SOUTHWEST LOCAL SCHOOL DISTRICT SPORTS REGISTRATION PROCEDURES 2023-2024

- Parent completes and signs ALL Academic and Athletic Forms in FinalForms.
  - Log in to your parent account. If you don't know your login, contact your student's school office.
- Student completes and signs Athletic Forms requiring student signature using their school mywildcats email.
  - Student logs in to their school email and follows the link to sign using their school email address and password. The date of the student email would be the date the parent signed the forms.
- Pay Fee using PayForIt.net   *PayForIt.net*
  - Click on Fees at the top of the PayForit.net screen, then click Make Fee Payment.
  - Select the student by clicking the circle before their name.
  - Athletic Fees will be listed under optional fees.
  - Click the green plus sign to the right of each fee you wish to pay.
  - Click Review and Pay.
  - Choose your Payment Method and click Process Payment.

Instructions to Access the Parent Portal
Step 1: Website Access
- Go to https://mywildcats.me (you can also access off the SLSD website)
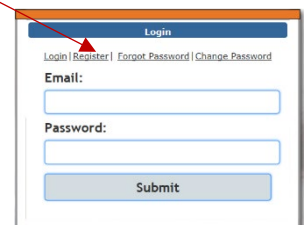- Select "Sign in as Parent"
Step 2: Login
- Pick how you want to login. You can log in using your Google (Gmail), Microsoft (i.e. Outlook or Hotmail), or Facebook accounts. If you do not have one of those accounts, you can create one.
Step 3: Links to FinalForms and PayForIt
- Links to FinalForms and PayForIt can be found in the upper right, click on the 9 squares (top right of your screen) to display the menu of links.

  - Click [icon] for PayForIt   *PayForIt.net*

  - Click [icon] for FinalForms   **FINAL FORMS**

Instructions to Access PayForIt.net (Easy-Convenient-Secure using credit or debit cards or ACH/EFT Check)
- If you have an account, enter your email and password. If you forgot your username or password, click "Forgot Password" and enter your email address and click "By Email" or "By Phone" to receive your password.
- If you have not already done so, you will need to sign up for an account by clicking "Register".

  - Select the state of Ohio and "OH – Southwest Local" for the district.
  - You will need your child's student ID number.
  - Use your parent email address as your username.

- To Add a student, click "Add/View Students" at the top of the screen.
  - Click "Add Student"
  - Select the school, Enter Student ID, First Name, Last Name and Grade
  - Click "Register" and the student will be added to your account.

Making a Payment

There is no charge to pay via PayForIt.

- Click on Fees at the top of the PayForIt.net screen, then click Make Fee Payment.
  - Select the student by clicking the circle before their name.

OPTIONAL FEES:
  - Athletic Fees are listed under **optional fees**.
  - Click the green plus sign to the right of each fee you wish to pay.
  - Click Review and Pay.
  - Choose your Payment Method and click Process Payment.

Questions: *High School – Kimberly Frey (Kimberly.Frey@southwestschools.org) or Mark Meibers Phone: 513-367-4169*
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