I need to register my student for an activity and I haven't done this before. What do I need to do?

All secondary schools now require athletes to register for activities through our online activity registration system. There is a link on each secondary school's athletics webpage that will take you to the registration form for that school. It is important that students register in the system for the school at which they will be competing.

The links are as follows:

Horizon/Century: https://century-ar.rschooltoday.com/

Simle/Legacy: https://legacy-ar.rschooltoday.com/

Wachter/Bismarck: https://bismarck-ar.rschooltoday.com/

When you get to the appropriate login page, click on the "Sign-In" button to access your options.

From there, returning users can log in using the username and password they created when they set up the account. New users should select the "create account" option.
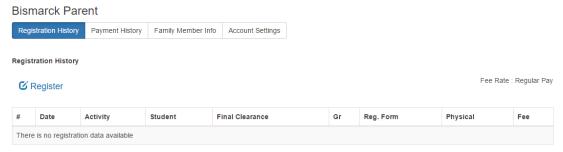
Please note: I**f you have a middle school student who competes at the high school level, they will need to register at the high school level. If they start their season at the middle school and then move to the high school level they will need to have a registration form completed for both levels.**

Once new users select the create account option the system will prompt you for the following information:

- Parent/Guardian First Name
- Parent/Guardian Last Name
- Preferred Email Address
- Username for your Family Account
- Password for your Family Account

Once you enter that info, the next screen should look like the one below. Once you have a student registered, this screen will allow you to manage your family's registrations. To continue, select "Register."

The system will prompt you to choose a registration form. As a reminder, students **must** register at the school for which they will compete. If a middle school student is participating in a varsity sport he/she must have a high school registration form filled out. If that student also competes at the middle school level, you should also complete a corresponding registration at the middle school.

Upon selecting the appropriate registration form, the system will then guide you through six different screens.

SCREEN 1 will prompt you to fill in some basic information about your student. All fields with an (*) are required. You cannot complete the page unless those fields are completed.

SCREEN 2 will prompt you to choose the activities that for which your student needs to register. Please note that the school is not able to add a registration for your student but they can remove them. For that reason, it is always best to register your student for any activity you think they may participate. It will save you from having to log back into the system later and add a registration.

Fall:
```
None
Fall 2016
    Cheerleading
    Cross Country Boys
    Cross Country Girls
    Dance & Drill
    Football
```
Winter:
```
None
Winter 2016 - 2017
    Basketball Boys
    Basketball Girls
    Cheerleading
    Dance & Drill Girls
    Gymnastics
```
Spring:
```
None
Spring 2017
    Baseball Boys
    Golf Boys
    Soccer Girls
    Softball Girls
    Tennis Girls
```

SCREEN 3 will ask for additional parent/guardian info. Contact information for at least one parent/guardian is required. You may choose to add information for a second contact if you wish.

SCREEN 4 requires you to upload a copy of your student's physical. You cannot complete the registration unless you upload a copy to the system. Before you can upload the physical, you will need it in a digital format. This can be done in a number of ways:

1. You can scan the physical and email it to yourself. From your email, you can save the file to your desktop.
2. You can take a picture of the physical using your phone or a digital camera. Once you have the picture, you can email it to yourself or save it to your desktop directly from the phone.
3. When your student gets their physical you can ask the doctor's office to scan it and email it to you so you can save it to your desktop.

Once the file is saved to your computer, you will click on the **Choose File** button to locate it on your computer. Once you find the file and select it you will click on the upload button on the right hand side of the screen.

| Choose File | Bismarck Student Physical.pdf | | Upload |

Once you have done that, it should look this this:

| 📄 Bismarck Student Physical.pdf | | Remove |

SCREEN 5 will prompt you for medical information about your child, ask for you to check boxes in regard to consent for treatment in case of emergency and will finally ask you to type your name as a signature.

SCREEN 6 pertains to the BPS Code of Conduct and our Concussion Protocol. Please read these, check the appropriate boxes and sign at the bottom of each form and select submit. On the final screen, make sure to verify the process by completing the "captcha" portion of the registration as indicated below:

CAPTCHA

This question is for testing whether you are a human visitor and to prevent automated spam submissions.

Math question * 3 + 5 =

After completing this, click submit. From there, you should receive the following message as a confirmation that your student's registration is complete:

Thank you. We have received your submitted form.
Go back to the form

I have already registered my student, but I need to add another activity to their registration. What do I need to do?
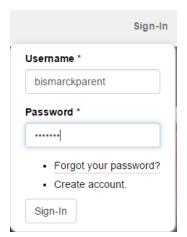
To add another registration for your student you will need to access your family account. To do that, please go back to the appropriate school and log back in to your account. The links are on each school's athletics webpage or are as follows:

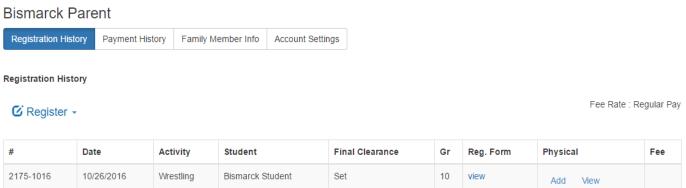Horizon/Century: https://century-ar.rschooltoday.com/

Simle/Legacy: https://legacy-ar.rschooltoday.com/

Wachter/Bismarck: https://bismarck-ar.rschooltoday.com/

Once into the appropriate school's registration site, click on the sign in button in the upper right hand corner and enter the username and password that you used when you first registered. If you do not remember either of them, you can contact the school and they can look up the username and reset the password.

Sign-In

Username *

bismarckparent

Password *

••••••••

- Forgot your password?
- Create account.

Sign-In

Once logged in, you should see the screen below and will be able to see which activities your student is registered.

Bismarck Parent

| Registration History | Payment History | Family Member Info | Account Settings |

Registration History

 Register ▾

Fee Rate : Regular Pay

#	Date	Activity	Student	Final Clearance	Gr	Reg. Form	Physical		Fee
2175-1016	10/26/2016	Wrestling	Bismarck Student	Set	10	view	Add	View	

At this point, it is recommended that you click on "view" under the physical column and then save a digital copy of your student's physical to your desktop if you do not still have it there from earlier in the school year.

To add a registration, click on the register button and then "Register Bismarck Student". In your case, it would be "Register <u>Student Name</u>".

You will then be prompted to select a registration form. <u>It is important that you are selecting the form that ties in to the school where your student will be participating</u>.

 Register ▾

Register Bismarck Student

Register a New Student

Because you are simply adding another activity to your student, much of the information from the original form will transfer onto the new registration but the system will still guide you through the six screens as listed above.

While much of the info will transfer, you will still need to complete some fields. Most notably, you will need to upload another copy of your student's physical when you reach screen 4.

If you have any other questions about adding a registration, refer to the instructions on pages 2-3 of this document for screens 1-6.

Once you have completed all six screens, the system will ask you to do a "captcha" verification. At this point, your student should be registered for the additional activity.

When viewing your family account, you should now see the new registration appear for your student.

I have already registered one of my students, but now I need to add another student in my family. What do I need to do?
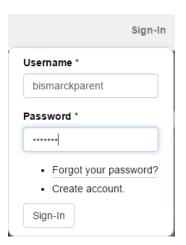
To add a registration for another student in your family you will need to access your family account. To do that, please go back to the appropriate school and log back in to your account. The links are on each school's athletics webpage or are as follows:

Horizon/Century: https://century-ar.rschooltoday.com/

Simle/Legacy: https://legacy-ar.rschooltoday.com/

Wachter/Bismarck: https://bismarck-ar.rschooltoday.com/

Once into the appropriate school's registration site, click on the sign in button in the upper right hand corner and enter the username and password that you used when you first registered. If you do not remember either of them, you can contact the school and they can look up the username and reset the password.

Sign-In

Username *

bismarckparent

Password *

••••••••

- Forgot your password?
- Create account.

Sign-In

Once logged in, you should see the screen below and will be able to see which activities students in your family are registered for.
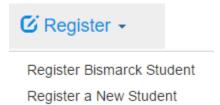
Bismarck Parent

| Registration History | Payment History | Family Member Info | Account Settings |

Registration History

☑ Register ▾

Fee Rate : Regular Pay

#	Date	Activity	Student	Final Clearance	Gr	Reg. Form	Physical		Fee
2175-1016	10/26/2016	Wrestling	Bismarck Student	Set	10	view	Add	View	

To add a registration for a new student, click on the register button and then "Register New Student".

☑ **Register** ▾

Register Bismarck Student

Register a New Student

You will then be prompted to select a registration form. It is important that you are selecting the form that ties in to the school where your student will be participating.

Because you are adding a new student to your family account, some of the information from the original form will transfer onto the new registration.

Continue through each of the six screens selecting the new activity/activities you would like to add and filling in all missing information and click submit. You will be asked to do a "captcha" verification and then you should be set with the new registration.

When viewing your family account, you should now see the registration appear for your new student.