

# Grain Valley Athletic Department is now using [rSchoolToday](#) for Athletic Registration!

\*Please disregard any fee information in this tool. We are not using that portion of the functionality.

\*\*If your student had a current physical (within 2 years) in the PRIVIT system, those were downloaded at the end of last school year. You do NOT have to upload the actual physical again, but you do have to update all other registration information as required every year. Coaches will be given a list of players who do not have a current physical on file.

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## Creating Account for First Time users

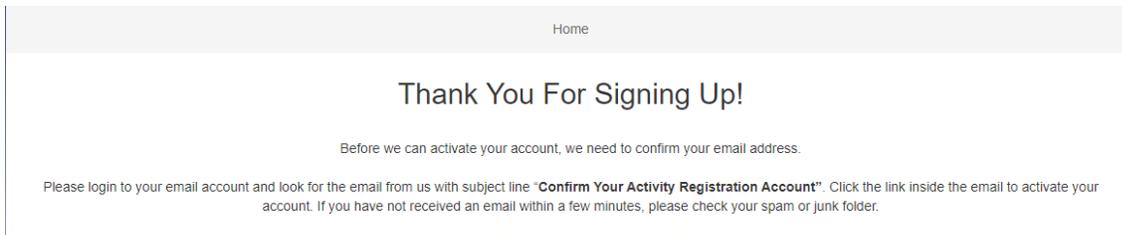
Access the rSchool site using the following link.

<https://grainvalleyhs-ar.rschoolday.com/home>

Select the Large Icon in the middle "Athletic Team Registration"

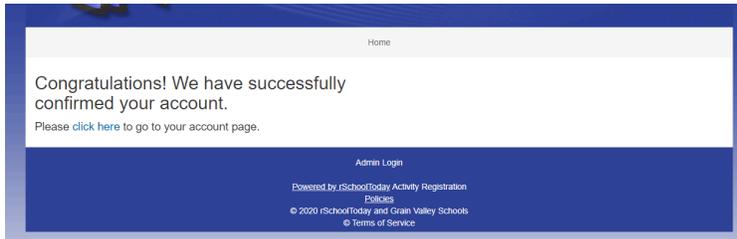


Select **New Users**, then **Create New Account**. Follow the prompts to add parent guardian information, user name, password, and email address. When you have completed all fields and selected the sign up button, you should be taken to a Thank you screen as below.



To finalize your account sign up, you will need to login to your email account and find the email with the subject, **Confirm Your Activity Registration Account**. You must click the link inside that email in order to activate your account. If you have not received an email within a few minutes, please check your spam or junk folder.

After activating your account, you will receive this message.



You can then log in as a Returning User to complete the registration process for your child.

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## Logging in as a Returning User

Access the rSchool site using the following link.

<https://grainvalleyhs-ar.rschooldtoday.com/home>

Select the Large Icon in the middle “Athletic Team Registration” as below or select View My Account on the top right above the scrolling photo banner.



Select the **Returning Users** option. Select button, **Login to My Account** as below.

**Returning Users**

If you have **registered** online before, please click the button below to Log in to your Account. This will pre-fill all of your information and allow you to register more quickly.

Complete the login information, select **I'm not a robot**, and then button **Sign In**. You will be taken to the family account page to enter your registration. **LOGIN information is CASE Sensitive.**

Family Account

Test Test

Registration History Payment History Family Member Info Important Dates Account Settings Logout

Register Incomplete Registration Fee Rate : Regular Pay

#	Date	Activity	Student	Final Clearance	Gr	Reg. Form	Fee	Recp't	Status
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Select **Register** to start adding your student information. The 6 sections will gather all information that is necessary for your registration. Please complete information fields as requested with fields marked as “\*” being required information. To note, you can begin your registration and go back in later to complete any information that you need to gather by selecting the Save and Finish Later button.

- Step 1 - Select Student**
- Step 2 - Select Activity**
- Step 3 - Parent/Guardian Info**
- Step 4 - Physical Forms**
- Step 5 - Medical Information**
- Step 6 - Others**

\*\*\*In order to finish an Incomplete Registration, select **Incomplete Registration**, and then **Edit** to complete.

Incomplete Registration

Athletic Registration

Initiated By : Christy Bosserman

Edit Delete

You will need to page through the portions of the forms that you have already completed. (Step 2 section will require you to reselect the sports and activities - this is intentional.) After all information is completed on all steps, enter **Submit** to finalize your form entries.

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## Adding additional students

Once you have established your username (Family Account), selecting the option of **Register** will allow you to register additional students for athletics and activities, as well as add sports for each season.

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## Editing existing information

After logging in as a Returning User, any demographic information for parents/guardians or students, can be edited under Family Member Info. Any registration information, including insurance and emergency contact information, can be updated by selecting **VIEW** on the row associated with your student. Edit any information that you wish, making sure to save each screen with changes. You can return to your **Family Account** view by selecting **Back to Account** at the bottom of the form.

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## Steps taken by the Athletic Department

Your account will show each student's clearance status when you view your family account as below.

Family Account

Christy Bosserman

[Registration History](#) [Payment History](#) [Family Member Info](#) [Important Dates](#) [Account Settings](#) [Logout](#)

[Register](#) [Incomplete Registration](#) Fee Rate : Regular Pay

#	Date	Activity	Student	Final Clearance	Gr	Reg. Form	Physical Date	Fee	Recp't	Status
School Year 2020-2021										
0017-0720	7/30/2020	Football	Bosserman, Parker A	<a href="#">Pending</a>	12	<a href="#">View</a>	<a href="#">Add</a> <a href="#">Edit</a>			
		Baseball		<a href="#">Pending</a>						

The activity department will review the submitted information and update the clearance level prior to the start of each season. Communications will be sent to the coaches to follow up on any outstanding student athlete.