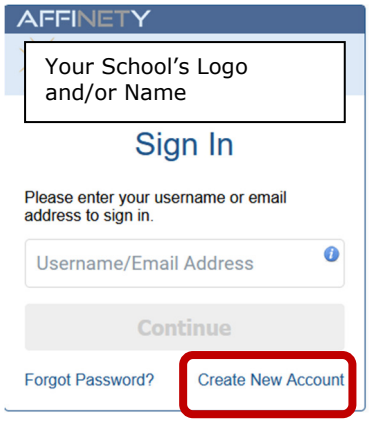
Affinety
Create User Account and Connect to Students

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.

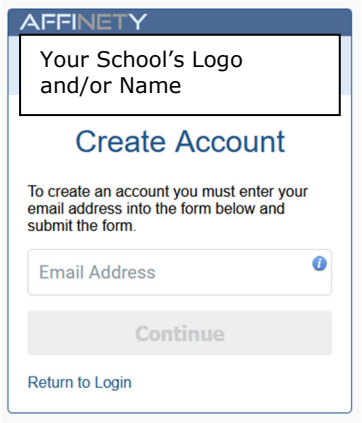
Begin at the URL provided by your school.

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

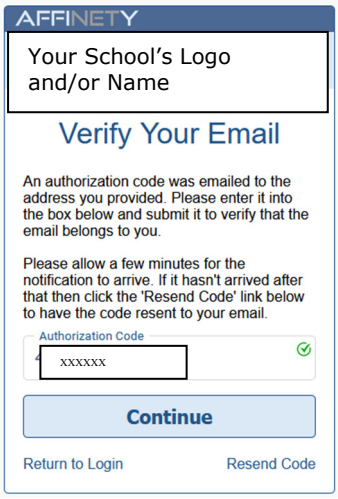
To create your account, click the "Sign In" button found at the top of page, then click "Create New Account".



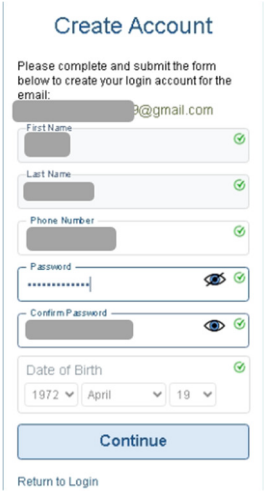
You will be asked to enter an email address:



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@affinety.com.) Enter the code and click "Continue".



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

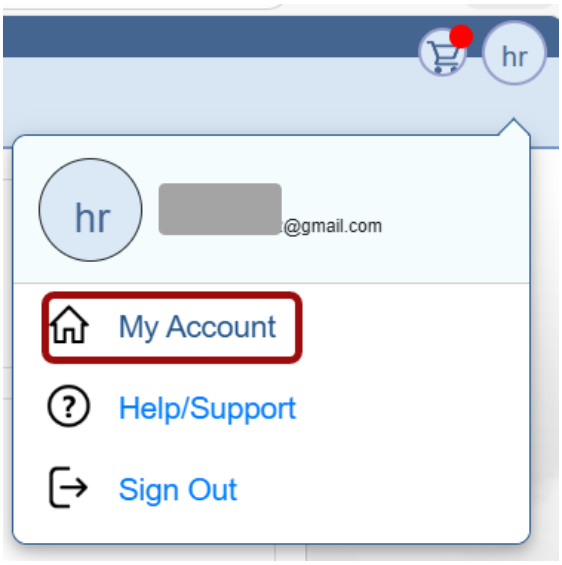


If your 'Continue' button is grayed out, one of the required fields does not meet criteria.
If any field does not have a green checkmark, that is an indication that the information entered into that field needs to be corrected.

Click "Continue" to save your information.

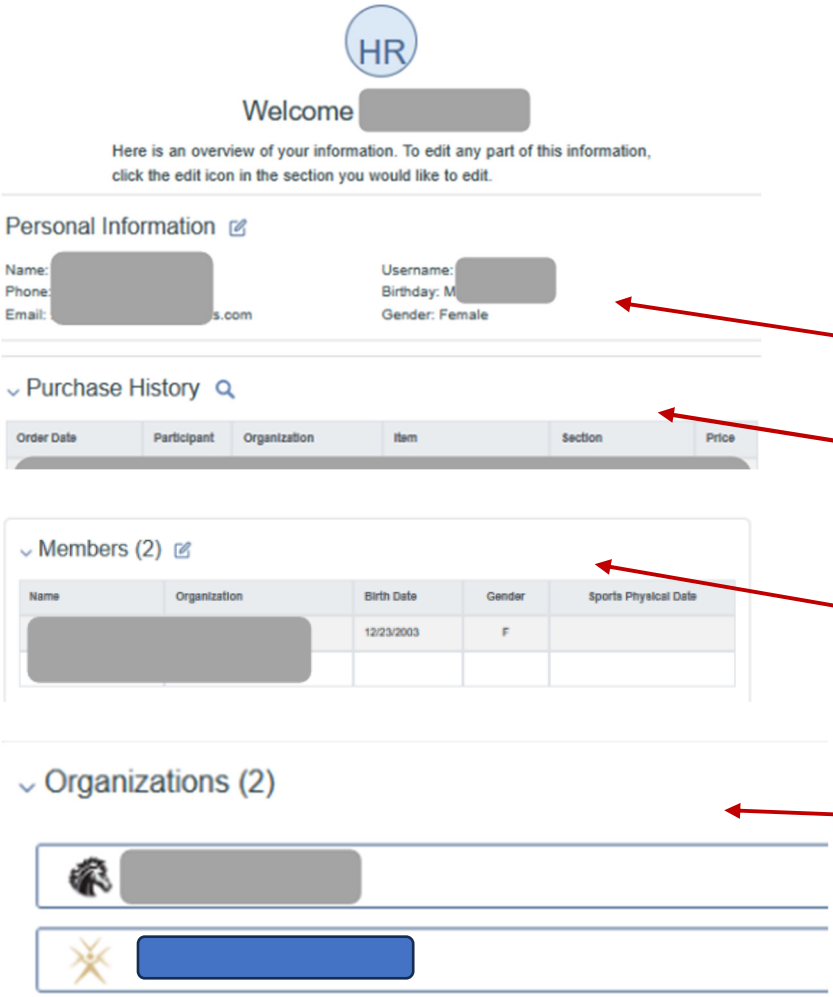
You will be re-directed to the Sign In page. Enter the email and password for your account. Once logged in, the Sign In button at the top of the page will switch to a circle with your initials.

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 your same login credentials.



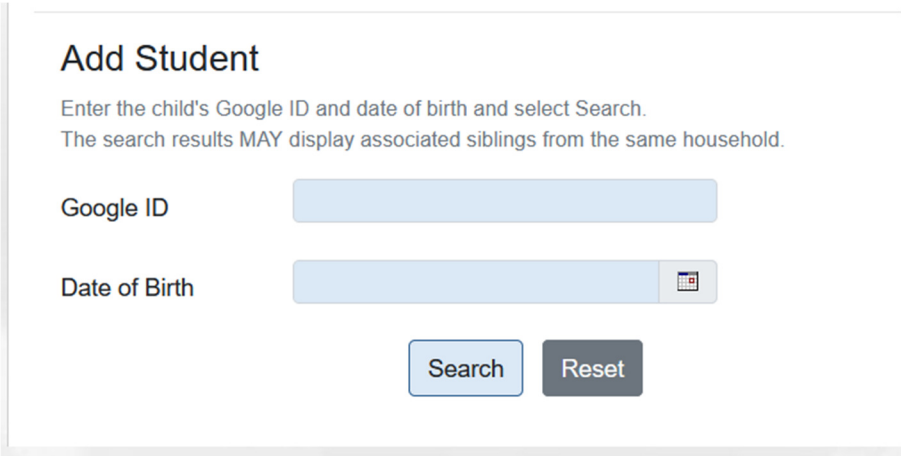
Edit personal information including email, password, username, and more.

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)

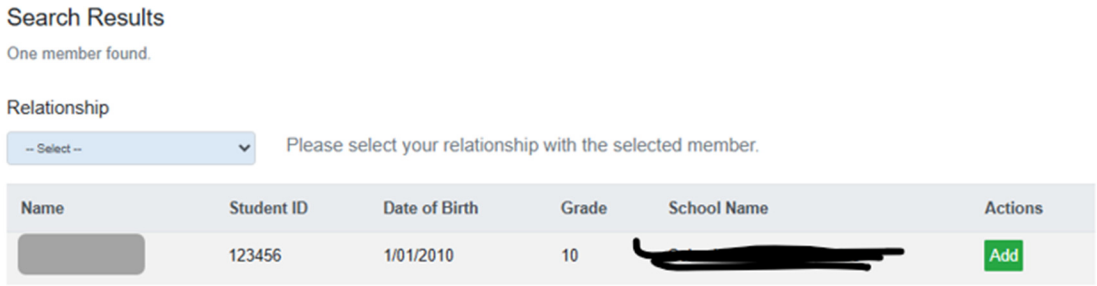
A list of schools you are connected to. You may have multiple entries if you have students attending different districts. Click the school name to go to their site.

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 Google ID and their Date of Birth.
The system will search for any students with that information, based on information supplied by your school.

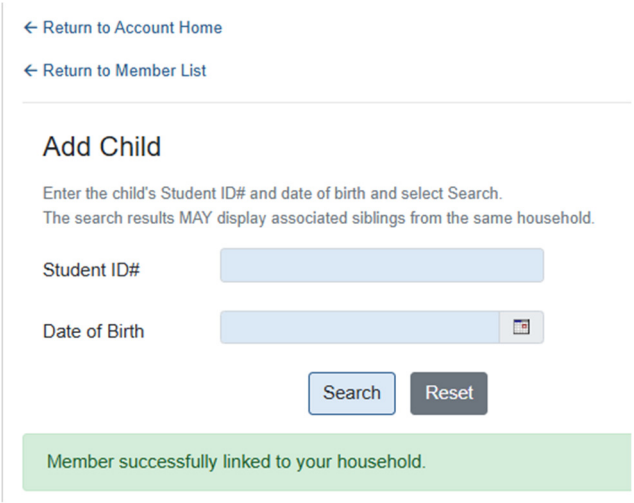


If a student is found, you will be able to select them.
If no student is found, please double check the information you entered. If you are still having trouble, contact the Activities/Athletics office to confirm the Google ID and Date of Birth.

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.)*



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



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.