



SOUTHEAST HIGH SCHOOL ONLINE ATHLETIC

PARENT REGISTRATION INSTRUCTIONS

- Go to the Southeast Website <https://www.usd259.org/southeast> and under athletics button, click on Athletic Online Registration. (<https://wichitasoutheast-ar.rschooltoday.com/>)
- Click the ATHLETIC TEAM REGISTRATION button in the middle of the page
- Create a Username and Password
- Put in an email. Once you complete this part, the system will email you and you need to open the email and verify your email address.

STEP 1: SELECT STUDENT SECTION

- Hit the REGISTER BUTTON towards the bottom of the page. (do not hit registration history the 1st time)
- Fill out the student information (anything with a * is required)

STEP 2: SELECT ACTIVITY

- Select the 1st activity your student wants to participate in. If they are participating in more than one activity, it will be clicked later by the AD

STEP 3: PARENT/GUARDIAN INFORMATION

- Fill out Parent information (2nd parent information is suggested, but not required on this part)

STEP 4: PHYSICAL FORMS

- Upload Physical. There are four (4) file upload buttons so you can take a picture of all four (4) pages of the physical and submit as an individual upload. Please note the picture MUST include all of the form including the date and signatures.

STEP 5: MEDICAL INFORMATION

- Fill out the Medical information section. (Please note, you have to list 2 medical contacts)

STEP 6: OTHERS

- Read and click on the boxes for the Code of Conduct, Pay to participate, and Warning and Assumption of Risk.
- Make sure to click on the Medical Insurance option (1, 2 or 3)
- Sign and date

Payment:

- There is no payment through this website. All Pay to Play fees will be done with our book keeper (JoAnn Williams). Click the payment button if it asks for it and it will move you to the submit button.

Click the **SUBMIT** button. If you do not want to submit but need to save you can also click that button at of the bottom.