

## **2016-2017 Lakes Activities Registration**

All steps must be completed PRIOR to the first tryout/practice date.

Go to Athletics & Activity Registration at: <https://d117-ar.rschoolday.com/>

**First Time Users: START HERE if this is your FIRST time registering ANY student for seasonal high school sports and activities at LCHS.**

**1. Click on Registration and select CLUB AND ACTIVITY Registration from the icons. Under LAKES COMMUNITY HIGH select NEW USER – CREATE AN ACCOUNT.**

**Activity:** → Be sure to select **all** the programs your son or daughter is interested in. You can Ctrl-click to select multiple sports.

**You will be prompted to enter your student's ID and Last Name.** Last name MUST be EXACTLY AS IT APPEARS IN INFINITE CAMPUS. You will find your student's ID number and name information in the parent portal of Infinite Campus or on the student's school ID card from last year.

**Troubleshooting:**

**If Student ID exists, please login.** = Your student is already associated with an account. Skip to returning user instructions (Step 3).

**If Student ID doesn't exist or is invalid, please contact your school administrator.** = Either:

- You may not be entering your last name exactly as it appears in Infinite Campus (If your last name is Jones-Smith and you enter Jones you will get this error!).
- If you are new to the district, you need to contact the athletic office to have your student information updated.

**Skip to step 3 below.**

**RETURNING USERS: If you have registered any student for Activities at LCHS start here.**

**2. Go to Athletics & Activity Registration at: <https://d117-ar.rschoolday.com/>**

**Under LAKES COMMUNITY HIGH select RETURNING USERS - LOGIN HERE. Log in to your Family Account.**

a. Once logged in, click on Register to register an existing student on your account or select Register New Student to add another student to your account.

b. Pick **CLUB AND ACTIVITY Registration** from the icons.

**Troubleshooting:**

If you are having trouble logging into your account, try the password reset link on the login page. Password reset emails sometimes go to your junk or spam folder. If you have never registered a student on this site, go back to first time user instructions as you will need to create an account.

**Go to step 3 below.**

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**3. Complete the information on the registration form. Be sure to complete ALL required fields that contain an \*, if you do not you will receive an error message at the end.**

- a. Grade: \* → Be sure to update the grade level to reflect the current grade level in 2016-2017.  
Returning users, you may have to change this because the grade level from last year is what is saved.
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**4. Athletic Code and Eligibility Requirements for Competitive, Extracurricular Athletics and Activities & Required Consents:**

- a. Please **READ** and **DOWNLOAD** the Athletic Code and Eligibility Requirements. Click each check box to acknowledge statements. *These do not need to be printed or turned in.*
- b. Check the Electronic Signature box. Both the parent/guardian and student-athlete must type their full name. The electronic signatures will indicate your acceptance of the agreement. Your registration is time/date stamped.
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**5. Check out page:**

- a. **New Users:** *You MUST finish setting up your Family Account or your registration will \*NOT\* be processed.* Enter a username and a password. We recommend using the same login credentials you use for Infinite Campus when setting up your account. Make note of your login credentials as you will use this Family account for all athletic and activity registration going forward.
- b. **Returning users:** You will see a message: *You are logged in as “yourusername” in this form.*

**No payment is due at this time.** Fees will be charged through the Infinite Campus portal when teams are selected. You will receive an email once your student is added to a roster. Shortly after that, athletic fees will be posted to your IC account and you may log in to the Infinite Campus portal and make payment.

**Complete all required fields on this screen and then Click Submit.**

**Troubleshooting :**

- **The username “youenteredusername” is already taken.** = You may already have an account, try logging in first or try a different username. We recommend using the same login credentials you use for Infinite Campus.
  - **The email address “youremail@email.com” in Parent/Guardian 1 is already taken .** = This email is already associated with a family account, perhaps from an older sibling’s past registration. Login to your existing family account to complete the registration process.
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**6. Confirmation page.**

- a. *To register another student, scroll to the bottom and click the <<Back button to return to your account page or click Manage AR at the bottom of the page.*
- b. You will now see the activity(s) you registered your student for on this page.
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**7. In addition to completing the online registration, in order to be eligible to try out, all students must also meet the following requirements:**

- a. Have passed a minimum of 5 classes in the prior semester (applies to students in grades 10-12 for the fall and all students for the spring)
- b. Have satisfied all past monetary obligations.