


## SOUTHWEST LOCAL SCHOOL DISTRICT SPORTS REGISTRATION PROCEDURES 2021-2022

- Parent completes and signs ALL Academic and Athletic Forms in FinalForms.
  - Log in to your parent account. If you don't know your login, contact your student's school office.
- Student completes and signs Athletic Forms requiring student signature using their school mywildcats email.
  - Student logs in to their school email and follows the link to sign using their school email address and password. The date of the student email would be the date the parent signed the forms.
- Pay Fee using PayFort.net 
  - Click on Fees at the top of the PayFort.net screen, then click Make Fee Payment.
  - Select the student by clicking the circle before their name.
  - Athletic Fees will be listed under optional fees.
  - Click the green plus sign to the right of each fee you wish to pay.
  - Click Review and Pay.
  - Choose your Payment Method and click Process Payment.

### Instructions to Access the Parent Portal

#### Step 1: Website Access





- Go to <https://mywildcats.me> (you can also access off the SLS D website)
- Select "Sign in as Parent"

#### Step 2: Login

- Pick how you want to login. You can log in using your Google (Gmail), Microsoft (i.e. Outlook or Hotmail), or Facebook accounts. If you do not have one of those accounts, you can create one.

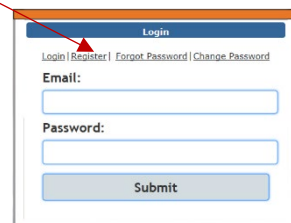
#### Step 3: Links to FinalForms and PayFort

- Links to FinalForms and PayFort can be found in the upper right, click on the 9 squares (top right of your screen) to display the menu of links.

- Click  for PayFort 
- Click  for FinalForms 

### Instructions to Access PayFort.net (Easy-Convenient-Secure using credit or debit cards or ACH/EFT Check)

- If you have an account, enter your email and password. If you forgot your username or password, click "Forgot Password" and enter your email address and click "By Email" or "By Phone" to receive your password.
- If you have not already done so, you will need to sign up for an account by clicking "Register".
  - Select the state of Ohio and "OH – Southwest Local" for the district.
  - You will need your child's student ID number.
  - Use your parent email address as your username.



- To Add a student, click "Add/View Students" at the top of the screen.
  - Click "Add Student"
  - Select the school, Enter Student ID, First Name, Last Name and Grade
  - Click "Register" and the student will be added to your account.

#### Making a Payment

- Click on Fees at the top of the PayFort.net screen, then click Make Fee Payment.
  - Select the student by clicking the circle before their name.

***There is no charge to pay via PayFort.***

#### OPTIONAL FEES:

- Athletic Fees and other extracurricular fees will now be listed under optional fees.
- Click the green plus sign to the right of each fee you wish to pay.
- Click Review and Pay.
- Choose your Payment Method and click Process Payment.

**Questions:** *High School – Amy Kinnett or Mark Meibers 513-367-4169*  
*Junior School – Michelle Imsicke or Brandon McBee 513-367-4831*