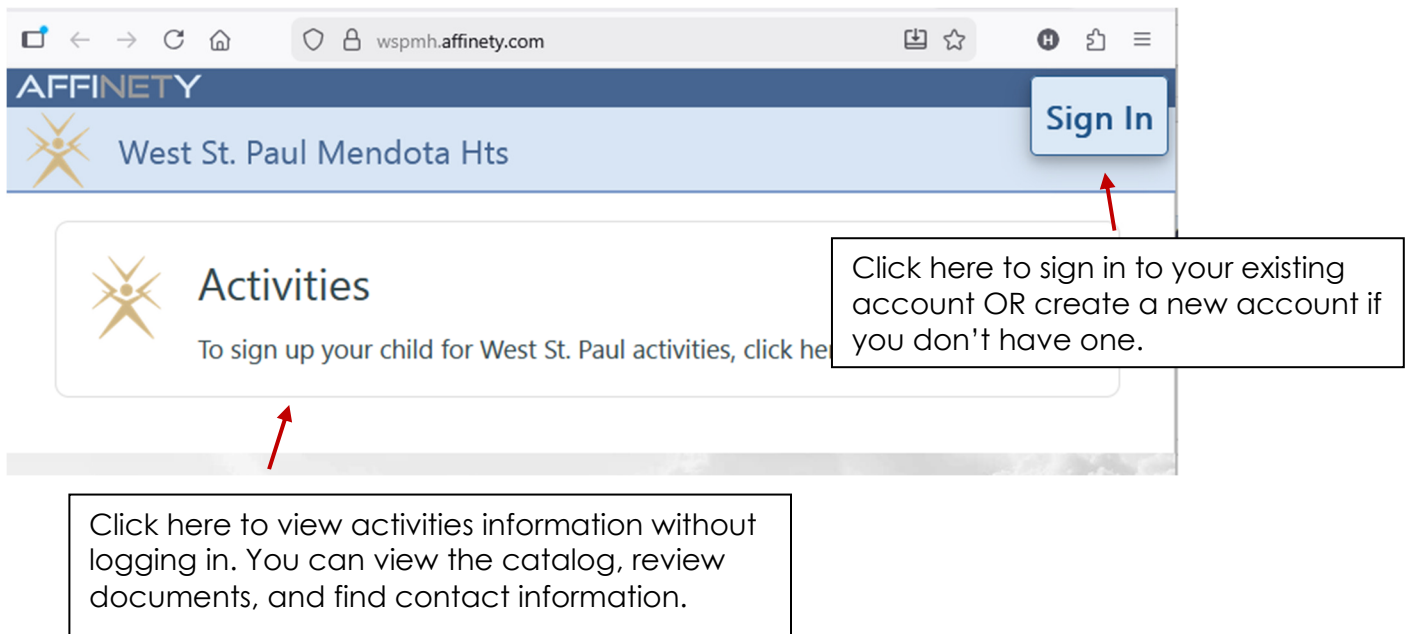


ISD 197/West St. Paul: Create User Account and Connect to Students

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 the ISD 197 catalog and registration website.

Begin at: <http://wspmh.affinity.com>



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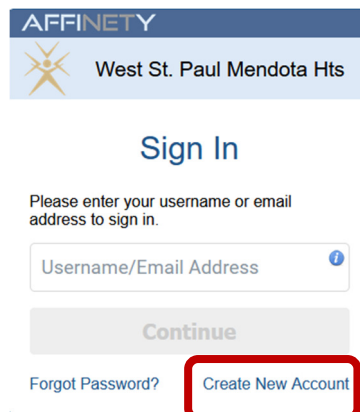
Sign In

Activities
To sign up your child for West St. Paul activities, click here

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".



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Sign In

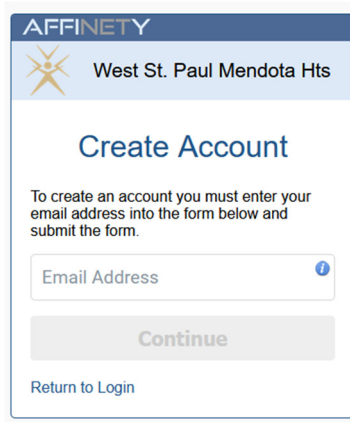
Please enter your username or email address to sign in.

Username/Email Address

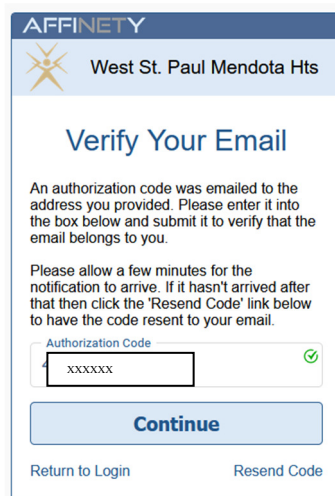
Continue

Forgot Password? **Create New Account**

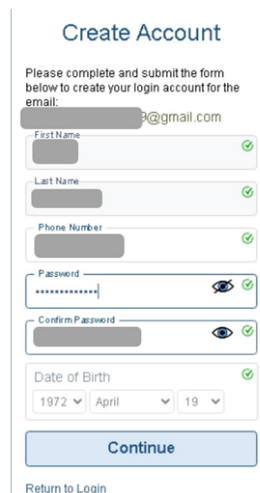
You will be asked to enter an email address:



We will send an authorization code to the email you entered, and the above page will change to one asking you to enter the code you were sent. (You may need to check spam folders if you do not see the email in your primary inbox.) Enter the code and click “Continue”.

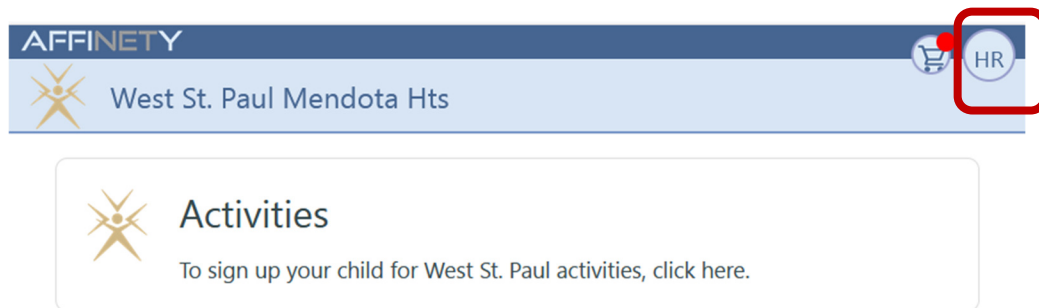


Finish the user account process by entering some basic information about yourself, and select a password:

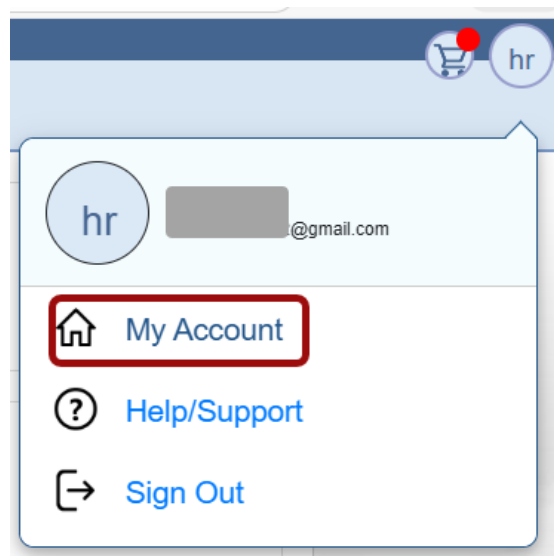


Click “Continue” to save your information.

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.



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:



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.



Welcome [redacted]

Here is an overview of your information. To edit any part of this information, click the edit icon in the section you would like to edit.

Personal Information

Name: [redacted] Username: [redacted]
Phone: [redacted] Birthday: M [redacted]
Email: [redacted]@s.com Gender: Female

Edit personal information including email, password, username, and more.

View purchases you have made on this site.

View existing members and add new members (you may see an edit icon or an "Add" button)

Purchase History

Order Date	Participant	Organization	Item	Section	Price
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Members (2)

Name	Organization	Birth Date	Gender	Sports Physical Date
[redacted]	[redacted]	12/23/2003	F	

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.

Organizations (2)

- [redacted]
- West St. Paul Mendota Hts

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 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 we already have. If your information is here, you can select it to avoid creating duplicates.)

Search Results

One member found.

Relationship

Please select your relationship with the selected member.

Name	Student ID	Date of Birth	Grade	School Name	Actions
[REDACTED]	123456	1/01/2010	10	[REDACTED]	<input type="button" value="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 "West St Paul Mendota Hgts", 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.