

How to Register your Student for a Sport

1. Go to our new RSchool Website: <https://ccusd301-ar.rschooltoday.com/>
2. Click on one of the School's Button you wish to register your student under:

The screenshot shows the registration page for Central Community Unit School District 301. On the left, there is a sidebar with 'Quicklinks' (CHS Website, CMS Website, PKMS Website, IHSA) and a 'Calendar' for June 2023. The main content area is titled 'Welcome to Central Community Unit School District 301 Athletic Registration'. It features four icons for registration: Central HS Summer Camps, Central HS Athletic & Activity Registration, Central MS Athletic Registration, and Prairie Knolls MS Athletic Registration. Below the icons, it states 'IHSA SPORTS PHYSICALS ARE REQUIRED TO BE UPLOADED FOR ALL ATHLETES'. A note specifies that 'CAMP PARTICIPANTS and Club/Activities DO NOT NEED SPORTS PHYSICALS!'. It further explains that all students must have their physicals completed and uploaded in the system. A link is provided to download IHSA Sports Physical Forms. A final warning states: 'No other forms will be accepted as a valid physical!'.

3. Once you click on the school button you want to register for this screen will pop up:

The screenshot shows the registration and login page for Central Unit School District 301. The header features the district logo and name, along with logos for Central High School, Prairie Knolls Middle School, and Central Middle School. Below the header, there is a 'Home' link and a 'View My Account' link. The main content area is titled 'Registration | Login' and contains two boxes: 'New Users' and 'Returning Users'. The 'New Users' box contains the text: 'If you have NOT registered online before, or have not received your username and password, please click the button below to create your Account.' and a 'Create New Account' button. The 'Returning Users' box contains the text: '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.' and a 'Login to My Account' button.

4. If you already have an account you can go to Returning Users and click login to my account.

5. If you forgot your login and or password please contact Amy Rodriguez at Amy.rodriquez@central301.net (do not call, email her as the information you will need is better done through email, we promise!) and she will be happy to help you - **DO NOT CREATE A NEW ACCOUNT!!!** If you are unsure if you have an existing account please contact Amy Rodriguez at Amy.rodriquez@central301.net (do not call, email her as the information you will need is better done through email, we promise!) and she will be happy to help you. **If you already have an existing account and you create a new one you will not be able to register your student properly in the system and you will be stuck with a message that says that student already exists!!**
6. If you haven't already created an account you will need to to click on Create New Account (Fill out Parent first name, last name, user name, password, email address) and then click sign up.
7. **If you are Creating a New Account:** you will then need to go to your email as you will get an email that says:
 "Thank You For Signing Up!
 Before we can activate your account, we need to confirm your email address.
 Please login to your email account and look for the email from us with subject line **"Confirm Your Activity Registration Account"**. Click the link inside the email to activate your account. If you have not received an email within a few minutes, please check your spam or junk folder."
8. Once you do the above you will then get a response that says:
 "Congratulations we have successfully confirmed your account please click here to go to your account page." where you can then just log in and follow the instructions below.
9. Type in a User Name
10. Type in a Password
11. Click you are not a robot
12. Click sign in




Login

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

Username Password

[Forgot your username or password?](#)

I'm not a robot 

13. Once you are logged in you will see a screen that looks like this:

Family Account

Welcome Amy Rodriguez

[Summer Camp Payments](#)

Amy Rodriguez

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

[Register](#)

#	Date	Activity	Student	Final Clearance	Gr	Reg. Form	Physical Date	Status
School Year 2022-2023								
11594-0722	7/28/2022	Gheerleading	Rodriguez, Evanoeline	Pending	11	View	Add	
11558-0722	7/28/2022	Volleyball-Girls	Rodriguez, Evanoeline	Pending	11	View	Add	
9548-0722	7/19/2022	Band- Fall	Rodriguez, Evanoeline	Pending	11	View	Add	
School Year 2021-2022								
0072-0522	5/16/2022	Band Percussion and Guard Camp (9-12th Grade) July 25-29 / Time: 9:00am-4:00pm	Rodriguez, Evanoeline	Yes	10	View		
0079-0522	5/16/2022	Band (9-12th Grade) Aug. 1-5 / Time: 9:00am - 9:00pm	Rodriguez, Evanoeline	Yes	10	View		

14. From here you will go under where it says your family name (In this case Amy Rodriguez) and right under where it says registration history to where it says Register in blue - click that and then choose the student or add a student you want to register.

Summer Camp Payments

Welcome Amy Rodriguez

Amy Rodriguez

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

[Register](#)

Register Evanoeline Rodriguez

Register New Student

#	Date	Activity	Student	Final Clearance	Gr	Reg. Form	Physical Date	Status
School Year 2022-2023								

15. Once you have chosen your student this screen will pop up:

Amy Rodriguez

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

[Register](#)

Choose which Form You Want to Register to: x

- Central High School Athletic & Activity Registration
- Central High School Summer Camps
- Central MS Athletic Registration
- Prairie Knolls MS Athletic Registration

9548-0722	7/19/2022	Band- Fall	Rodriguez, Evanoeline	Pending	11	View	Add	
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16. Pick the school you want to register your student for.

17. If it hasn't already been populated for you, fill out the steps for inputting your students information. Once done hit the next page button at the bottom of the screen to your left.

18. You will then be sent to selecting an activity screen which looks like this:

Central High School Athletic & Activity Registration

Step 1. Select Student
Step 2. Select Activity
Step 3. Parent/Guardian Info
Step 4. Physical Forms
Step 5. Medical Information
Step 6. Student Eligibility
Step 7. Policies & Agreements
Step 8. Others

Activity

Fall
- None -
Fall 2022
 Cheerleading
 Cross Country Boys
 Cross Country Girls
 Dance
 Football

Winter
- None -
Winter 2022 - 2023
 Basketball Boys
 Basketball Girls
 Bowling Boys
 Bowling Girls
 Cheerleading

Spring
 Bass Fishing
 Lacrosse Boys
 Lacrosse Girls
 Soccer Girls
 Softball

19. Select the activity/activities you want to register your student for. Once done hit the next page button at the bottom of the screen to your left.

20. If it hasn't already been populated for you, fill out the steps for inputting your parent/guardian information. Once done hit the next page button at the bottom of the screen to your left.

21. You will then be sent to Physical Forms screen which looks like this:

Central High School Athletic & Activity Registration

Step 1. Select Student
Step 2. Select Activity
Step 3. Parent/Guardian Info
Step 4. Physical Forms
Step 5. Medical Information
Step 6. Student Eligibility
Step 7. Policies & Agreements
Step 8. Others

Physical Date

SPORTS PHYSICAL
Download the IHSA Form [HERE](#)

Students must have the above IHSA SPORTS physical forms completed AND uploaded with a valid expiration date in order to participate in any Sport!

Sports Physicals must be in a PDF format to be uploaded correctly into the system. DO NOT BRING SPORTS PHYSICALS INTO THE SCHOOL THEY MUST BE UPLOADED!!
No other forms will be accepted as a valid physical!

If you are only registering for a club/activity you do not need to have a sports physical on file please just skip this step and click the next page button at the bottom.

File Upload:

Latest existing Physical Form: Blank W9.pdf

File Upload 2:
 No file chosen

< Previous Page Next Page > Save and Finish Later

22. Here is where you will need to upload a valid sports physical. (*Please note: each student-athlete must provide a physical through registration at this time or as soon as you have them and they MUST BE UPLOADED. The IHSA Physical Forms must be filled out by your doctor and signed by you and your student-athlete in order to be valid or it will not be accepted by the Athletic Department and your student will not be able to participate until the forms are submitted correctly.)

23. Click on choose File and upload your completed Physical Forms. In order to upload the forms correctly they must be put in a PDF format. Once done hit the next page button at the bottom of the screen to your left.
24. If it hasn't already been populated for you, fill out the steps for inputting your student's medical information. Consent to treat & administer Medication must be checked then put in your electronic signature. Once done hit the next page button at the bottom of the screen to your left.
25. You will then get this screen (ignore it & just click next page button at the bottom of the screen to your left.):

26. You will then get this screen Policies & Agreements:

27. Here you will need to click on each individual agreement and sign off on each in order to continue. The agreements are: Athletic Handbook, Concussion Manager, IHSA Banned Drugs, IHSA Sports Medicine, IHSA Performance. Once done hit the next page button at the bottom of the screen to your left.

28. You will then get this screen for electronic signatures:

Central High School Athletic & Activity Registration

Step 1. Select Student

Step 2. Select Activity

Step 3. Parent/Guardian Info

Step 4. Physical Forms

Step 5. Medical Information

Step 6. Student Eligibility

Step 7. Policies & Agreements

Step 8. Others

Others

ELECTRONIC SIGNATURE OF AGREEMENT

Student-Athlete's Electronic Signature: *

Evangeline Rodriguez

Parent/Guardian's Electronic Signature: *

Amy Rodriguez

< Previous Page Next >>

Save and Finish Later

29. Fill out the Electronic Signatures for both Student-Athlete & Parent/Guardian. Once done hit the next page button at the bottom of the screen to your left.

30. You will then get this screen to submit your registration:

AR Checkout Page

FAMILY ACCOUNT LOGIN

You are logged-in as AmyRodriguez in this form.

Click the Submit button below to complete the registration


REGISTRATION DETAIL

Item Name	
Rodriguez, Evangeline	Cheerleading
Rodriguez, Amy	

<< Previous Submit

31. Click the bottom left Submit button -**YOU ARE NOT DONE - PAYMENT STILL NEEDS TO HAPPEN!!!**

32. After you register in rschool you will see this screen:



AR Checkout Page

Thank you!

We have received your submitted form for your students registration.

YOU ARE NOT DONE - PAYMENT STILL NEEDS TO BE MADE!

Registration alone is not enough if you want your student to be able to participate in any of the sport/sports you just registered them for payment also needs to be done at this time!

To make a payment, click [HERE](#).

*There are no payments required for our Clubs or Non- Athletic Activities.
A confirmation of your registration has been sent to your email.

Here's your Registration Payment Detail

Item Name	
Rodriguez, Evangeline	Band - Fall
Rodriguez, Amy	

Please make sure to pay the Registration Fee before the activity starts. Students with unpaid Registrations will not be able to participate. Please go to your skyward account and login to pay: <https://skyward.central301.net/scripts/wsisa.dll/WService/wsEPlus/seplug01.w> Steps to pay: 1. Log into Skyward; 2. Go to Fee Management on the left side and click it; 3. Go to make a payment in the tabs right next to where your student's name is and click it; 4. The skyward store will pop up in a new browser go - to optional fees and add the sports fee your student will be participating in and click add to cart; 5. From there click checkout and pay.

Print this Form [View My Account](#)

See the above where it says, "Thank you! We have received your submitted form. To make a payment, click here" You will need to click that "here" and it will populate you to skyward where you can then log in to pay.

If you missed that step to pay then you can just go into skyward and login to pay by following these instructions:

How to Pay for your Students for a Athletic Fees

1. Log into your Skyward account: [Login - Powered by Skyward](#)



Central Community Unit School District 301
Live Student Management

Login ID:

Password:

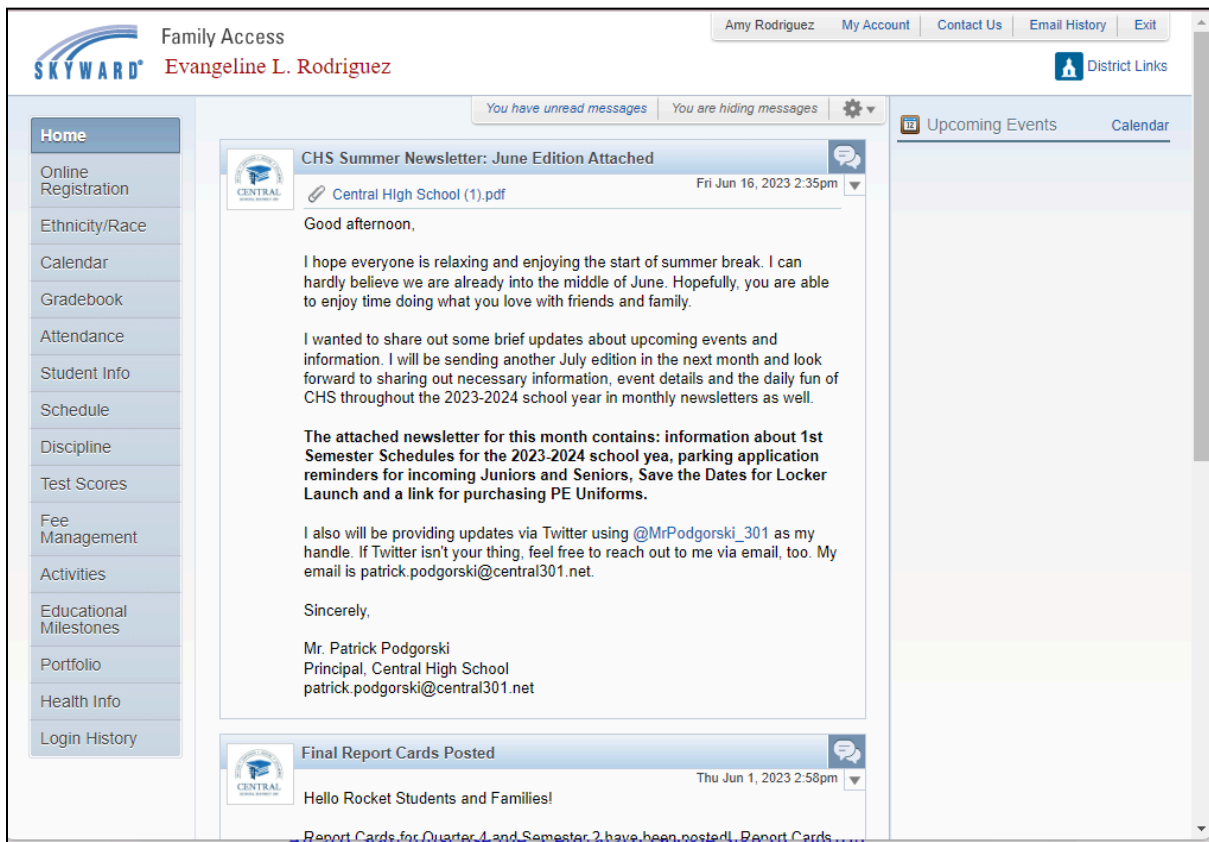
[Forgot your Login/Password?](#)

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Login Area:

All 301 Staff must use the "Central301 Google Sign In" button.
This is the login page for Skyward Student Management where you can access the Student Database, Parent Access, or Educator Access (teacher gradebooks).
If you are looking for Human Resources or Finance please follow this link: Skyward HR/Finance.

2. Once you have logged in this screen will pop up on where it says Fee Management on the left side 11th button from the top:



Family Access

Amy Rodriguez My Account Contact Us Email History Exit

Evangeline L. Rodriguez

District Links

You have unread messages You are hiding messages

Upcoming Events Calendar

Home

- Online Registration
- Ethnicity/Race
- Calendar
- Gradebook
- Attendance
- Student Info
- Schedule
- Discipline
- Test Scores
- Fee Management
- Activities
- Educational Milestones
- Portfolio
- Health Info
- Login History

CHS Summer Newsletter: June Edition Attached

Central High School (1).pdf Fri Jun 16, 2023 2:35pm

Good afternoon,

I hope everyone is relaxing and enjoying the start of summer break. I can hardly believe we are already into the middle of June. Hopefully, you are able to enjoy time doing what you love with friends and family.

I wanted to share out some brief updates about upcoming events and information. I will be sending another July edition in the next month and look forward to sharing out necessary information, event details and the daily fun of CHS throughout the 2023-2024 school year in monthly newsletters as well.

The attached newsletter for this month contains: information about 1st Semester Schedules for the 2023-2024 school yea, parking application reminders for incoming Juniors and Seniors, Save the Dates for Locker Launch and a link for purchasing PE Uniforms.

I also will be providing updates via Twitter using @MrPodgorski_301 as my handle. If Twitter isn't your thing, feel free to reach out to me via email, too. My email is patrick.podgorski@central301.net.

Sincerely,

Mr. Patrick Podgorski
Principal, Central High School
patrick.podgorski@central301.net

Final Report Cards Posted

Hello Rocket Students and Families!

Report Cards for Quarter 4 and Semester 2 have been posted. Report Cards.....

3. Once you click Fee Management on the left side this screen will pop up:

The screenshot shows the 'Family Access Fee Management' page for Evangeline L. Rodriguez. The page includes a navigation menu on the left with 'Fee Management' selected. The main content area displays an 'Unpaid Balance' of 0.00 and a table of fees.

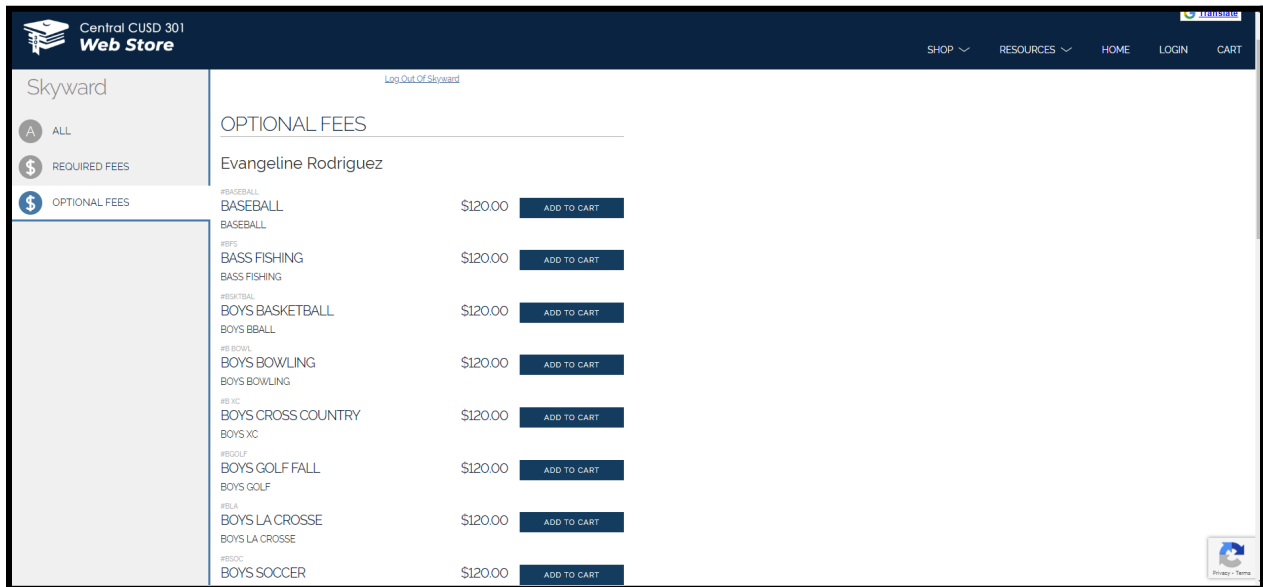
School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due	Payor Name	Pay Plan ID
2023	Thu Jun 30, 2022	Neviance	4.00	4.00	0.00	0.00	Evangeline L. Rodriguez	
2023	Thu Jun 30, 2022	High School Registration Fee	190.00	190.00	0.00	0.00	Evangeline L. Rodriguez	
2023	Thu Jun 30, 2022	Technology Fee	50.00	50.00	0.00	0.00	Evangeline L. Rodriguez	
2023	Thu Aug 18, 2022	CHS PE SHORT	7.00	7.00	0.00	0.00	Evangeline L. Rodriguez	
2023	Thu Aug 18, 2022	CHS PE SHIRT	7.00	7.00	0.00	0.00	Evangeline L. Rodriguez	

4. Go to the top area and click the tab, make a payment, the tabs are right next to where your students name is and this tab is the 4th one down from your students name please click on it and once you do this screen will pop up:

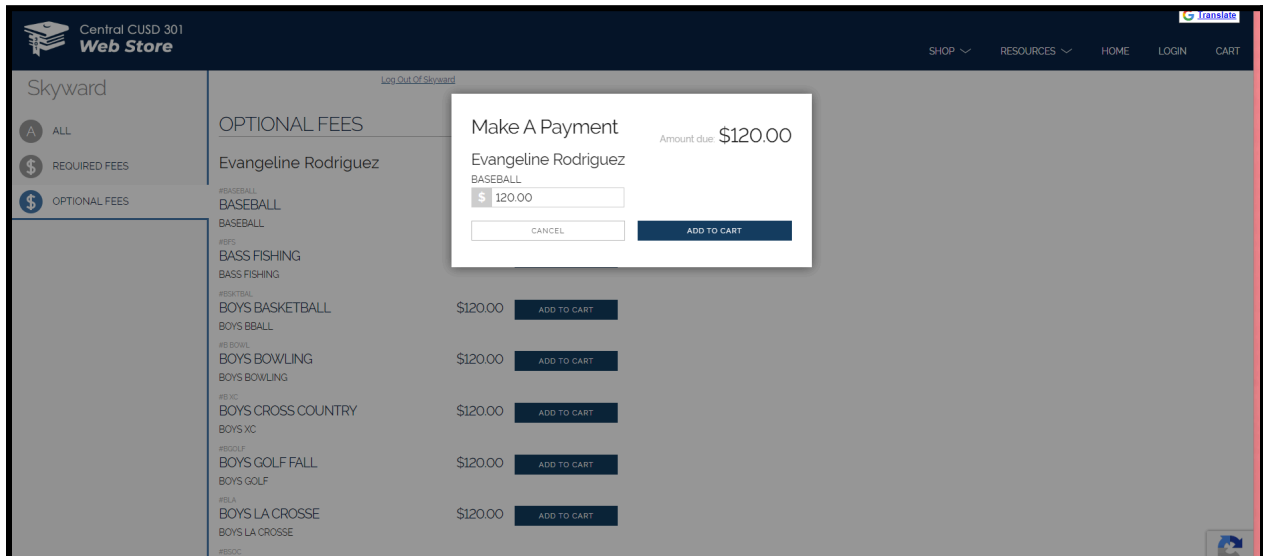
The screenshot shows the 'Central CUSD 301 Web Store' interface. The 'REQUIRED FEES' section is active, displaying a list of optional fees for Evangeline Rodriguez. Each fee has an 'ADD TO CART' button.

Fee Description	Amount	Action
#BASEBALL BASEBALL	\$120.00	ADD TO CART
#BFS BASS FISHING	\$120.00	ADD TO CART
#BOYS BOYS BASKETBALL	\$120.00	ADD TO CART
#BOWL BOYS BOWLING	\$120.00	ADD TO CART
#BXC BOYS CROSS COUNTRY	\$120.00	ADD TO CART
#GOLF BOYS GOLF FALL	\$120.00	ADD TO CART

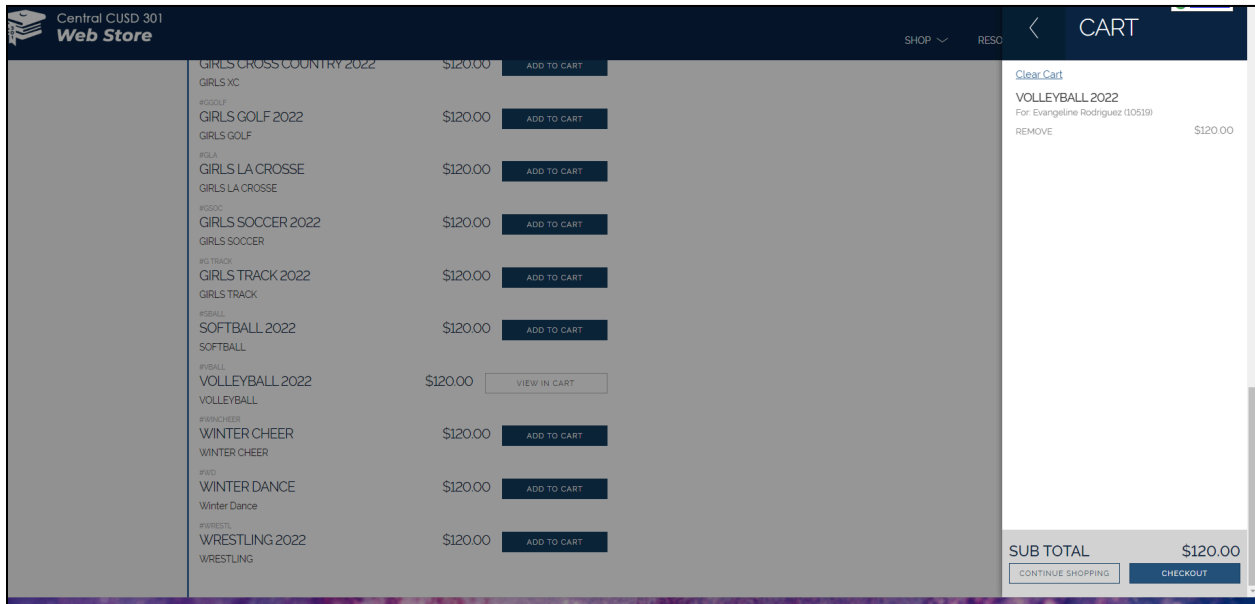
5. Once the skyward store pops up in a new browser you can then go to optional fees on the left side of the screen and click that you will now see the following screen:



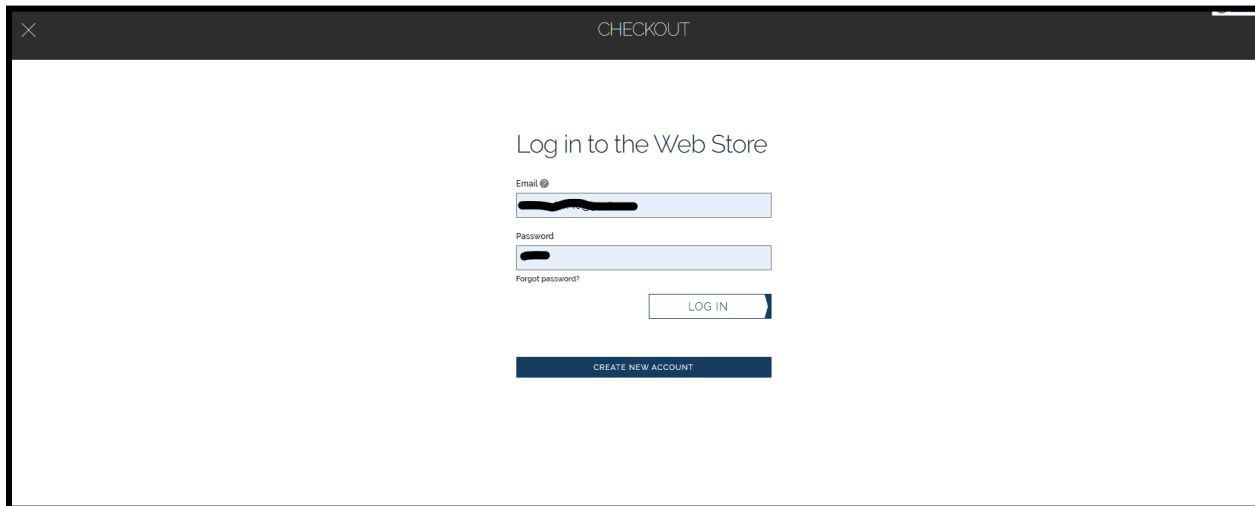
6. From here please click the right add to cart button for the sports your student will be participating in. You may need to scroll down to see all the sports that are offered. You will then will see this little pop up, you will again need to click the add to cart button:



7. Once you have added something to your cart you will see this screen on the right side you can continue shopping if you want to add more or you can click check out at the bottom right of the screen:



8. Once you click check out this screen will pop up, please login:



9. Once you have logged in this screen will pop up:

CHECKOUT

VERIFY

Review & Submit

BILLING EDIT

BILL TO:
[REDACTED]
[REDACTED]
[REDACTED]


PAYMENT METHOD CHANGE

VISA Visa
[REDACTED]

ITEMS

BASEBALL	\$120.00
Quantity: 1	
For: Evangeline Rodriguez [REDACTED]	

TOTAL \$120.00

I'm not a robot  reCAPTCHA
Privacy - Terms

PLACE ORDER

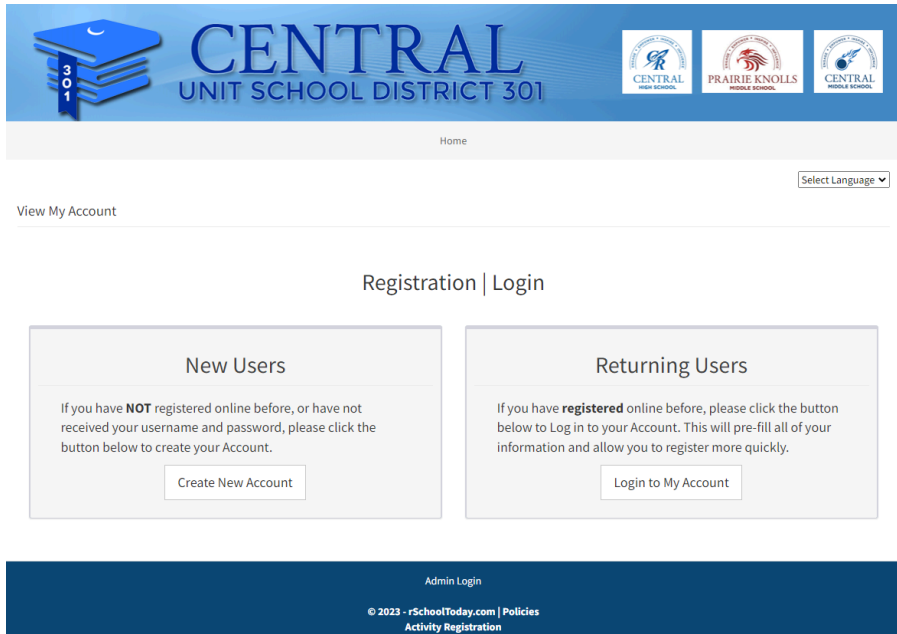
10. Please verify that the information is correct. You can add or change your billing and payment information if needed by clicking on the green change buttons next to the billing and or payment method.

11. Click I am not a robot and the green place order button. You are done!

If you missed uploading your student's physical when you registered them or you need to do it at a later time because you didn't have it when you registered, you can easily go back into your account and follow these step by step instructions on how to upload a physical:

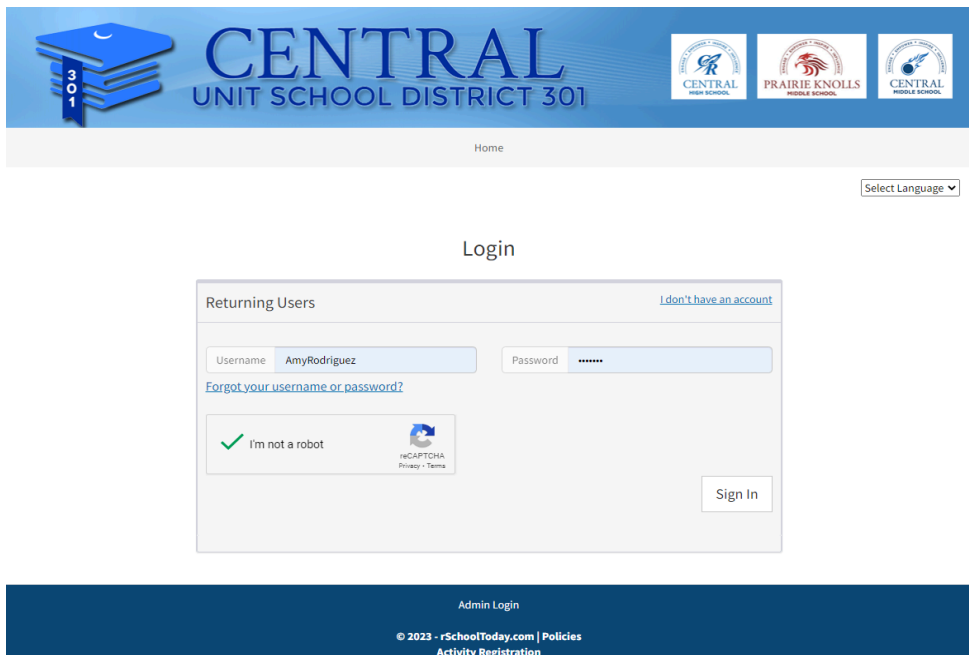
How to Update your Student's Sports Physical

1. Go to our new RSchool Website: <https://ccusd301-ar.rschoolday.com/viewmyaccount>
2. Click on Login to My account:



The screenshot shows the top navigation bar of the Central Unit School District 301 website. It includes the district logo, the name 'CENTRAL UNIT SCHOOL DISTRICT 301', and logos for Central High School, Prairie Knolls Middle School, and Central Middle School. Below the navigation bar is a 'Home' link and a 'Select Language' dropdown menu. The main content area is titled 'View My Account' and features a 'Registration | Login' section. This section contains two boxes: 'New Users' with a 'Create New Account' button and 'Returning Users' with a 'Login to My Account' button. The footer contains 'Admin Login', '© 2023 - rSchoolToday.com | Policies', and 'Activity Registration'.

3. Sign in:



The screenshot shows the login page of the RSchool website. It features the same top navigation bar as the previous screenshot. The main content area is titled 'Login' and contains a 'Returning Users' section. This section has a 'Username' field with the value 'AmyRodriguez', a 'Password' field with masked characters, and a 'Forgot your username or password?' link. Below the fields is a reCAPTCHA widget with the text 'I'm not a robot' and a 'Sign In' button. The footer contains 'Admin Login', '© 2023 - rSchoolToday.com | Policies', and 'Activity Registration'.

- Under Registration History is everything you have registered your students for.
- Pick any of the Activities the student is registered for and go to the column of physical date. There is a blue word Add. Click on the blue [Add](#).

Family Account

Welcome Amy Rodriguez

Amy Rodriguez

Registration History | Family Member Info | Important Dates | Account Settings | Logout

Register

#	Date	Activity	Student	Final Clearance	Gr	Reg. Form	Physical Date	Status
School Year 2023-2024								
21278-0523	5/2/2023	Dance	Rodriguez, Evangeline	Pending	11	View	Add	
School Year 2022-2023								

- This screen will then pop-up:

Physical Date

Physical Form Attachment

Upload a Scanned copy of the completed Physical Form here (optional)
Click Browse to Upload File: No file chosen

File Upload 2

Upload other Files (optional)
Click Browse to Upload File: No file chosen

- Click the Choose File button and upload your students IHSA sports physical. Remember that in order to upload the forms correctly they must be put in a PDF format.
- Once uploaded, hit the blue save button on the bottom and you are done.