

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

Visa or MasterCard (credit or debit) accepted

Go to [www.LFHS.org](http://www.LFHS.org)

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

**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."