



# ATHLETIC REGISTRATION HELP GUIDE

WHERE DO I REGISTER?

ATHLETIC REGISTRATION IS ON-LINE ONLY

[HTTPS://REGISTER.LPHS.ORG/ATHLETICSREGISTRATION](https://register.lphs.org/athleticsregistration)

**LANCERS** LAKE PARK HIGH SCHOOL  
*"Achieve Excellence"*

**Athletics Registration**

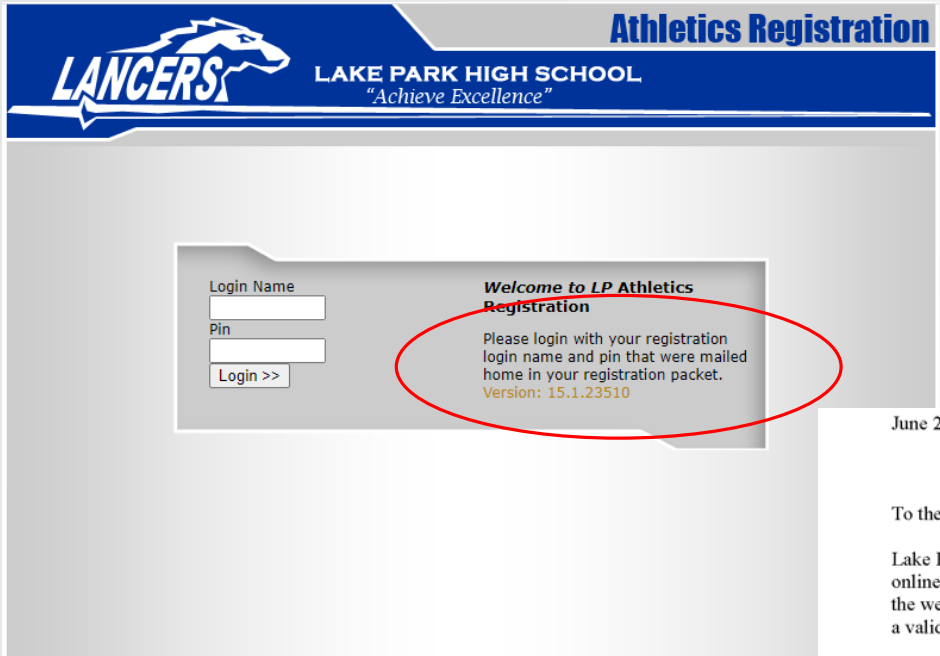
Login Name

Pin

Login >>

**Welcome to LP Athletics Registration**

Please login with your registration login name and pin that were mailed home in your registration packet.  
Version: 15.1.23510



## WHAT IS MY LOGIN?

ATHLETIC REGISTRATION LOGIN IS ON THE SCHOOL REGISTRATION LETTER THAT IS MAILED HOME IN JUNE

USE THE LOGIN NAME PLUS THE NINE (9) DIGIT REGISTRATION PIN ASSIGNED. PLEASE NOTE THE PIN CHANGES EVERY ACADEMIC YEAR

CONTACT EITHER THE EC OR WC REGISTRAR, OR THE ATHLETIC OFFICE [ATHLETICS@LPHS.ORG](mailto:ATHLETICS@LPHS.ORG) IF YOU ARE UNABLE TO LOCATE THIS INFORMATION

June 20XX

\*\*\*\*\* IT IS IMPORTANT TO SAVE THIS INFORMATION \*\*\*\*\*

To the Parents of

Lake Park High School's registration process is entirely **online** for the 20XX-20XX school year. To register online, visit [www.lphs.org](http://www.lphs.org) and click on "20XX-20XX Registration" in the District Announcements section of the website. You will need your log-in name and registration PIN. To complete the online registration process, a valid debit/credit card is required. (Visa, Master Card or Discover)



**Student ID:**  
**Registration Log-in Name:**  
**Registration PIN:**

If you have any questions regarding the online registration process, please call East Campus at 630-529-3324 (freshmen and sophomores) or West Campus at 630-529-2264 (juniors and seniors).

It is recommended that you save the above login and PIN information. It can be used to access Lake Park High School's online lunch payment web site found at [lplunch.lphs.org](http://lplunch.lphs.org) or via the "E-Pay" icon on the district website. Through this secure website, families can prepay on their student's food services account.



In addition, with the above login and PIN, you are able to access the online athletics registration. While there is currently no participation fee for sports, all students wishing to try out for a sport must be registered and submit a receipt to the coach on or before the first day of practice and/or tryouts. Please continue to athletic registration upon completion of the online school registration (see reference sheet included). When your registration for athletics is completed, you will be able to print the required receipt. Should you prefer to continue with athletic registration at a later date, visit <https://register.lphs.org/athleticsregistration>.

Throughout the school year, parents and students are able to monitor student grades online through a program called Home Access Center (HAC). Information for accessing HAC will be mailed in August before the start of school. HAC will be available for viewing after the first day of school.

**WEST CAMPUS STUDENTS ONLY:** The West Campus student bus rider fee is \$XXX.XX per year for students living less than 1.5 miles from school. All students eligible for busing will receive a schedule with your "welcome back" letter. Call 630-295-5331 for more information. THE DEADLINE TO REQUEST BUS SERVICE IS THURSDAY, AUGUST 1.

Parents or guardians who need computer access for online registration can visit East Campus or West Campus during regular business hours Monday through Thursday (7:00 a.m. to 3:00 p.m.) where computers will be available for use.

We look forward to your student attending Lake Park High School.

# FIRST TIME REGISTERING FOR A SPORT THIS SEASON?

STUDENT MAY ONLY REGISTER FOR THE CURRENT SEASON'S SPORT(S)

STUDENT MAY REGISTER FOR MULTIPLE SPORTS BUT HAVE TO REGISTER ONE SPORT AT A TIME

STUDENT'S PRE-POPULATED INFORMATION CANNOT BE CHANGED, THIS INCLUDES THE DATE OF THE PHYSICAL

READ, COMPLETE AND CONSENT TO ALL CODE OF CONDUCT, MEDICAL INFORMATION, MEDICAL WAIVERS, POLICIES, ETC.

**LANCERS** LAKE PARK HIGH SCHOOL  
"Achieve Excellence"

**Athletics Registration**

Lake Park High School On-line Athletic Registration

On-line athletic registration is fast and easy. In order to participate in tryouts, you must complete the on-line registration. After completion, please print your registration confirmation. Your student athlete must provide this confirmation to the coach on or before the first day of tryouts and/or practice. All athletes must have a current physical on file at Lake Park to participate on an athletic team. Freshmen do not need a separate sports physical. Their required freshman physical will meet the requirements for their freshman year. The physical may not be more than a year old; therefore, we suggest you schedule your student's physical for no sooner than June 1. This will allow your student to participate for the entire upcoming school year. A physical will be required each year they participate on an athletic team. Physicals may be faxed, scanned and emailed, or brought to the athletic office or the nurse's office and will then be recorded. Coaches will receive a list of all athletes who are compliant. Schedule your physicals early to avoid not being able to attend tryouts and/or practices. All students are welcome and encouraged to participate in Lake Park's athletic program, but PLEASE, DO NOT JUST "SHOW UP". You must be registered in order to practice and/or tryout for sports.

Sport: Season: Winter Sport: --Select a Sport--

Athlete's First Name: LILY

Athlete's Last Name: LANCER

Student id #: 24XXXX

Grade Level: 11

Date of Birth: 2/11/2001

Gender: Female

Street Address: PO Box 111

City: MailTown

Zip Code: 11111

Home Phone Number: 5555555555 ✓

I'M REGISTERED, NOW  
WHAT (version #1)?

VERSION #1: ★

CLICK ON "PRINT FORM", THIS IS YOUR  
ATHLETIC REGISTRATION RECEIPT

GIVE THIS RECEIPT TO THE COACH ON THE  
FIRST DAY OF TRYOUT/PRACTICE

**LANCERS** LAKE PARK HIGH SCHOOL  
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**Athletics Registration**

Thank you for registering! The details of your registration are below:

24xxxx Lily Lancer  
has been registered for:

Season	Sport Name	Year	Registration Date
Winter	Bowling	2021	10/15/2020

★ We have a current physical on file. You are not required to present one to the athletics office prior to tryouts! ★

Please print this page. You will need it for the first day of practice!

Print Form

# I'M REGISTERED, NOW WHAT (version #2)?

VERSION #2: ★

YOU MAY HAVE AN EXPIRED PHYSICAL AND WILL NEED TO BRING IN A NEW PHYSICAL TO EITHER THE NURSE OR THE ATHLETICS OFFICE PRIOR TO TRYOUT/PRACTICE

CLICK ON "PRINT FORM", THIS IS YOUR ATHLETIC REGISTRATION RECEIPT

BRING BOTH YOUR NEW PHYSICAL PLUS THIS RECEIPT TO EITHER THE NURSE OR THE ATHLETIC OFFICE FOR SIGNATURE

GIVE THE SIGNED RECEIPT TO THE COACH ON THE FIRST DAY OF TRYOUT/PRACTICE

**LANCERS** LAKE PARK HIGH SCHOOL  
"Achieve Excellence" **Athletics Registration**

Thank you for registering! The details of your registration are below:

24xxxx Lily Lancer  
has been registered for:

Season	Sport Name	Year	Registration Date
Winter	Bowling	2021	10/15/2020

★ You are required to present a current physical to the athletics office PRIOR to tryouts!!! Please download the form [HERE](#) and have the doctor fill it out during your exam. ★

Athletics Office Receipt Acknowledgement \_\_\_\_\_

THIS FORM MUST BE SIGNED BY THE ATHLETICS OFFICE PRIOR TO THE FIRST DAY OF TRYOUTS. GIVE THE COMPLETED SIGNED COPY OF THIS FORM TO THE COACH!

Please print this page. You will need it for the first day of practice!

Print Form

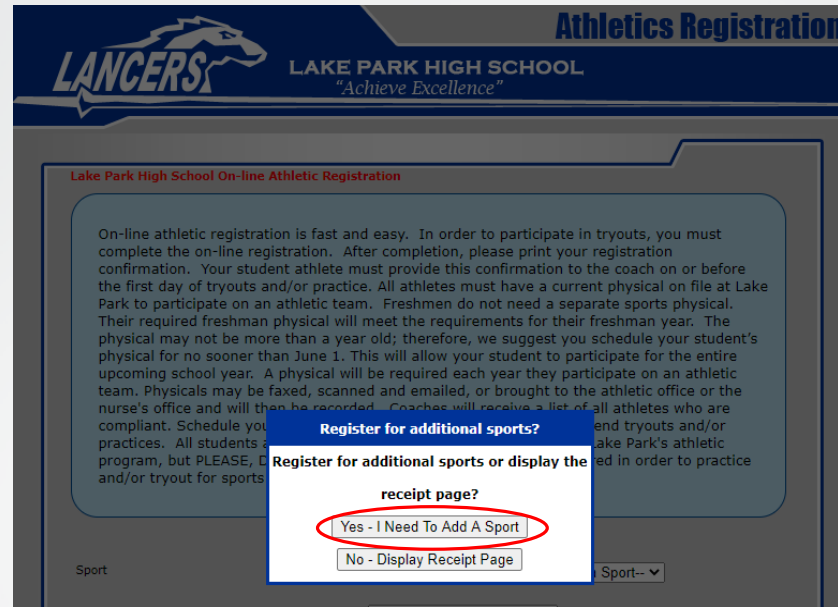


# I DON'T WANT TO TRYOUT FOR THE ORIGINAL SPORT, CAN I SWITCH THE SPORT OR ADD ANOTHER SPORT?

LOG BACK INTO ATHLETIC REGISTRATION AND CLICK "YES – I NEED TO ADD A SPORT"

SELECT A NEW SPORT FROM THE DROP DOWN MENU

FINISH AND PRINT A NEW RECEIPT THAT SHOWS MULTIPLE SPORTS REGISTERED 



## I AM IN THE CURRENT SEASON BUT MY SPORT IS NOT AN OPTION FOR REGISTRATION?

IF YOUR SPORT IS NOT IN THE DROP DOWN MENU THAT MEANS THE STUDENT HAS ALREADY BEEN REGISTERED FOR THAT SPORT (STUDENT CANNOT REGISTER MORE THAN ONCE FOR A SPORT)

LOG BACK IN TO ATHLETIC REGISTRATION AND CLICK "NO – DISPLAY RECEIPT PAGE"

PRINT A NEW RECEIPT

The screenshot shows the 'Athletics Registration' page for Lake Park High School. The header includes the 'LANCERS' logo and the school's name with the motto 'Achieve Excellence'. The main content area contains a message about on-line athletic registration requirements. A dialog box is overlaid on the page, asking the user to 'Register for additional sports?' and 'Register for additional sports or display the receipt page?'. The 'No - Display Receipt Page' button is circled in red. Below the dialog box, a 'Sport' dropdown menu is visible.

**Athletics Registration**

**LANCERS** LAKE PARK HIGH SCHOOL  
*"Achieve Excellence"*

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**Register for additional sports?**

**Register for additional sports or display the receipt page?**

Yes - I Need To Add A Sport

No - Display Receipt Page

Sport

Sport-- ▾



I JUST NEED TO PRINT A  
NEW RECEIPT?

LOG BACK INTO ATHLETIC  
REGISTRATION AND CLICK "NO –  
DISPLAY RECEIPT PAGE"

PRINT A NEW RECEIPT

The screenshot shows the 'Athletics Registration' page for Lake Park High School. The header includes the school's logo and name, 'LAKE PARK HIGH SCHOOL "Achieve Excellence"'. The main content area contains a paragraph of text explaining the registration process and physical requirements. A modal dialog box is overlaid on the page, asking the user to 'Register for additional sports?' and 'Register for additional sports or display the receipt page?'. The dialog box has two buttons: 'Yes - I Need To Add A Sport' and 'No - Display Receipt Page'. The 'No - Display Receipt Page' button is circled in red. Below the dialog box, there are dropdown menus for selecting a sport.

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**Register for additional sports?**

**Register for additional sports or display the receipt page?**

Sport Sport--