**REGISTERING FOR SPORTS & ACTIVITIES ONLINE**

1. GO TO: <https://johnlewis-ar.rschooltoday.com/>
	1. COMPUTER PREFERRED INSTEAD OF PHONE
2. CLICK, ‘***LOG IN TO ATHLETIC AND ACTIVITY REGISTRATION***’
	1. NEW USERS: CLICK, ‘***CREATE FAMILY ACCOUNT***’
	2. RETURNING USERS WITH ACCOUNT: CLICK, ‘***FAMILY ACCOUNT LOGIN***’
		1. RETURNING USERS LOGIN WITH EXISTING USERNAME & PASSWORD
3. NEW USERS ENTER THE FOLLOWING:
	1. FIRST/LAST NAME
	2. CREATE A USERNAME & PASSWORD (remember this for future use)
	3. EMAIL ADDRESS (**can not** be the student ‘fcpsschools.net’ email – **must be** a parent email)
	4. CLICK, ‘***SIGN UP***’
4. NEW USERS:
	1. CHECK THE EMAIL ADDRESS ASSOCIATED WITH YOUR ACCOUNT FOR A VERIFICATION MESSAGE
		1. CLICK ON THE LINK IN THE EMAIL 🡪 WILL RE-DIRECT BACK TO THE REGISTRATION WEBSITE
			1. CLICK, ‘***CLICK HERE***’ TO GO TO ACCOUNT PAGE
5. ALL USERS:
	1. CLICK THE BLUE, ‘***REGISTER***’ (has a blue square with a pencil icon to the left of it)
	2. CHOOSE WHICH FORM YOU WANT TO REGISTER TO:
		1. ‘***ATHLETIC REGISTRATION***’ IS FOR ALL SPORTS
		2. ‘*VHSL ACADEMIC ACTIVITY REGISTRATION*’ IS FOR ALL OTHER SCHOOL SPONSORED ACTIVITIES
6. ALL USERS ENTER THE FOLLOWING:
	1. STUDENT ID NUMBER
	2. LAST NAME (**must be** typed as it appears in SIS; two last names, correct spelling, hyphenated last name, etc.)
	3. CLICK, ‘***CONTINUE***’
7. FILL OUT THE 7 STEPS OF THE FORM AS COMPLETELY AS POSSIBLE
	1. \*\*\*PHYSICAL DATE IS NOT REQUIRED FOR STEP #4 – ‘***CHECK***’ ACKNOWLEDGEMENT THAT A VHSL PHYSICAL FORM MUST BE TURNED IN\*\*\*

A confirmation email will be sent to the Lewis Student Activities Office upon completion of the online registration. If you have any issues or questions, please email the following:

* Rebecca Greger (Rgreger@fcps.edu) – Certified Athletic Trainer
* John James (JFJames@fcps.edu) – Director of student Activities
* Matt MacDonald (Mwmacdonald@fcps.edu) – Assistant Director of Student Activities