

## Step By Step Guide : Registration for Returning Users

<https://easternchristian-ar.rschooltoday.com/>

### Step 1 – Login to your family account

Click any of the 'Family Account Login' links as shown below

must be within one year of the start date for that sport) you **DO NOT** need a new physical. Please print and submit this [Health History Update Form](#) instead.

Fall Sports Start Date: August 10, 2016

Once the **Physical Form** or **Health History Update Form** is completed, you must turn it into the school nurse.

ATTENTION SCHOOL NURSE:

**Eastern Christian High School**  
50 Oakwood Avenue  
North Haledon, NJ 07508  
[hsnurse@easternchristian.org](mailto:hsnurse@easternchristian.org)

**Eastern Christian Middle School**  
518 Sicomac Avenue  
Wyckoff, NJ 07481  
[lauragorter@easternchristian.org](mailto:lauragorter@easternchristian.org)

**REGISTER NOW** - FOR HIGH SCHOOL

**REGISTER NOW** - FOR MIDDLE SCHOOL

**Step 2: Have you previously used this site to register a student?**

Click [Family Account Login](#). Use the username and password you created during your first registration.

Once logged in, you may click on the 'Register' dropdown and register an existing student or add a new student in your account.

[Login](#)

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Enter the username and password you created during your first registration.

**Eastern Christian School**

Login

Username \*

Password \*

[Log in](#)

[Forgot your username or password?](#)

[Public View](#)

[Login](#)

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## Step 2 – Register the student-athlete

Once logged in, click the 'Register' drop-down.

The screenshot shows the Eastern Christian School Family Account interface. At the top left is the school logo. Below it, the text "Family Account" is displayed. On the right side, there are links for "Logout", "Account Setting", and "Show Inactive Records". The main content area is titled "Parent Parent" and "Registration History". A "Register -" button is highlighted with a red box. To the right of this button, the text "Fee Rate : Regular Pay" is visible. Below the button is a table with the following data:

#	Date	Activity	Student	Gr	Reg. Form	Physical	Status
0037-0416	04/12/2016	Softball HS	Bianca Lopez	9	<a href="#">view</a>	<a href="#">Add</a>	

Below the table is a "Payment History" section with a table that has columns for "Date", "Item", "Recp't", and "Status". A message below the table states: "There is no refund data available."

Select an existing student to register or choose 'Register New Student' to register another child.

This screenshot is identical to the one above but includes red annotations. A red arrow points from the text "Click to register an existing athlete in the family account" to the "Register -" button. Another red arrow points from the text "Click to add and register another child in the family" to the "Register a New Student" option in the dropdown menu. The "Register -" button and the "Register a New Student" option are both highlighted with red boxes. The table below the dropdown menu shows the same data as in the previous screenshot.

Select the appropriate registration form.

A dialog box titled "Choose which Form You Want to Register to:" with a close button (X) in the top right corner. It contains two radio button options. The first option is "Athletic Registration - High School" with a red arrow pointing to it and the text "For High School athletes" above it. The second option is "Athletic Registration - Middle School" with a red arrow pointing to it and the text "For Middle School athletes" below it.

If an existing student in the family account registers, all the information entered previously will auto-populate except for the sport selection. Review and update the information as needed and select the activity to register. You may select one or multiple activities.

An activity selection interface titled "Activity". It is divided into three sections: "Fall:", "Winter:", and "Spring:". Each section has a scrollable list of activities. In the "Fall:" section, "Cross Country Girls HS" is selected. In the "Winter:" section, "Basketball Girls HS" is selected. In the "Spring:" section, "Baseball HS" is selected.

For the new student added in the family account, only the Parent/Guardian details will auto-populate. Please fill-out the required information to be able to submit the registration.

After filling out all the necessary information, click the 'Next' button.

By typing my full name in the box below, I am signing this Agreement electronically. I agree my electronic signature is the legal equivalent of my manual signature on this Agreement. I declare my understanding and concurrence with the information completed in this form. I consent to be legally bound by this Agreement's terms and conditions.

**Student-Athlete's Electronic Signature: \***

**Parent-Guardian's Electronic Signature: \***

The next page is the AR Checkout which will show the summary of activities that you registered for. Answer the CAPTCHA/math question then click the 'submit' button.

AR Checkout Page

SET UP YOUR FAMILY ACCOUNT LOGIN

By logging in first on future registrations, all forms will be PRE-FILLED for your convenience, but allow you to make changes if needed.

You are logged-in as *Bianca* in this form.

<b>Activities:</b>	Cross Country Girls HS	No Fee
	Basketball Girls HS	No Fee
	Baseball HS	No Fee

CAPTCHA

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

**Math question \*  $19 + 0 =$**

You will be brought back to the family account page after submitting a new registration. The newly registered activity/activities will reflect in the registration history.

Family Account

[Logout](#) [Account Setting](#) [Show Inactive Records](#)

Parent Parent

Registration History Fee Rate : Regular Pay

[Register](#) -

#	Date	Activity	Student	Gr	Reg. Form	Physical	Status
0037-0416	04/12/2016	Softball HS	Bianca Lopez	9	<a href="#">view</a>	<a href="#">Add</a>	
0039-0416	04/13/2016	Cross Country Girls HS Basketball Girls HS Baseball HS	Bianca Lopez	9	<a href="#">view</a>	<a href="#">Add</a>	

## Reminders:

If you have a login issue or you don't remember your Username and Password, click on "Forgot your username and password." Enter the Parent/Guardian 1 email address you used during your first registration. Click on the "Send email" button and you will receive an email message with instructions to reset the password.

Login

Username \*

Password \*

[Log in](#)

[Forgot your username or password?](#)

[Public View](#)

Login

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Please remember to print and bring a hard copy of the Health History Form to the nurse's office ( if you have a current physical in the nurse's office).

If your physical date is not within one year of the Winter start date (even if you were cleared for a Fall sport) you must print the physical forms, go to the doctor, and return a hard copy to the nurse's office.

You must submit a physical form or health history update form to be cleared and receive notification. Coaches will also provide a cleared list closer to the season.

If you have questions about physicals, please contact the nurse's office.

ECHS: 973-427-0900 ext. 4207

ECMS: 201-891-3663

All other question, contact the Athletics office.

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