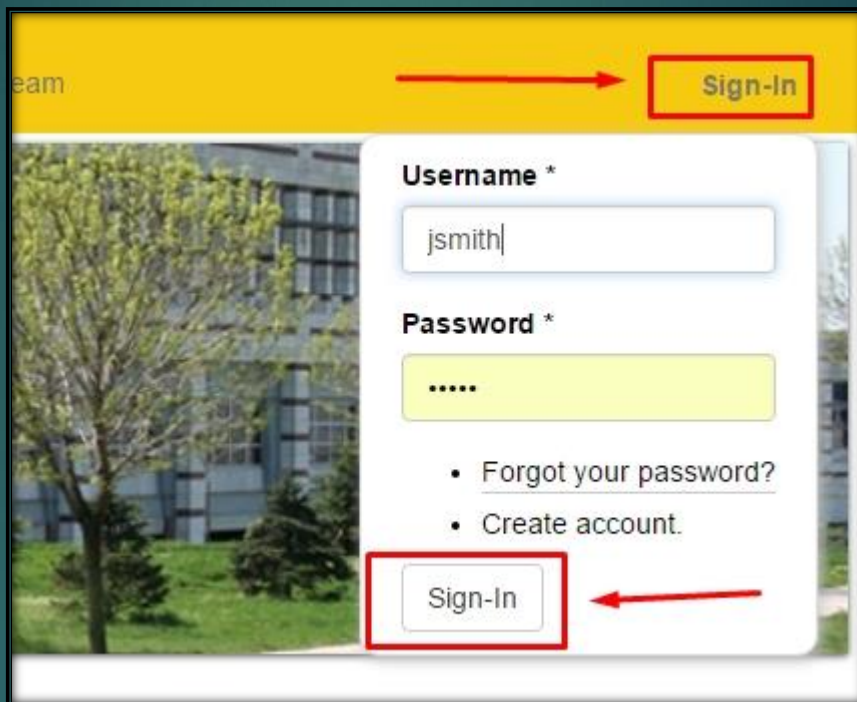


Guidelines to Returning User

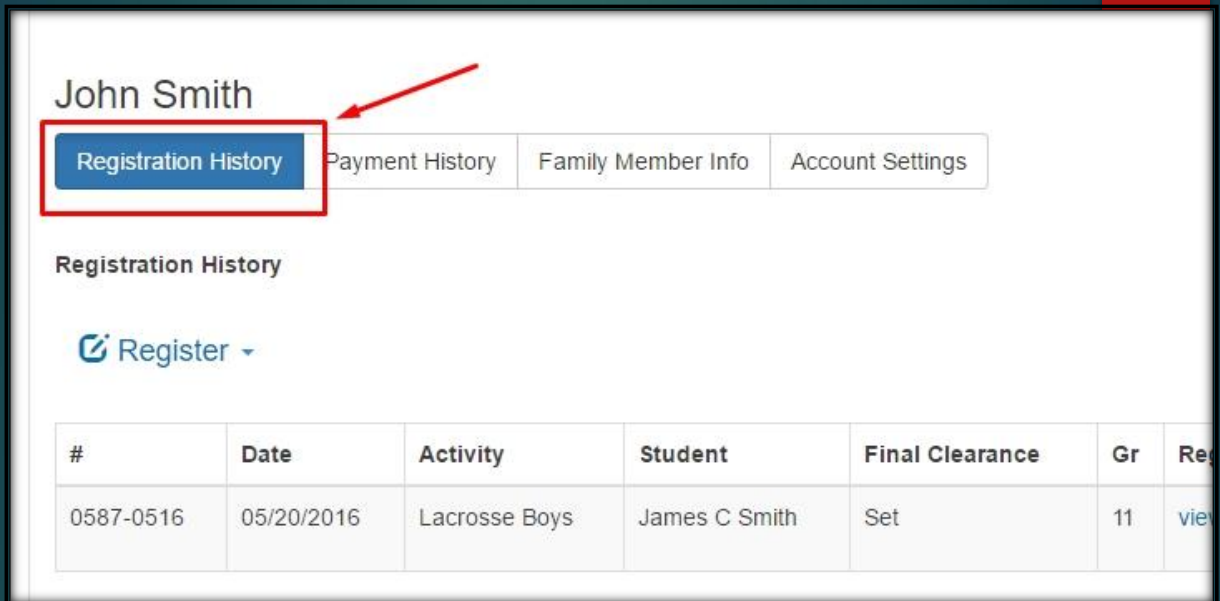
1. Click the “**Sign In**” link (located on the upper right portion of the homepage screen). Enter your **username** and **password** then click **Sign In** button.

A screenshot of a web application's login page. The page has a yellow header bar with the text 'eam' on the left and a 'Sign-In' button on the right, which is highlighted with a red box and a red arrow pointing to it. Below the header is a white login form. The form contains a 'Username *' field with the text 'jsmith|' and a 'Password *' field with six dots. Below the password field are two links: 'Forgot your password?' and 'Create account.'. At the bottom of the form is a 'Sign-In' button, which is also highlighted with a red box and a red arrow pointing to it. The background of the page shows a photograph of a building and trees.

IMPORTANT:

- If you forgot your username and/or password, **DO NOT** create a new account. Click the “**Forgot your password?**” link and use the **email address** you used on your previous registration under **Parent/Guardian 1 Information.**
- If you are registering a sibling or another student, **DO NOT** create a new account. **Log in** to your family account and add the sibling or other student.

2. In the family account page, click the “**Registration History**” tab.



John Smith

Registration History Payment History Family Member Info Account Settings

Registration History

Register ▾

#	Date	Activity	Student	Final Clearance	Gr	Re
0587-0516	05/20/2016	Lacrosse Boys	James C Smith	Set	11	view

3. Click the “**Register**” link.



Registration History

Register ▾

Register James C Smith
Register a New Student

#	Date	Activity	Student	Final Clearance	Gr
0587-0516	05/20/2016	Lacrosse Boys	James C Smith	Set	11

NOTE: To register the same student, choose “**Register (followed by the name of the student)**”. The form will auto populate the answers based from your previously submitted registration. Review the answers, choose the new activity then submit the registration.

To add a sibling or another student, choose “**Register a New Student**”. Fill out the form as new student.