

REGISTERING FOR SPORTS & ACTIVITIES ONLINE

1. GO TO: <https://westspringfield-ar.rschooldtoday.com/>
COMPUTER PREFERRED INSTEAD OF PHONE
2. CLICK, '**LOG IN TO ATHLETIC AND ACTIVITY REGISTRATION**'
 - a. NEW USERS: CLICK, '**CREATE FAMILY ACCOUNT**'
 - b. RETURNING USERS WITH ACCOUNT: CLICK, '**FAMILY ACCOUNT LOGIN**'
 - i. RETURNING USERS LOGIN WITH EXISTING USERNAME & PASSWORD
3. NEW USERS ENTER THE FOLLOWING:
 - a. FIRST/LAST NAME
 - b. CREATE A USERNAME & PASSWORD (remember this for future use)
 - c. EMAIL ADDRESS (**can not** be the student 'fcpschools.net' email – **must be** a parent email)
 - d. CLICK, '**SIGN UP**'
4. NEW USERS:
 - a. CHECK THE EMAIL ADDRESS ASSOCIATED WITH YOUR ACCOUNT FOR A VERIFICATION MESSAGE
 - i. CLICK ON THE LINK IN THE EMAIL → WILL RE-DIRECT BACK TO THE REGISTRATION WEBSITE
 1. CLICK, '**CLICK HERE**' TO GO TO ACCOUNT PAGE
5. ALL USERS:
 - a. CLICK THE BLUE, '**REGISTER**' (has a blue square with a pencil icon to the left of it)
 - b. CHOOSE WHICH FORM YOU WANT TO REGISTER TO:
 - i. '**ATHLETIC REGISTRATION**' IS FOR ALL SPORTS
 - ii. '**VHSL ACADEMIC ACTIVITY REGISTRATION**' IS FOR ALL OTHER SCHOOL SPONSORED ACTIVITIES
6. ALL USERS ENTER THE FOLLOWING:
 - a. STUDENT ID NUMBER
 - b. LAST NAME (**must be** typed as it appears in SIS; two last names, correct spelling, hyphenated last name, etc.)
 - c. CLICK, '**CONTINUE**'
7. FILL OUT THE 7 STEPS OF THE FORM AS COMPLETELY AS POSSIBLE
 - a. ***PHYSICAL DATE IS NOT REQUIRED FOR STEP #4 – '**CHECK**' ACKNOWLEDGEMENT THAT A VHSL PHYSICAL FORM MUST BE TURNED IN***

A confirmation email will be sent to the West Springfield Student Activities Office upon completion of the online registration. If you have any issues or questions, please email the following:

- Chris Worrell (cworrell@fcps.edu) – Certified Athletic Trainer
- Leah Conte (lmconte@fcps.edu) – Director of Student Activities
- Rosie Donaldson (rmdonaldson@fcps.edu) - Assistant Director of Student Activities