

# 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.schooltoday.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

  
reCAPTCHA  
[Privacy](#) - [Terms](#)

Sign Up

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

  
reCAPTCHA  
[Privacy](#) - [Terms](#)

Sign In

#### 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 #

(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<br>Outdoor Track Boys | Merriman, Alexander J. | 12 | <a href="#">view</a> | <a href="#">Add</a> <a href="#">View</a> | \$0.00<br>\$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   |
|               |                          |                                | 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!!