

We will need the following for your son or daughter to participate in a fall sports program.

Fill Out Online Sports Registration Form **(You must register online to participate)**

Go to <https://www.southwestschools.org>

Click **Forms & Links**, then **Online Forms on PaySchools**

Bring Sports Physical to Coach (Print from Athletic Website)

Once Online Registration is complete, go to ***PayForIt.net*** and Pay your Fee

Go to <https://www.southwestschools.org>

Click **Forms & Links**, then **Pay For It** (left side of page)

***Instructions for online sports registration and payment.***

**You will need student's ID number.**

Go to <https://www.southwestschools.org>

Click **Forms & Links**, then **Online Forms on PaySchools**

1. If you already have a Forms username, simply log in, if you have not registered, just click on [Register](#) and create an account. If you have forgotten your username contact the school.
2. 

**Be sure to enter your email address not the students.**
3. Click Enter Forms, select your student and choose the sport they will be participating in and complete the registration. As you complete a section, you will see a green check and the words Section Complete.
4. When all sections are complete, you will see "Save and Mark Complete" highlighted in Green. Click this to save the form.
5. Click "Sign Completed Forms" on the right under Completed Student Forms to Process.
6. You will now see the Student Program Forms Submission box with list of documents completed and disclosures. Check the box next to Sign and click Next. On the next screen enter your initials and click Sign and Finish. Your form and signature will be electronically submitted.
7. Once you have completed your registration packet, initialed and submitted you will receive an email with a link to make your payment on our secure payment site [www. payforit.net](http://www.payforit.net).
8. Link to [www.payforit.net](http://www.payforit.net). If you already have an account, log in and select your student and the fee for the sport program you are participating in (example: Program – Football) and make your payment. If you do not already have an account, you will need to click [Sign up for an Account](#). You will need your child's student ID number.

If you have additional questions, contact	
High School Amy Kinnett or Mark Meibers 513-367-4169.	Junior School Terri Daily or Dan Rouster 513-367-4831.

## **STEP BY STEP INSTRUCTIONS FOR COMPLETING FORMS**

### Login

If you have a Forms username, login using that username. Note: Forms are tied to the username that created a form.

If you do not have a Forms account, click New User Registration. We recommend using the parent email address as the username. Also, be sure to enter your email address, not the students, in the email field.

If your student does not appear on the related students list, click Add Student and enter their Student Id (lunch number) and First and Last Name and Continue.

### Entering Forms

Click Enter forms.

Select your student and click the box next to the sports program they are participating in and click Fill Out Forms.

Enter information or review current information in each section to be sure that information is accurate. You must have a green check in all sections to be able to submit your form.

If your coach permits team members to ride home with parents and you wish to let them ride home with you from games, you will need to click the appropriate sport under the Alternate Transportation section. You will only be permitted to take your student.

Once you have all information complete, click Save and Mark Complete (highlighted in green). Wait a few moments, the screen will refresh, and you can click Sign Completed Forms.

Next a list of documents completed will appear on the screen along with the concussion and Sudden Cardiac Arrest disclosures.

Click the Box next to Sign and then click Next. On the next screen enter your initials in the box and click Sign.

You will see a green box noting "Signatures Saved" Click Finish to complete the process.

At this point, your form has been submitted and you will receive an email with a link to make your payment on our secure payment site [www.payforit.net](http://www.payforit.net).

## **STEP BY STEP INSTRUCTIONS FOR MAKING PAYMENTS USING PayForIt**

### Login

If you have a PayForIt account log in using that username.

If you do not have a PayForIt account, click Sign up for An Account and create an account. You will need your child's student ID number to create an account. We recommend using the parent email address as the username. Also, be sure to enter your email address, not the students, in the email field.

### Making a Payment

Click on Fees at the top of the PayForIt.net screen, then click Make a Payment.

Select the student by clicking the circle before their name.

Click the green plus sign to the right of the fee you wish to pay.

Click Review and Pay.

Choose your Payment Method and click Process Payment.