

West Orange School District Department of Athletics

Athletic Participation Information & Instructions

West Orange School District athletic paperwork is now completed digitally through *rSchoolToday*. *rSchoolToday* is a secure registration platform that provides you with an easy, user-friendly way to complete the required athletic participation forms online.

Pre-Participation Physical Examinations (PPE) will continue to be required on paper and MUST be submitted to the Nurse's Office prior to athletic participation. THERE ARE ABSOLUTELY NO EXCEPTIONS.

A parent/guardian should begin the Registration Process at: <https://westorange-ar.rschoolday.com/>

*When you register through rSchool, the system keeps track of your information in your profile. You enter your information only once for each family member, however registration is REQUIRED for each athletic season. Information from the middle schools will be available for high school registration as well.

If you have NOT previously registered for a Family Account follow these steps:

1. Go to the above website and click on the ***Athletic Team Registration*** icon
2. Select button CREATE FAMILY ACCOUNT
 - a. Then select "I don't have an account" and proceed to creating a new account.
 - b. You must confirm your email address in order to proceed. Please login to your email account and look for the email from rSchool with subject line "Confirm Your Activity Registration Account". Click the link inside the email to activate your account.
3. Once you create an account, select REGISTER, and it will lead to the first page of the Activity Registration. Start filling out the registration form step by step. Be sure all information is completed prior to saving the registrations. Be sure to **SAVE** all information prior to closing the page.

If you have previously registered for a Family Account (You should only have one account per family in the district):

To register the same student for a new season:

1. Login to your family account.
2. Click "**Register**" link (blue paper and pencil icon) and choose the "**name of student**" from its dropdown.
3. On the next page, choose the "**name of the student**" from the student name dropdown.
Note: The form will auto-populate the answers based from your previously submitted registration. Please review and edit the answers such as Grades and others if needed.
4. Choose the activity/sport then continue and submit the registration. Be sure to **SAVE** all information.

To add a new student in your family account:

1. Login to your family account.
2. Click "**Register**" link (blue paper and pencil icon) and choose "**Register a New Student**" from its drop down.
Note: Fill out the form as a new registration.
3. Choose the activity/sport then continue and submit the registration. Be sure to **SAVE** all information.

At any time, you may log in to your account to update your information and check the status of your registration. If you need assistance with registration contact Ashley Sivo at asivo@westorangeschools.org or rSchoolToday at: support@rschoolday.com or (612) 605-1623

PHYSICALS WILL STILL BE REQUIRED ON PAPER AND MUST BE COMPLETED ON THE NEW JERSEY DEPARTMENT OF EDUCATION PPE PAPER FORM. PHYSICALS MUST BE HANDED IN AT THE NURSES' OFFICE PRIOR TO BEING CLEARED FOR PARTICIPATION IN ATHLETICS. Even with electronic registration every student's information has to be processed. All physicals will be reviewed for errors and sent to the district physician for approval.

Registration is required for each season of participation!