

## REGISTERING FOR SPORTS & ACTIVITIES ONLINE

1. GO TO: <https://mountvernon-ar.schooltoday.com/>
    - a. COMPUTER PREFERRED INSTEAD OF PHONE
  2. CLICK, '**LOG IN TO ATHLETIC AND ACTIVITY REGISTRATION**'
    - a. NEW USERS: CLICK, '**CREATE FAMILY ACCOUNT**'
    - b. RETURNING USERS WITH ACCOUNT: CLICK, '**FAMILY ACCOUNT LOGIN**'
      - i. RETURNING USERS LOGIN WITH EXISTING USERNAME & PASSWORD
  3. NEW USERS ENTER THE FOLLOWING:
    - a. FIRST/LAST NAME
    - b. CREATE A USERNAME & PASSWORD (remember this for future use)
    - c. EMAIL ADDRESS (**can not** be the student 'fcpsschools.net' email – **must be** a parent email)
    - d. CLICK, '**SIGN UP**'
  4. NEW USERS:
    - a. CHECK THE EMAIL ADDRESS ASSOCIATED WITH YOUR ACCOUNT FOR A VERIFICATION MESSAGE
      - i. 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:
    - a. CLICK THE BLUE, '**REGISTER**' (has a blue square with a pencil icon to the left of it)
    - b. CHOOSE WHICH FORM YOU WANT TO REGISTER TO:
      - i. '**ATHLETIC REGISTRATION**' IS FOR ALL SPORTS
      - ii. '**VHSL ACADEMIC ACTIVITY REGISTRATION**' IS FOR ALL OTHER SCHOOL SPONSORED ACTIVITIES
  6. ALL USERS ENTER THE FOLLOWING:
    - a. STUDENT ID NUMBER
    - b. LAST NAME (**must be** typed as it appears in SIS; two last names, correct spelling, hyphenated last name, etc.)
    - c. CLICK, '**CONTINUE**'
  7. FILL OUT THE 7 STEPS OF THE FORM AS COMPLETELY AS POSSIBLE
    - a. \*\*\*PHYSICAL DATE IS NOT REQUIRED FOR STEP #4 – '**CHECK**' ACKNOWLEDGEMENT THAT A VHSL PHYSICAL FORM MUST BE TURNED IN\*\*\*
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A confirmation email will be sent to the Mount Vernon Student Activities Office upon completion of the online registration. If you have any issues or questions, please email the following:

- John Ponton ([JVPonton@fcps.edu](mailto:JVPonton@fcps.edu)) – certified athletic trainer
- Fernando Belli ([FLBelli@fcps.edu](mailto:FLBelli@fcps.edu)) – director of student activities
- Amber Burnett ([AMBurnett@fcps.edu](mailto:AMBurnett@fcps.edu)) – student activities administrative assistant