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## Register for a Program as a New User

1. After creating a FamilyID account and following the emailed verification link, you will be brought to your dashboard. Please type the name of the school you are looking to register for in the search box that reads 'Type organization name or keyword to find a program'.

The screenshot shows the FamilyID dashboard for user Emily Casey. At the top, there is a navigation bar with 'DASHBOARD', 'FIND PROGRAMS', 'REGISTRATIONS', and 'HELP'. A 'Casey Family Account' dropdown menu is visible on the right. Below the navigation bar, the user is greeted with 'Hello, Emily Casey' and 'Last login: April 6, 2016'. A search box is prominently displayed with the placeholder text 'Type organization name or keyword to find a program.' and a green 'FIND' button to its right. A red arrow points to the search box.


2. Find the program you are interested in and select the blue link with the program's title to head to the registration page.

The screenshot shows the search results for 'Bayrock' on the FamilyID dashboard. The search bar contains 'Bayrock' and the 'FIND' button is highlighted with a red arrow. Below the search bar, there is a section titled 'FEATURED ORGANIZATIONS' with a blue header. The first result is for 'Bayrock High School', which is the 'Home of the Tigers!'. A description follows: 'Bayrock High School strongly supports the commitment to interscholastic athletic programs as an essential educational opportunity available to students. Secondary school educators have long recognized the educational value of sports. [Read more](#)'. Below this, a table lists the program details:

PROGRAM	DATES	PRICE	REGISTRATION
<a href="#">2015-16 Winter Athletics</a>	Jul 20, 2014 - Nov 29, 2014	\$0 - \$200	Open

3. The program's landing page will show a description of the program with a green 'REGISTER NOW' button located below. You can either select the green 'REGISTER NOW' button or just simply scroll down the page until you see the blue header that says 'Sections' to kick off your registration process.

Dashboard > Bayrock High School > Programs > 2015-16 Winter Athletics



## 2015-16 Winter Athletics

**Registration Deadline 03/12/2015**  
**Payment Deadline 03/12/2015**

Welcome to athletics registration.

Before any student can participate in tryouts, the following requirements must be met:

- All students MUST turn in a copy of their most recent physical to the athletics office prior to the first day of practice. Physicals are good for 13 months from the date of the exam. Students with expired physicals will not be permitted to participate in practices or games until a new physical is turned in.
- The parents/guardians are responsible for filling out this form completely and ensuring that any and all medical information concerning your child's health, medical concerns, injuries, medications and allergies are reported to the Athletic Department & coaches.
- Parent/guardian and the student-athlete must complete an online concussion course within the past 12 months. The free course can be found at:  
<http://www.nfhslearn.com/electivedetail.aspx?courseID=38000>

**REGISTER NOW**

**ORGANIZATION**

[Bayrock High School](#)  
Home of the Tigers!

**READ MORE ABOUT US**

**CONTACT US**

**Will Royce**  
Athletic Director  
888-800-5583  
[wroyce@bayrock.edu](mailto:wroyce@bayrock.edu)

**Julie Smith**  
Athletic Trainer  
888-800-5583  
999,888,7777  
[jsmith@bayrock.edu](mailto:jsmith@bayrock.edu)

4. Select the 'Section' of your choice and answer any of the questions in the 'Add-On' area that your organization requires.

SECTIONS		
<input type="radio"/> Baseball	March 9, 2016 to May 28, 2016	\$70.00
<input type="radio"/> Tennis	March 9, 2016 to May 28, 2016	\$70.00
<input checked="" type="radio"/> Track & Field	March 9, 2016 to May 28, 2016	\$70.00
<input type="radio"/> Softball	March 9, 2016 to May 28, 2016	\$70.00

5. Proceed to 'Participant Information' and fill in all required fields on the form (anything with a red asterisk is required).

**PARTICIPANT INFORMATION**

Please enter information about your student athlete below.

CREATE NEW participant

**PRIMARY**

\* Prefix

\* First name

Middle name

\* Last name

Suffix

Nickname

Birth date

Gender

6. When you have completed the form, click on the green 'SAVE AND CONTINUE'.

CANCEL

Do not double-click  
You must complete all required fields with a red asterisk to continue.

**Note: If you have not filled in all fields with a red asterisk, then the form will NOT 'Save & Continue' and will bring you back up to the field you have missed.**

7. A summary of the registration will be displayed. In order to complete your registration, you will have the option to either select **'Pay & Submit'** button for online payment or the **'Submit'** button for offline payment.

**REGISTRATION IS NOT YET SUBMITTED.**  
Click **'SUBMIT'** or **'PAY & SUBMIT'** button to continue.

SUMMARY			
<b>REGISTRATION STATUS : NOT SUBMITTED</b>		<b>PAYMENT STATUS : NONE</b>	
Participant	Albert Einstein		
Account owner email	<a href="mailto:demo@familyid.com">demo@familyid.com</a>		
Registration date	February 09, 2016		
Organization	<a href="#">Bayrock High School</a>		
Program	<a href="#">2015-16 Spring Athletics</a>		
Sections	Field Hockey	September 1, 2014 to November 28, 2014	\$150.00
	Late Fee		\$30.00
	<b>Total</b>		<b>\$180.00</b>
	<b>Amount paid</b>		<b>\$0.00</b>
	<b>Balance</b>		<b>\$180.00</b>

**PAYMENT DETAILS**

**Balance Due** \$180.00

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**PAYMENT METHOD**  
PayPal

[PAY & SUBMIT](#)

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**PAYMENT METHOD**  
**Offline**

Please make checks payable to Bayrock High School.  
THIS PAYMENT METHOD IS SEPARATE FROM FAMILYID. PAYMENTS WILL NOT BE REFLECTED IN REGISTRATION BALANCE

[SUBMIT](#)

Cancel registration

8. When you have successfully submitted your registration, you will see a summary page of your registration that states 'REGISTRATION STATUS: COMPLETED'. You will also receive a confirmation email to the email address associated with your FamilyID account. Your information will now be saved in the system for future use.

Dashboard > Registrations > Fall Athletics Registration (Tom Griffin) SUMMARY ▾

SUMMARY			
<b>REGISTRATION STATUS : COMPLETED</b>		<b>PAYMENT STATUS : NONE</b>	
Participant	Tom Griffin		
Account owner email	<a href="mailto:jfalli@familyid.com">jfalli@familyid.com</a>		
Registration date	10/17/2016 12:59 pm		
Organization	<a href="#">Cedar Valley</a>		
Program	<a href="#">Fall Athletics Registration</a>		
Sections	Soccer (Boys)	September 1, 2016 to November 4, 2016	\$100.00
Add-ons	I qualify for free lunch.		-\$100.00
Administrative fee ⓘ	5.0%		\$0.00
	<b>Total</b>		<b>\$0.00</b>
	<b>Amount paid</b>		<b>\$0.00</b>
	<b>Balance due</b>		<b>\$0.00</b>

**PAYMENT DETAILS**

**Balance Due** \$0.00

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**Payment Instructions**

If you would like to pay offline, please select 'Submit' and bring check or cash to the business office.

YOUR REGISTRATION IS COMPLETE

REGISTER ANOTHER PERSON
VIEW OTHER PROGRAMS

Cancel registration