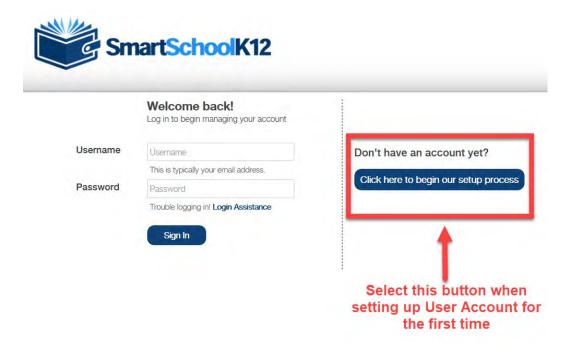
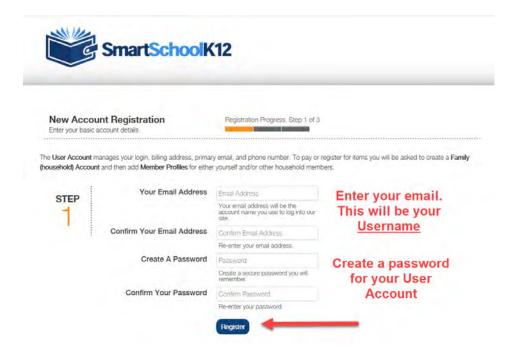
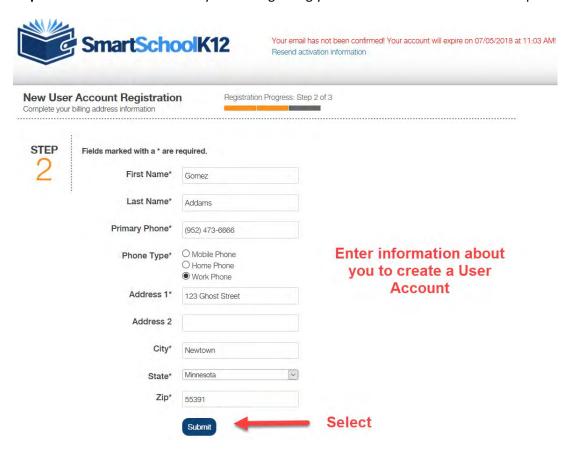
**Step 1:** Select the button "Click here to begin our user setup process" to create your PARENT USER ACCOUNT.



**Step 2:** Your new PARENT USER ACCOUNT login will be your email address and a unique password created by you. Select the "Register" button to continue on to the next step in the process



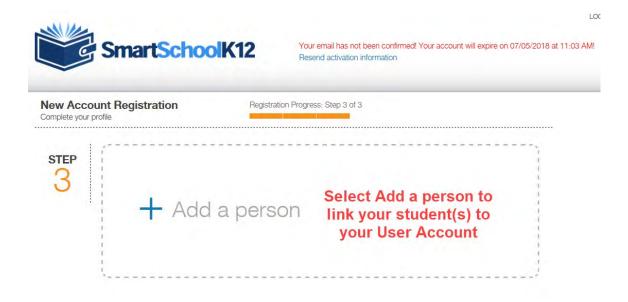
Step 3: Enter information about yourself regarding your PARENT USER ACCOUNT then press the "Submit" button



Step 4: Congratulations! You have just created your PARENT USER ACCOUNT

**REMINDER:** After you created your new PARENT USER ACCOUNT, you should have received an email containing a link to confirm your account. Please make sure you open this email and confirm your PARENT USER ACCOUNT. If you do not, your login credentials will expire in 30-days.

Select the box to "Add a person" to your PARENT USER ACCOUNT



Step 5: There are two methods for you to "Add a person" to your PARENT USER ACCOUNT:

Option 1: If the school has sent you a 16 digit key, then select the box that says "Yes, I have a key" to continue.

Option 2: If the school did not send you a 16 digit Key, select the box that says "No, I do not have a key" to continue. Please look up your student's Student ID# and Data of Birth to use this option.



**Step 6:** On this is the page, enter the Student ID# and Birth date for your student. Select "**Link Family**" once you have entered this information. If you have more than 1 student, the system will try to link all your students at the same time. You do not need to add them one at a time.



**Step 7:** Congratulations! You have now added your students to your PARENT USER ACCOUNT. You only need to complete this process once to link your PARENT USER ACCOUNT to your students.

Select either the "Go" button or the Soccer ball to see a list of your students and to begin registration

