profile will populate after you login.

Find the category you want to register your student for and click view items.

2.) The first step to register for a MN State High School (MSHSL) sport or competitive activity is to complete the required forms, "2020-21 MSHSL Forms".
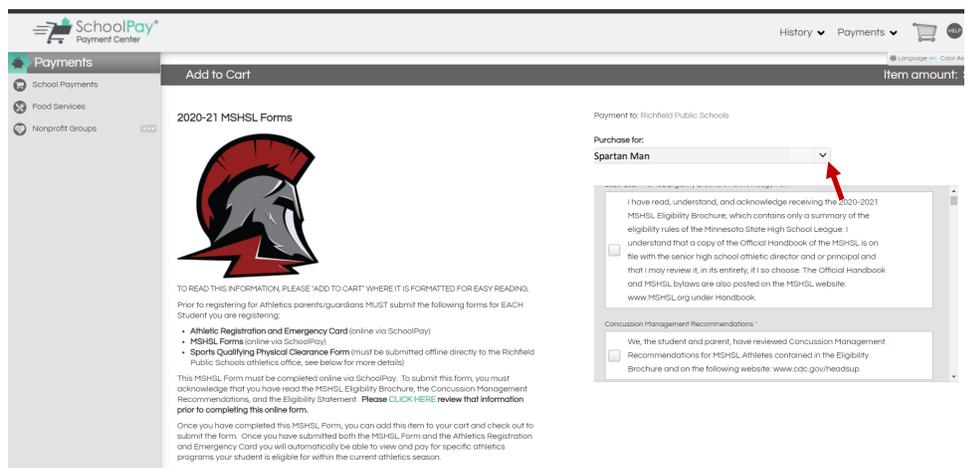
(You only need to fill out this form once per school year.)

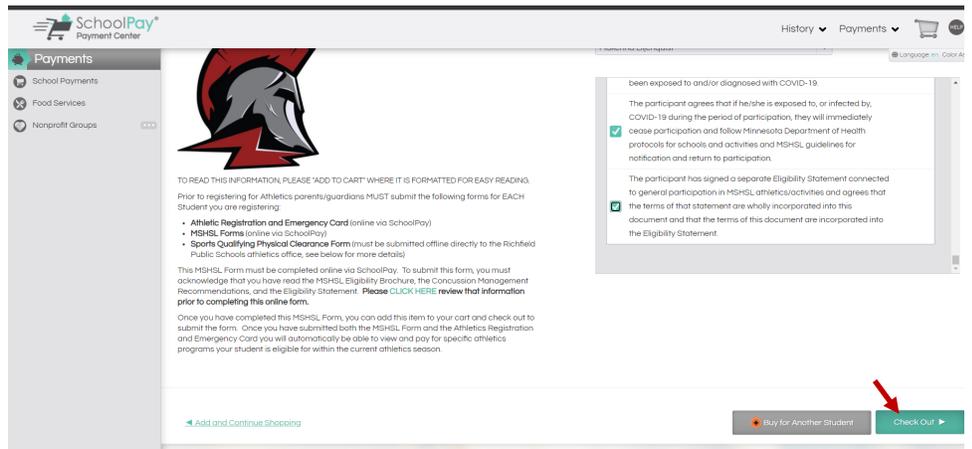If you have already completed the MSHSL Forms, please go to step #9.

3.) Use the drop down menu to select the student you want to complete the forms for.

(You will need to complete these forms for each student you would like to register for a MSHSL sponsored activity.)
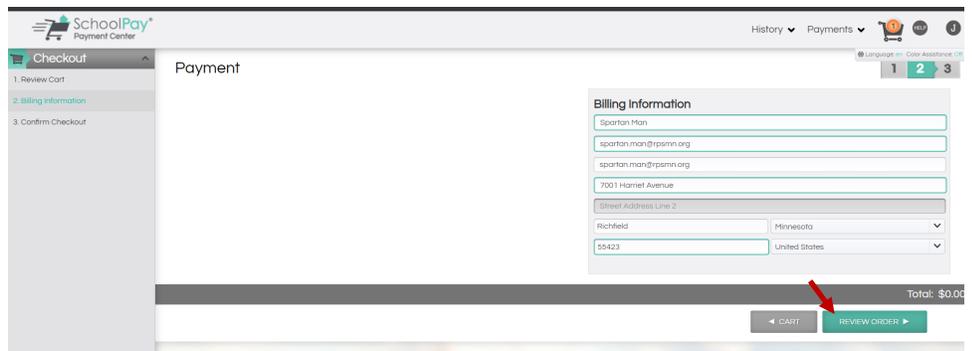
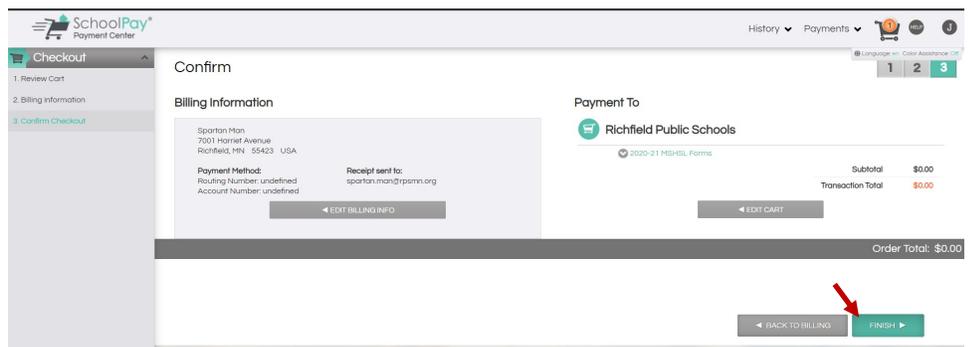4.) Complete the form and click "Check Out" to add this item to your cart.

5.) Once the form is in your cart, click "Billing". **There is no cost to complete the form.**
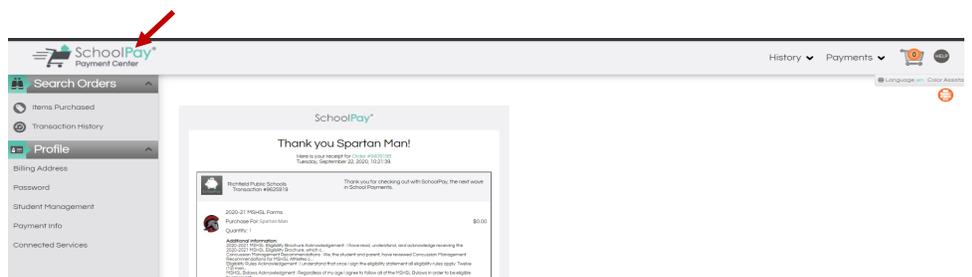

6.) Enter your billing information, click "Review Order"
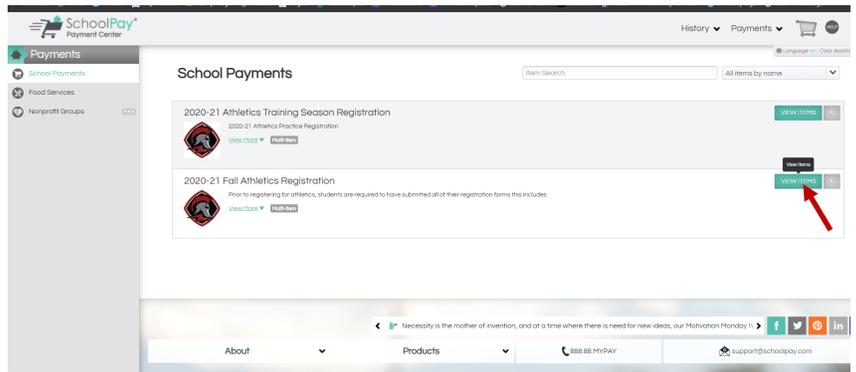

7.) Click "Finish" to submit MSHSL form.

8.) Once you receive your receipt for the required MSHSL Forms, you can click the SchoolPay Banner to return to the Home Screen.

9.) On the Home Screen, find the category you want to register your student for and click "view items".

If you would like to pay your fee in installments, please select Payment Plan Application and complete the form.

IMPORTANT: Please email athletics@rpsmn.org to notify them that you have completed a Payment Plan. The Activities Office will then add you to the roster.
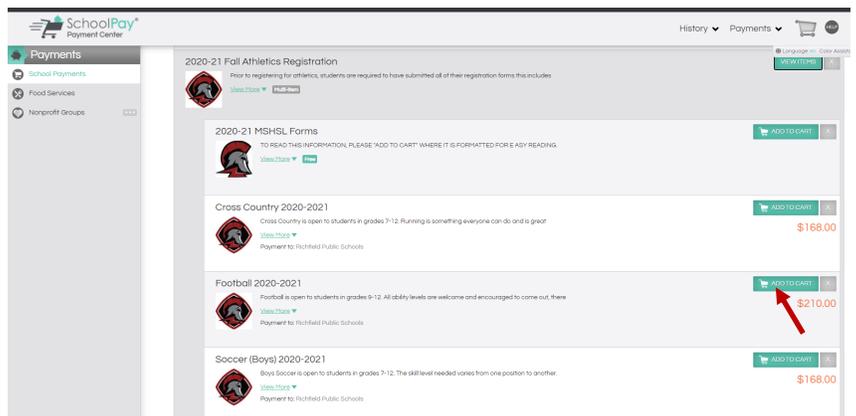

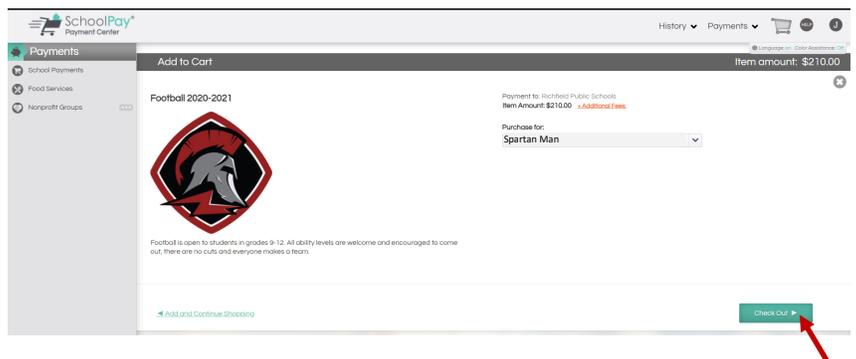10.) All activities your student can register for will populate.

The Athletic & Competitive Activities Office must have a current sports qualifying physical on file, before your student can register for a MSHSL approved sport.

If you aren't seeing the sport you want to register your student for, please contact athletics@rpsmn.org to ensure there is a current sports qualifying physical on file.

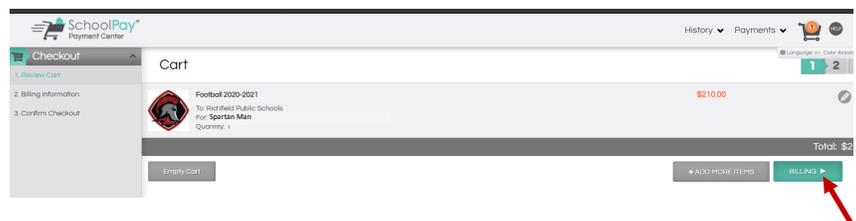"Add to Cart" the activity you would like to register for.

11.) Click "Check Out".

12.) Review the price and click "Billing". The price will automatically reduce by 25% for families that qualify for reduced lunch/ educational benefits and by 50% for families that qualify for free lunch/educational benefits.

If you are unsure about your educational bene-fit rate, you can check on the district website on the Nutritional Services Page, "NutriStatus" OR at this link, https://admin.nlappscloud.com/ StatusLookup?districtId=1197

13.) Enter Credit Card and Billing Information. Click "Review Order".

14.) Click "Finish" and a receipt and confirmation number will be provided.