Registering for an Activity

Once a FeePay login is created and students are linked to your user account using their Student ID, view and register for available items and registrations within the Activities link. (Note: Students must have a valid Student ID for the district in order to view available items in the Activities list.)

1. Log into the district FeePay page.
2. View and register for available activities by selecting \textbf{Activities} in the upper, left corner of the screen.
3. Each child on the Account will show on screen. Any items open for that child to register will be displayed below the name.
   
   There may be several items open for registration. Use the \textbf{Next} button to page through currently open items.

\begin{table}[h]
\centering
\begin{tabular}{|l|l|l|}
\hline
Enroll By & Item (click title for more detail) & Amount \\
\hline
Jan 1, 0001 & Boys Baseball - Spring 2013 at Sr. High Main Campus & $30.00 \\
\hline
Mar 29, 2015 & High School Musical Ticket - Main Floor - April 1, 2015 7:00pm Show & $15.00 \\
\hline
Apr 11, 2015 & Babysitting Clinic KPS at All Elementary Schools & $15.00 \\
\hline
Apr 30, 2015 & Yearbook 2015 & \\
\hline
Jun 4, 2015 & iPad Permission/Purchase Insurance MGJH 2014- & \\
\hline
\end{tabular}
\end{table}

\textbf{TIP:} When completing an electronic form, use the scroll bar within the Form window to scroll through all fields. Once the entire Form is complete, use the \textbf{Submit} button.

4. Continue steps 1-3 for other students.
5. Select your shopping cart symbol in the upper right area of the screen and select \textit{CHECKOUT} to continue with payment and to finalize registration.

\textbf{TIP:} Select Enrollment History to view a history of items purchased and activity enrollments.