

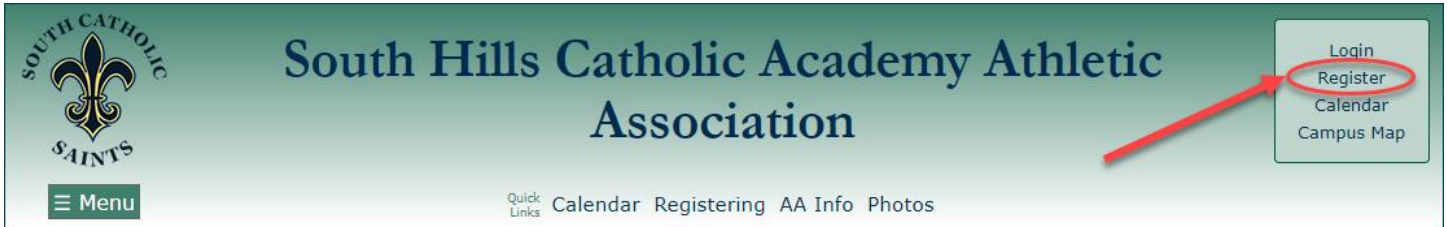
Registering Your Family and Family Members for Athletics at South Hills Catholic Academy

Step 1 - Register Your Family on the Website

You should skip this step if you already have a login account on the South Hills Catholic Academy Athletic Association web site.

Go to the web site at <https://www.shcacademyaa.com/>.

Click the "Register" link at the top of the page.



Fill out the two forms (see screenshots below) to create your Family account.

Create Your Family Account

Sign up for your family account below. **There can only be ONE account for EACH FAMILY associated with the school.** The Web Site Administrator will remove any duplicate family accounts.

You must fill in all the fields below and click the "Next" button. You will then move to a screen where you will enter **required** details about your family (family name, mailing address, family phone number). You can also enter some **optional** family details (second phone number or second email).

Username:
This is usually your family name, but it can be anything you want. Make sure its something you can remember!
If someone already has an account with your username you will have to select something else.
Avoid spaces (" ") in your Username.

Password:
The password minimum length is 8 characters
Don't use a password that is the same or similar to one you use on any other websites
Don't use a single word, for example, 'password', or a commonly-used phrase like 'Iloveyou'
Make passwords hard to guess, even by those who know a lot about you, so do not use the names and birthdays of your friends and family, your favorite bands, and phrases you like to use
Confirm Password:
E-mail:
This is usually your family or primary email address
If another family is using the same email address you will have to provide a different one

Create Account – Form 1

Create Your Family Account

Enter your family information below. You *must* enter a family name (i.e., your last name or surname), the full mailing address, including the City, State and ZIP, and one phone number. **Your account will not work correctly unless you enter this information!**

Family Name:
 Required - This is the families last name, or surname

Address:
 Required - You must also include the City, State, and ZIP below - Other normal users will not see your address

City:
 Required

State:
 Required

ZIP:
 Required

Home Phone 1:
 Required - This should be the primary phone number to contact your family. It can be a land line or a cell number. Later, you can also add phones numbers for individual family members (like personal cells for mothers and fathers)

Home Phone 2:
 Optional - This is a secondary phone number to contact your family. It can be a land line or a cell number. Do not repeat the Home Phone 1 number! Later, you can add phones numbers for individual family members (like personal cells for mothers and fathers)

Home Email 2:
 Optional - This is in addition to and different from the email you submitted on the previous screen - do not repeat the email you entered on the previous screen!

Create Account – Form 2

When you successfully create your Family account you will see a confirmation page (see the screenshot below).

Click the "Continue" button on the confirmation page.

Create Your Family Account

The account creation was successfull and you now have a page set up for your family. Normal site users cannot see your family page and you can ony see it when you are logged in. You can now add your family members to the site!

Click the "Continue" button below and then click the Menu button at the top of the page to open the menu, and then select "My Family" to go to your family page. From your family page you should add members to your family (parents, guardians and children) and then register your children for sports."

In addition, an email has been sent to the Web Site Administrator, who will validate your account and possibly update your site permissions depending on your role (Coach, Athletic Board, etc.) at the school.

When online payment of athletic fees is available there will be a payment button on your family page.

If your account is not working correctly or if you have any problems with the site, please contact Rich Unger (runger@shacademy.com, 412-443-5601).

Create Account – Confirmation Screen

Step 2 - Add Your Family Members

You should skip this step if you have already added all your family members.

Once you register your family, make sure you log in and then click the “Menu” button at the top of the page. (Optionally, you can click the “My Family” quick link button at the top of the page)

When the menu opens, click the “My Family” menu option.

When your Family page opens click the button on the page to enter a family member.

When the “Add a New Family Member” form loads fill in all the required information marked by a *, such as First Name, Last Name, Gender, Grade (for students), Types, Campus (for students) or Sports (for coaches)

If the family member is a student, select “Student” in the **Types** list. If it is parent, select “Parent” in the **Types** list. If the parent also happens to be a coach (or wants to be a coach), select “Coach” too.

Optionally, you can enter this person's personal phone numbers and emails.

After you have entered the information about the family member click the “Add” button near the top of the page. The form will return you to your Family page. You can now add other family members.

You do not have to include Parents when adding family members unless that Parent is also a Coach, Team Parent, or on the AA Board. However, it is extremely helpful for the coaches to have the names and contact information for the parents. You must add students that are in the family if they want to play sports.



Step 3 - Register Students for Sports

Navigate back to your Family page if you are not there already (make sure you log in).

On the Family page, any students in the family will have a “Register” button next to their name. Click the button to go to a page to register the student for sports.

Enter the students Birthday (required), Tee-Shirt Size (required), and latest Physical Date, then select the Sports you want to register for.

When finished, click the “Update” button at the top of the page and the form will return you to your Family page.

You can go back and register students for more sports as the sports seasons progress (Fall, Winter, Spring).

A screenshot of a table showing family members. The table has columns for Name and Grade. There are four rows of data. Each row has a green plus icon, an 'Update' button, and a 'Register' button. Red arrows point to the 'Register' buttons for Joseph and Benedict.

	Name	Grade
<input type="button" value="Update"/>	Malinski, Anna	
<input type="button" value="Update"/>	Malinski, Anthony	
<input type="button" value="Update"/> <input type="button" value="Register"/>	Malinski, Joseph	8
<input type="button" value="Update"/> <input type="button" value="Register"/>	Malinski, Benedict	7

If you have questions about the website contact Rich Unger, SHCA Athletic Director (412-443-5601, runger@shcacademy.com). You can always go back and update your family information or the student’s sports registrations.