

Lake Forest High School Online Payment Instructions
www.LFHS.org

Select “Pay Fees Online” located in the upper left hand corner (blue box) on any webpage

Select “Travel Girls Basketball” from the browser on the left

Select “5th, 6th 7th or 8th Grade”

A page will open for you to enter a pass word. This password will be provided to you by your coach. If you do not remember, please email your coach or the program coordinator.

Enter the **Travel password** and click the **“Submit”** option (*the program information will open*)

Select “Register for this Class” in the **“Event Actions”** box on the far right.

Select either New Account or Returning Customer and follow directions to select your child for registration:

Returning Customers to the Web Store:

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 that you have registered online in the past. LFHS does not have access to your email and password...if you cannot remember, select the “forgot password” option.

If you need to ADD A PARTICIPANT (your child playing Travel)

CLICK the Add a Participant box at the bottom of the screen

Enter the athlete’s registration information

Select the Add a Participant Box (you will be returned to the screen listing all names entered into system)

Select the correct participant name (click the circle in front of the appropriate name)

If you have registered your Travel athlete for a past program, his / her name will appear on the participant list.

Select the correct participant name (click the circle in front of the appropriate name)

OR

New Customers to the Web Store

You will be asked to create an account. Click on the New Account box and a screen will open to enter My Account Information, Your Personal Details. Please complete all the information requested for the adult credit card holder. Once completed, click the CONTINUE box. A screen will appear that shows the account holder and a box below that reads, ADD A PARTICIPANT.

CLICK the Add a Participant box

Enter the athlete’s registration information

Select the Add a Participant Box (you will be returned to the screen listing all names entered into system)

Select the correct participant name (click the circle in front of the appropriate name)

Once you’ve selected the correct participant....

Read the Liability / Waiver Agreement

Check the box to agree with the Liability / Waiver Agreement

Checkout or Continue Shopping

Visa or Mater Card accepted