




Richland Center High School HORNETS

Athletic Registration Online Help Guide Richland Center High School

Create your Family Account

1. Go the RCHS website at rchs.richland.k12.wi.us and click on Hornet Athletics (under Hornet Activities).



2. Click on the  logo to Register or Log-In.
3. If you are a new user, you will need to Register before you may sign your child up for an activity. If you have already registered, you may click Login to My Account from this page.

New Users

If you have **NOT** registered online before, or have not received your username and password, please click the button below to create your Account.

Create New Account

Returning Users

If you have **registered** online before, please click the button below to Log in to your Account. This will pre-fill all of your information and allow you to register more quickly.

Login to My Account

4. Fill out your name, username, password, and email address and click Sign Up.

Sign Up

Create New Account [I already have an account](#)

Parent/Guardian First Name*	Steve
Parent/Guardian Last Name*	Board
Username*	<input type="text"/>
Password*	*****
Email*	<input type="text"/>

5. You will need to activate your account by logging into your email and clicking the link. Check your Junk/Spam folder if you do not see the email in your Inbox.

Register your Child for a Sport

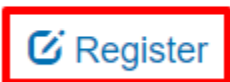
1. Go the RCHS website at rchs.richland.k12.wi.us and click on Hornet Athletics (under Hornet Activities).



and Click on the logo to Log-In.

2. Click Register if starting a new registration. To resume a previously started registration, click Incomplete Registration.

Registration History



 Incomplete Registration

3. Complete all steps in the Registration Form. Be sure to include as accurate information as you can, so that we have access to Emergency Information, such as contact information, etc. You may Save the form and Finish Later, or you may return to a Submitted form to update information, as needed.

Step 1. Select Student	Student Information
Step 2. Select Activity	Select Student: <input type="text" value="- Add New Student -"/>
Step 3. Parent/Guardian Info	

4. Select the Activity you are registering your child for. Note that sports will become available as the season gets closer (EX: Softball will be available in mid February).

Fall:

None
Fall 2019
Cheerleading
Cross Country
Football Boys
Soccer Boys
Swimming Girls
Volleyball Girls

5. Complete Parent/Guardian Information.
6. Upload your Physical form. The High School office will update the Date of Physical, prior to clearing your athlete for competition.

File Upload:

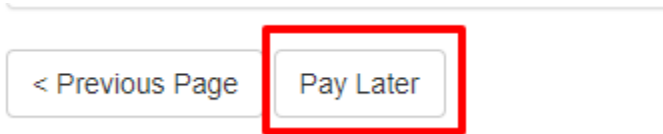
SHARP_2019...45418.pdf

- Fill out Medical information and Emergency Contact(s).
- Check All Required Boxes and Signatures in the Electronic Form Section.

I understand the possible consequences of my child returning to practice
Parents/Guardian's Electronic Signature: *

Steve

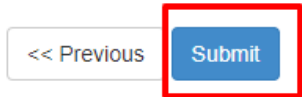
- Click the Pay Later Button, when complete.



- If all information is correct, click the blue Submit button.

Click the Submit button below to complete the registration

REGISTRATION DETAIL		
	Activity Name	Activity Fee
Board, Ella	Volleyball Girls	\$40.00



- You may use the Online Payment Portal to pay your Activity Fee online, or bring the required amount into the High School Athletic Office. Remember that no student may participate in practice until this fee is paid.



- Once the Athletic Office has confirmed all information/fees have been turned in, the Final Clearance Status will change from Pending to Yes. You can View your receipt or Registration from this same screen.

Final Clearance	Gr	Reg. Form	Physical Info	Fee	Recp't	Status
Yes	9	view	Add Edit	\$40	View	Paid