

ONLINE ATHLETIC REGISTRATION HELP PAGE

After getting a little feedback from you. I wanted to give you a little more help with signing up for your students sports.

Here is the link to follow:

<https://wa-northkitsap.intouchrecepting.com/>

User Name

Password

This is where you will enter your **Skyward username and password**

❖ Choose who you are shopping for:

➤ Click on your students name

❖ Shop:

➤ Items at students school

❖ Categories:

➤ Athletic Emergency Form

You are here [DISTRICT](#) / [Middle School](#) / [KINGSTON MIDDLE SCHOOL](#)

Categories [ATHLETIC EMERGENCY FORM](#) | [ATHLETIC REGISTRATION](#) | [Class Spirit Shirt](#) | [Field Trips](#) | [PE Clothing](#)

❖ The next page on the far right click BUY

Item	Qty	Amount	
EMERGENCY FORM 6TH GRADE CAN PARTICIPATE IN: CROSS COUNTRY, WRESTLING & TRACK ONLY	<input type="text" value="1"/>	<input type="text" value="0.00"/>	<input type="button" value="Buy"/>

❖ You will now click on Kingston Middle School

➤ You are here [DISTRICT](#) / [Middle School](#) / [KINGSTON MIDDLE SCHOOL](#) / [ATHLETIC EMERGENCY FORM](#)

➤ This will take you back to the category, you will now click on Athletic Registration

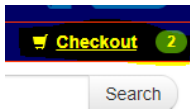
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Categories [ATHLETIC EMERGENCY FORM](#) | [ATHLETIC REGISTRATION](#) | [Class Spirit Shirt](#) | [Field Trips](#) | [PE Clothing](#)

Item	Qty	Amount	
Athletic Registration 6TH GRADE CAN PARTICIPATE IN: CROSS COUNTRY, WRESTLING & TRACK	<input type="text" value="1"/>	<input type="text" value="0.00"/>	<input type="button" value="Buy"/>

❖ Again you will click BUY

❖ Click on CHECK OUT, up in the right hand corner



- ❖ The next screen will pop up and you will see both those forms in your shopping cart with \$0.00.

Item	Price
EMERGENCY FORM	\$0.00 Remove
Athletic Registration	\$0.00 Remove
Subtotal	\$0.00
Tax (0.00%)	\$0.00
Processing Fee	\$0.00
Total	\$0.00

[Continue Shopping](#) [Checkout Step 1: Additional Info](#)

- Click on CHECKOUT STEP 1: ADDITIONAL INFO

- ❖ At this point, you will fill out the online form. **Near the bottom of BOTH FORMS, you choose the sport(s) your student will play throughout the year.**

When both forms are completed, you will then click your final step

Checkout Step 2: Payment

You have completed the online registration for your student.

If you are still having difficulty, contact me:

Brandy Lacey

360-396-3405

blacey@nkschools.org