District 196 EduTrak Connect
Register for Athletics/Activities/Fine Arts

Follow these instructions to register for Athletics/Activities/Fine Arts in EduTrak Connect.

Other Instructions/Tutorials:
Initial Account Set Up - English / Somali / Spanish
Paying a Fee - English / Somali / Spanish

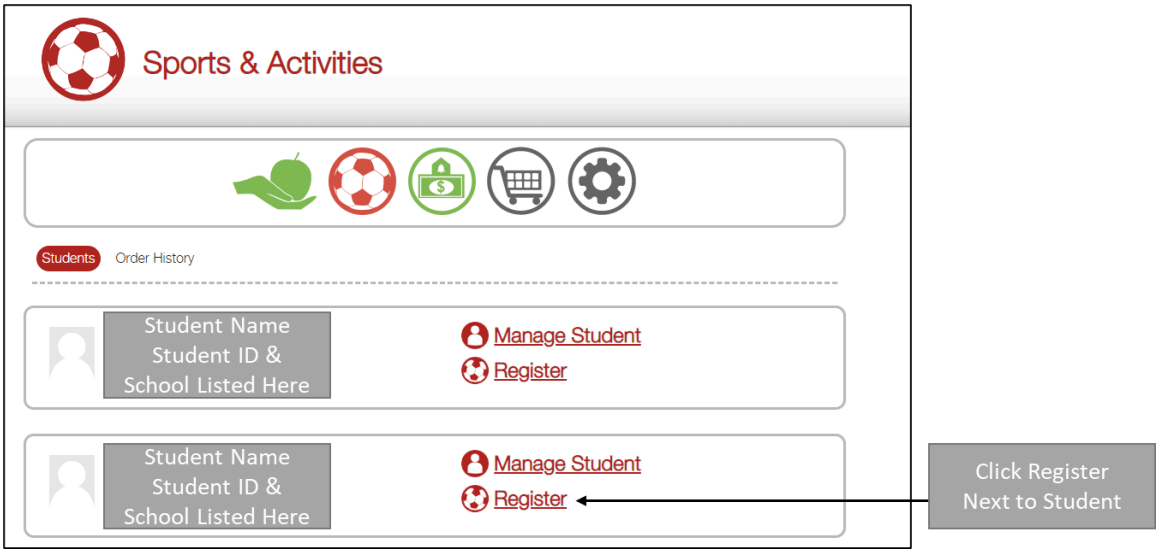
1. Sign into your Edutrak Connect account at https://district196.cf.edutrakconnect.com/ Click on the link on the home page to go to the login page



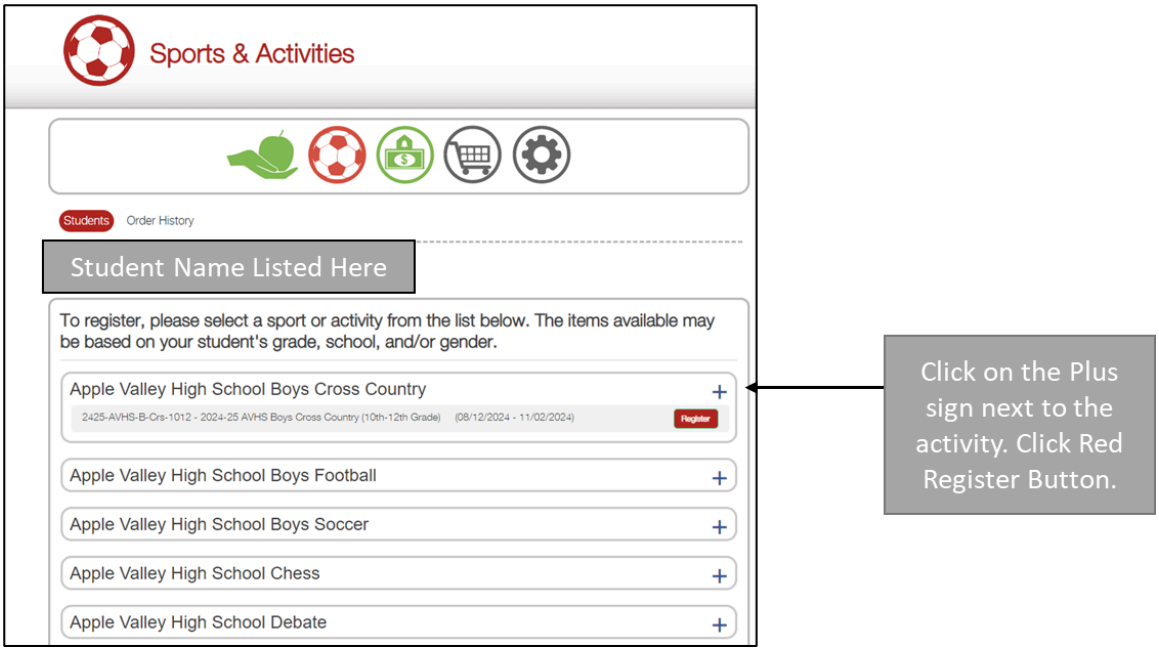
2. Navigate to Athletics/Activities/Fine Arts. You can click the red soccer ball icon at the top of the page or click Go by Athletics/Activities/Fine Arts.



3. All students attached to your user account will be listed. Click Register next to the appropriate student.

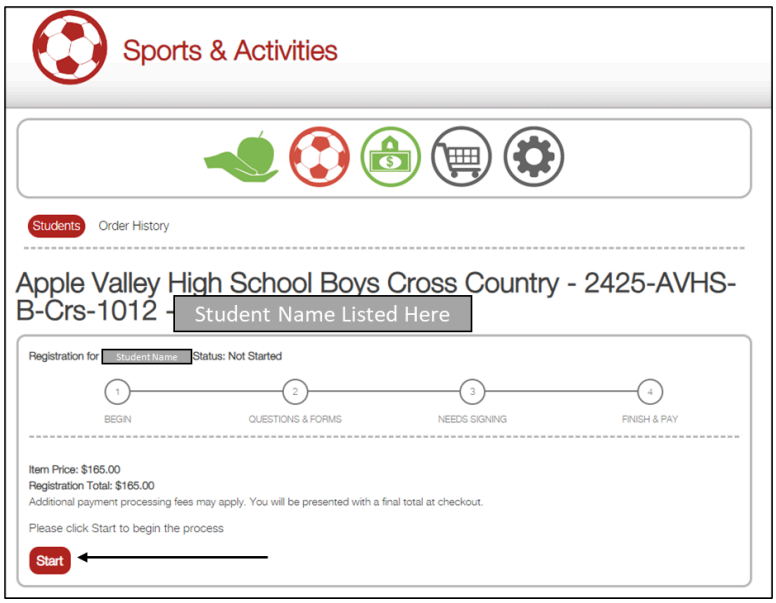


4. Click on the plus next to the activity you wish to register for and then click the Red Button to Register.

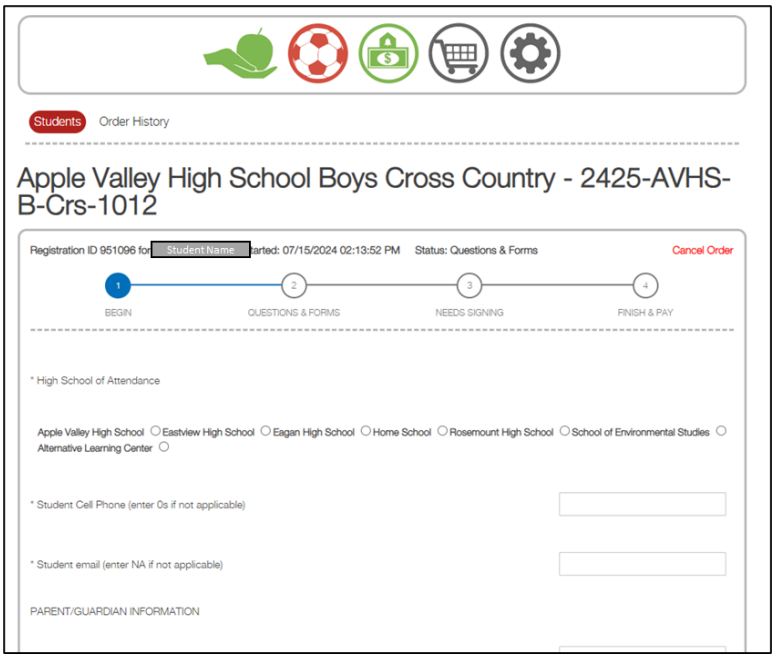


*If you are signing up for an Athletic activity and your student does not have a valid physical (it must be valid through the end date of the sport. This will be the final competition date for middle schools and the **state** tournament dates for high schools), you will not be allowed to continue registration until a new physical is submitted to your student's athletic department.*

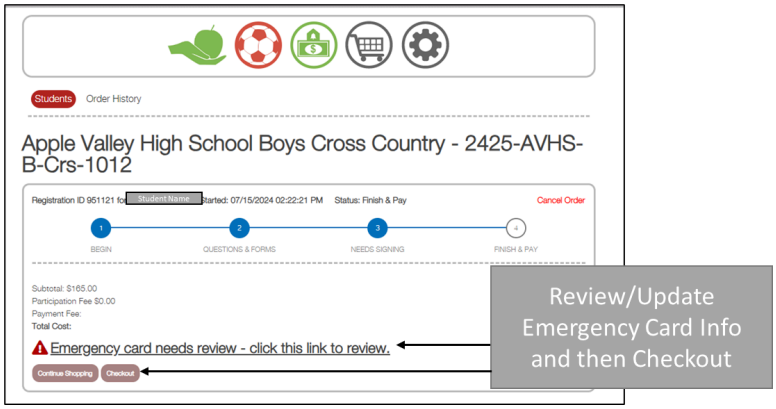
5. If your student has a valid physical, you may click Start to begin the registration process.



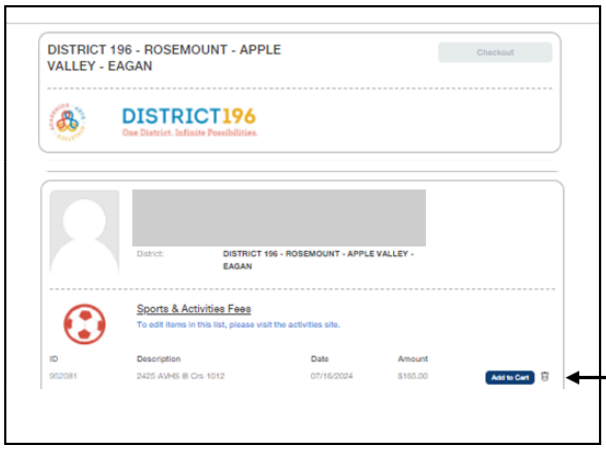
6. If there are any required forms, the questions will be displayed and must be completed before moving to the next step.



7. Review/update the emergency card for your student before you are able to check out.

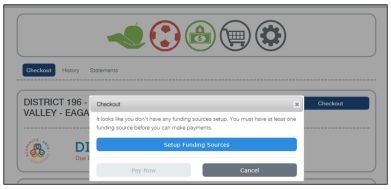


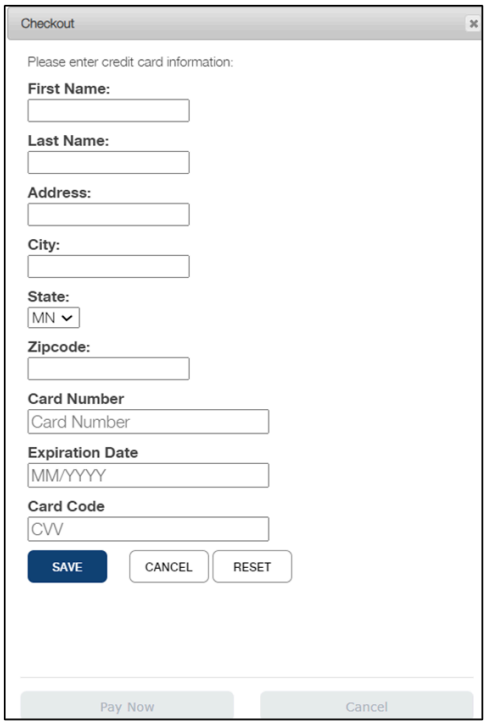
8. The completed registration will then be available to add to your cart and then to checkout.





9. If you do not have a credit or debit card attached to your account, this message will appear requiring you to set up a funding source.Click Setup Funding Sources. Complete the card information and Click Save.





10. If a funding source is available, you may choose which to use (if there is more than one on your account). Click Pay Now to complete the transaction. You will receive an email receipt.

Congratulations! You have completed registration for your student.

Past payments are viewable in the system by clicking on the Order History button when on the Sports & Activities page.

