

# Trinity Catholic Schools Online Activity Registration

Online registration must be completed for all students participating in a sport. We will not accept paper copies of physicals, eligibility, impact testing, or concussion forms.

**HOW DO I REGISTER?** Go to: <https://trinitycatholic-ar.schooltoday.com/>

Click the icon below to register for an activity



For first time user, Click on Create Family Account, if you already have an account log in with your username and password.

**Step 1** Entering basic student information. All fields with an (\*) are required. You cannot complete the page unless those fields are completed. **You DO NOT need a Student ID number.**

**Step 2** Choose the activities your child will participate in. Please note that the school is not able to add a registration for our student but they can remove them. For that reason, it is always best to register your student for any activity you think they may participate. It will save you from having to log back into the system later and add a registration.

**Step 3** Additional parent/guardian information.

**Step 4** Requires you to upload a copy of your student's physical. (Only one page should be uploaded, your physician should only return the completed NDHSAA Clearance Form to you)! This form must be signed by the physician and the guardian. **The Permission for Medical Treatment section needs to be completed and signed by parents.**

You cannot complete registration unless you upload a copy to the system. Before you can upload the physical, you will need it in digital format. Options for uploading....

- Scan the physical and email it to yourself. From your email, save it to your desktop.
- Take a picture of the physical using your phone or digital camera. Once you have the picture, you can email it to yourself or save it to your desktop directly from the phone.

**Step 5** Medical Information

**Step 6 & 7** Concussion Manager and Athletic Department Eligibility Rules and Expectations are available to download and print; however, you must view it on the screen, and complete the check boxes and required signature boxes that are shown, your registration form will not be saved if this is not completed. Concussion Acknowledgment Signature, Impact Testing Permission Form, and Medical Coverage Information. Please read these, check the appropriate boxes and sign at the bottom of each form and select submit.

After completing online registration you should receive a message as a confirmation that your student's registration is complete.

Trinity Catholic Schools will bill you for activities fees through FACTS Management Online.

If you have any questions please email Pam with any questions. [pam.wegleitner@k12.nd.us](mailto:pam.wegleitner@k12.nd.us)