

Lake Forest High School Online Payment Instructions for Travel Sports, Activities and Classes

Visa or MasterCard (credit or debit) accepted

Go to www.lakeforestschools.org/lfhs/index.aspx

Select Pay Fees Online located in the right column (blue box)

Select a registration category from the browser on the left

Select your desired class or activity

If a page opens for you to enter a password, enter the password provided to you by your coach.

Enter the password and click Submit (the program information will open).

If you do not remember the password, please email your coach or the program coordinator.

Select Register for this Class in the **Event Actions** box on the far right side of your screen.

Select either **New Customer** or **Returning Customer** and follow directions to select your student for registration:

NEW CUSTOMERS

You will be asked to create an account. Click on the **Create an Account** box and a screen will open to enter **My Account Information**. Please complete all the information requested for the credit card holder. Choose a password and record for future use. Once completed, click the **CONTINUE** box. A screen will appear that shows the account holder and a box below that reads **ADD A PARTICIPANT**. (This is the individual participating in the sport/activity/class.) If you are registering someone different from credit card holder:

Click the **Add a Participant** box

Enter the participant's registration information

Select the **Add Participant** box (you will be returned to the screen listing all names in your account)

Select the correct participant name by clicking the button in front of the appropriate name

RETURNING CUSTOMERS

If you have purchased from the web store in the past, enter your personal email address and personal password. Once you enter the information, a screen will open to show the name of the account holder and any participants you have registered online in the past. (NOTE: LFHS does not have access to your email and password... if you cannot remember this information, select the **Forgot Password** option.)

If you have registered your participant for a past program, his/her name will appear on the participant list. Select the correct participant name (click the button in front of the appropriate name).

If you need to ADD A PARTICIPANT (to register a different student)

Click the **Add a Participant** box

Enter the participant's registration information

Select the **Add Participant** box (you will be returned to the screen listing all names in your account)

Select the correct participant name by clicking the button in front of the appropriate name

Read the Liability/Waiver Agreement, **check the box** if you agree

Select the button that describes your residency (if this is included)

Click Checkout or **Continue Shopping**

Click here to go directly to "Pay Fees On Line."