

## Create New Account

If this is the first time you are visiting this website select the blue button “Click here to begin our setup process”.

This will allow you to create your own User Account, add payment methods etc

Returning Users type in your Username and password

Log in to your account

### Welcome back!

Log in to begin managing your account

Username

This is typically your email address.

Password

Trouble logging in? [Login Assistance](#)

Sign In

Don't have an account yet?

Click here to begin our setup process

## Create Your Personal Login

On this page you will use your email as your Username and the password will be something unique that you can remember.

### New Account Registration

Enter your basic account details

Registration Progress: Step 1 of 3



The **User Account** manages your login, billing address, primary email, and phone number. To pay or register for items you will be asked to create a **Family (household) Account** and then add **Member Profiles** for either yourself and/or other household members.

STEP  
1

Your Email Address

Email Address

Your email address will be the account name you use to log into our site.

Add your email for the User ID

Confirm Your Email Address

Confirm Email Address

Re-enter your email address.

Create A Password

Password

Create a secure password you will remember.

Create a secure password

Confirm Your Password

Confirm Password

Re-enter your password.

Register

Check your email account after registering for the account validation link

## Terms of Use

Read the terms of use

Click on the checkbox “I agree”

Select the “Accept” button

### Terms of Service

Our Terms of Service have recently changed.

Before you can use this site, you must agree to our Terms of Service.

Terms of Service (last updated: 11/8/2018):

TERMS OF SERVICE AGREEMENT

This is a legal agreement (the "Agreement"), by and between Wordware Inc, 2526 Northland Drive, Mendota Heights, MN 55102, (hereinafter "Wordware" ), and the organization that subscribes for and registers to use the services provided by Wordware (hereinafter "You"). This Agreement is effective as of the moment You indicate acceptance during the registration process. [Assumes online acceptance of Agreement.]

Wordware WILL PROVIDE ITS SERVICES TO YOU ONLY IF YOU ACCEPT ALL OF THE TERMS AND CONDITIONS OF THIS AGREEMENT DURING THE REGISTRATION OF YOUR ACCOUNT. PLEASE READ THE TERMS OF THIS AGREEMENT CAREFULLY.

1. Provision of the Services. During the term of this Agreement, Wordware will provide You with the online payment services You order during the process of registering with Wordware (the

I agree to these Terms of Service.

Accept



Check I agree to the terms and select the "Accept" button

## Add Your Personal Info

This information is associated with your user account login

You are the only person that has access to this information

### New User Account Registration

Registration Progress: Step 2 of 3

Complete your billing address information

STEP  
2

Fields marked with a \* are required.

First Name\*

Last Name\*

Primary Phone\*

Phone Type\*  
 Mobile Phone  
 Home Phone  
 Work Phone

Address 1\*

Address 2

City\*

State\*

Zip\*

**Add your personal  
information for your user  
account**

## Add a Student to your User Account

You are almost done setting up your user account

The last step is to associate your student(s) to your user account

Select the “Add a person” to start this process

*NOTE: Your school may not be using all modules, so you may not have all of the Lobby Bar icons shown in this image. You may have just the soccer ball, or the soccer ball and 1+ icons.*



+ Add a person



Select "Add a person" to associate your student(s) to your user account

# Account Management

Select "No, I do not have a key"

Note, you will need to know your student's ID# and birth date on the next step



## Account Management

Do you have a registration key?

**Yes, I have a key:** If you already have a student/any students enrolled in the school a Registration Key has been created and has been sent to you already. Select this option and enter the Registration Key. The system will automatically create your Family (household) Account and connect student Member Profiles.

**No, I do not have a key:** Take me to more options for finding or creating an account.

Yes, I have a key

+ Connect to your account

No, I do not have a key

+ Continue without key

Select "No, I do not have a key"



Your email has not been confirmed! Your account will expire on 06/29/2019 at 2:32 PM!  
[Resend activation information](#)

## Add Student

The Student ID# can be found by checking your Student Information System. This is the school system you typically access to view grades and attendance information

The birth date is used as a second method to validate your student.

Enter your child's Student ID number and Birth Date, then click "Link Family".

### Family Account

Link an account by student ID and birth date

Please complete the form below and click 'Finish' to link your account.

Fields marked with a \* are required.

Student ID\*

Birth Date\*

[Link Family](#)

[Need help finding this information?](#)



**Enter your student's ID# and Birth date. The system will then add this student to your user account**

Click the soccer ball to be directed to the Athletics Registration.

*NOTE: Your school may not be using all modules, so you may not have all of the Lobby Bar icons shown in this image. You may have just the soccer ball, or the soccer ball and 1+ icons.*



	Lunch	<a href="#">Go</a>
	Sports	<a href="#">Go</a>
	Store	<a href="#">Go</a>

## Register

Select the “Register” link to sign-up your student for an activity or sport

NOTE, please check your email to make sure you confirm the registration process is complete.

You have 30-days to complete this last step. If you avoid this step your login may not work in the future and a new “Confirmation” link will need to be resent to your email address



Sports & Activities

Your email has not been confirmed! Your account will expire on 08/29/2019 at 2:32 PM!  
[Resend activation information](#)



[Students](#) [Order History](#)



BRIANNA [REDACTED]

Student ID [REDACTED] School  
[REDACTED] St. Louis Park High School

[Manage Student](#)

[Register](#)

[+ Add a person](#)