

Affinity

Create User Account and Connect to Students

Please note the steps to create your account and connect to your students only need to be completed once. Upon subsequent visits to the site, you only need to sign in and then go directly to your school's registration website.

Begin at the URL provided by your school.



Click here to sign in to your existing account OR create a new account if you don't have one.

Click here to view activities information without logging in. You can view the catalog, review documents, and find contact information.

To create your account, click the "Sign In" button found at the top of page, then click "Create New Account".

You will be asked to enter an email address:

A screenshot of the Affinity 'Sign In' page. It features the 'AFFINETY' logo and a box for 'Your School's Logo and/or Name'. The title 'Sign In' is centered. Below it, the text 'Please enter your username or email address to sign in.' is followed by a text input field labeled 'Username/Email Address'. A 'Continue' button is below the input field. At the bottom, there are links for 'Forgot Password?' and 'Create New Account', with the latter highlighted by a red rectangle.A screenshot of the Affinity 'Create Account' page. It features the 'AFFINETY' logo and a box for 'Your School's Logo and/or Name'. The title 'Create Account' is centered. Below it, the text 'To create an account you must enter your email address into the form below and submit the form.' is followed by a text input field labeled 'Email Address', which is highlighted by a red rectangle. Below the input field is a 'Continue' button, and at the bottom is a link for 'Return to Login'.

An authorization code will be sent to the email you entered, and the above page will change to one asking you to enter that code. (You may need to check spam folders if you do not see the email in your primary inbox – email will be from notify@affinity.com.) Enter the code and click “Continue”. Finish the user account process by entering some basic information about yourself, and select a password:

AFFINETY

Your School's Logo and/or Name

Verify Your Email

An authorization code was emailed to the address you provided. Please enter it into the box below and submit it to verify that the email belongs to you.

Please allow a few minutes for the notification to arrive. If it hasn't arrived after that then click the 'Resend Code' link below to have the code resent to your email.

Authorization Code

Continue

[Return to Login](#) [Resend Code](#)

Create Account

Please complete and submit the form below to create your login account for the email: [redacted]@gmail.com

First Name

Last Name

Phone Number

Password

Confirm Password

Date of Birth

Continue

[Return to Login](#)

Click “Continue” to save your information.

You will be re-directed to the Sign In page. Enter the email and password for your account. Once logged in, the Sign In button at the top of the page will switch to a circle with your initials.

AFFINETY

Your School's Logo and/or Name

Activities

To sign up your child for [redacted] here.

Now that you are logged in, you will need to connect your user account to your student(s). This is a process that only needs to be done once. Click your initials, and then My Account:

hr [redacted]@gmail.com

My Account

Help/Support

Sign Out

From the My Account page, you can:

- Edit personal information including email, username, password, and more
- View purchases made on this site

- Add students (Members) to your account
- Visit sites for schools you are connected to. If you have moved, have students attending more than one district, are part of a blended family with students in multiple districts, etc., you may choose to connect to more than one organization using the Affinity system.

The screenshot shows a user profile page with the following sections and annotations:

- Welcome [Name]**: A blue circle with "HR" is above the name.
- Personal Information**: Includes fields for Name, Phone, Email, Username, Birthday, and Gender. An annotation points to this section: "Edit personal information including email, password, username, and more."
- Purchase History**: A table with columns: Order Date, Participant, Organization, Item, Section, Price. An annotation points to this section: "View purchases you have made on this site."
- Members (2)**: A table with columns: Name, Organization, Birth Date, Gender, Sports Physical Date. An annotation points to this section: "View existing members and add new members (you may see an edit icon or an 'Add' button)".
- Organizations (2)**: A list of schools with icons and names. An annotation points to this section: "A list of schools you are connected to. You may have multiple entries if you have students attending different districts. Click the school name to go to their site."

If your "Members" area indicates 0, this means you do not have any students in your account yet. You must add students before you can process registrations. Select the "Add" button for adding a student. Add a student by entering their school Student ID and their Date of Birth. The system will search for any students with that information, based on information supplied by your school.

[← Return to Account Home](#)
[← Return to Member List](#)

Add Child

Enter the child's Student ID# and date of birth and select Search.
The search results MAY display associated siblings from the same household.

Student ID#

Date of Birth

Enter a Student ID and Date of Birth above to search for a member to add.

If the Student ID starts with zero(s), do not include the zeros.
Ex: Student ID from school = 004014
Enter as 4014

If a student is found, you will be able to select them.

If no student is found, please double check the information you entered. If you are still having trouble, contact the Activities/Athletics office to confirm the Student ID and Date of Birth.

Select your relationship to this student and click Add. (You **may** also see a list of accounts with your information if it has been provided by your school. If your information is here, you can select it to avoid creating duplicates.)

Search Results

One member found.

Relationship

-- Select --

Please select your relationship with the selected member.

Name	Student ID	Date of Birth	Grade	School Name	Actions
	123456	1/01/2010	10		Add

You will see a message in green when the student has successfully been added:

[← Return to Account Home](#)
[← Return to Member List](#)

Add Child

Enter the child's Student ID# and date of birth and select Search.
The search results MAY display associated siblings from the same household.

Student ID#

Date of Birth

Member successfully linked to your household.

From here, you can add another student, return to your Account page or return to the list of family Members.

To process a registration, select "Return to Account Home".

Then choose your school name, then "Activities", and then "Catalog".

Browse the catalog for the item you are interested in, select it, and follow the prompts to complete registration forms and payment.