

# Lightridge Online Paperwork instructions

Lightridge Parents,

Like last year, all athletic participation forms except for the physical form **MUST** be filled out online for next year in LCPS. We **WILL NOT** be accepting any hard copy forms except the physical form. Directions on how to fill out the new online forms is below:

-Log-in to <https://lightridge-ar.rschoolday.com/> to fill out the online paperwork. This is different than <https://lightridgeathletics.org/>. Once on the new web page:

-Scroll down and select the icon **“Athletic Team Registration”**. Do **NOT** click on **“FORMS”** at the top. **We do not collect hard copy forms.**



-If you are a new student or have never registered, you must select the **“New User Create An Account”**



-You will have to create a username and password as a new user.

-Click on **“Register”** on the next page.

-After you have created an account you can use your user name and password to login as a returning user and at that point, you can start filling out the required forms online. Do not enter a Student ID number.

-You only have to complete the online forms once each year.

Step 2: If you have NOT registered before, CLICK NEW USER. If you HAVE registered before, CLICK RETURN USER. To log-in, you need to use the email address you used when you first created your account.

## Registration | Login

### New Users

If you have **NOT** registered online before, or have not received your username and password, please click the button below to create your Account.

Create New Account

### 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.

Login to My Account

Step 3: Enter your information and CREATE A NEW USER NAME & PASSWORD.

### Sign Up

Create New Account [I already have an account](#)

Parent/Guardian First Name\*

Parent/Guardian Last Name

Username\*  Password\*

Email\*

**CAPTCHA**  
This question is for testing whether or not you are a human visitor.

I'm not a robot  [Privacy - Terms](#)

Step 3: Enter your USERNAME & PASSWORD. If you have forgotten, use the "forgot password" on the bottom of the screen.

### Login

Returning Users [I don't have an account](#)

Username  Password

[Forgot your username or password?](#)

**CAPTCHA**  
This question is for testing whether or not you are a human visitor.

I'm not a robot  [Privacy - Terms](#)

Step 4: Click to Register a New Student OR Update a Current Student

Family Accounts / Family Accounts

Family Accounts

Show All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z #

Search

(i.e.: Parent First Name or Last Name, Student First Name or Last Name, Parent First Name and Last Name, Student First Name and Last Name)

[Register a New Student](#) + [Create New Account](#)

[Back to Listings](#)

**Nancy Merriman Family**

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

Registration History

[Register](#) ← [Cancel/Change Registration](#) [Incomplete Registration](#) **Fee Rate** Regular Pay

#	Date	Activity	Student	Gr	Reg. Form	Physical Date	Fee	Recp't	Status
0778-0917	09/25/2017	Basketball Boys Outdoor Track Boys	Merriman, Alexander J.	12	<a href="#">view</a>	<a href="#">Add</a> <a href="#">View</a>	\$0.00 \$0.00		

[Issue Refund](#) + [Add Credit on Account](#) [Adjust Amount](#)

Step 5: Complete the Registration Process and DO NOT PAY any fees – just click “Pay Later,” then “Submit” to complete.

AR Checkout Page

FAMILY ACCOUNT LOGIN

You are logged-in as testacct in this form.

Click the Submit button below to complete the registration

REGISTRATION PAYMENT DETAIL

Activity Name	Activity Fee	Family/Individual Max Discount	Total Cost	Pay Amount
Test, Test Volleyball Girls Varsity	\$100.00	-\$0.00	\$100.00	\$100.00
			Total Activity Fee:	\$100.00
			Discounts:	-\$0.00
			Total Amount Due:	\$100.00
			Total Pay Amount:	\$100.00

< Previous Page **Pay Later**

<< Previous **Submit**

Step 6: Be sure to LOG OUT of your account when you are done with the forms. Thank you for your time!!