

CREATE ACCOUNT (<https://account.familyid.com/signup>) | LOGIN (<https://account.familyid.com/>)

Need a human? 781-205-2800 | support@familyid.com (<mailto:support@familyid.com>)

How to Register For The First Time

Important: FamilyID uses the latest technology, and outdated browsers may cause issues during registration. **We recommend using the most up to date browser versions of Chrome, Firefox, or Safari to ensure the best user experience.** You may experience difficulty using Internet Explorer and Microsoft Edge.

To Register on FamilyID For The First Time:

- 1 After creating a FamilyID account and following the emailed verification link, you will be brought to your **Dashboard**. Please type the name of the organization you are looking to register for in the search box that reads **Type organization name or keyword to find a program.**



The screenshot shows the FamilyID Dashboard interface. At the top, there is a navigation bar with links for "Dashboard", "Find Programs", and "Registrations". On the right side of the navigation bar, there is a dropdown menu labeled "King Family Account". Below the navigation bar, the main content area is titled "Dashboard". A greeting "Hello, Nicholas King" is displayed on the left, and "Last login: Jun 14, 2019" is on the right. Below the greeting, there is a section titled "I want to register for a program at:". This section contains a search input field with the placeholder text "Type organization name or keyword to find a program.", a dropdown menu labeled "State", and a blue "Find" button.

- 2 Find the program you are interested in and select the blue link with the program's title to head to the registration page.

Type organization name or keyword to find a program.
cedar valley

State ▼ Find

Featured Organizations

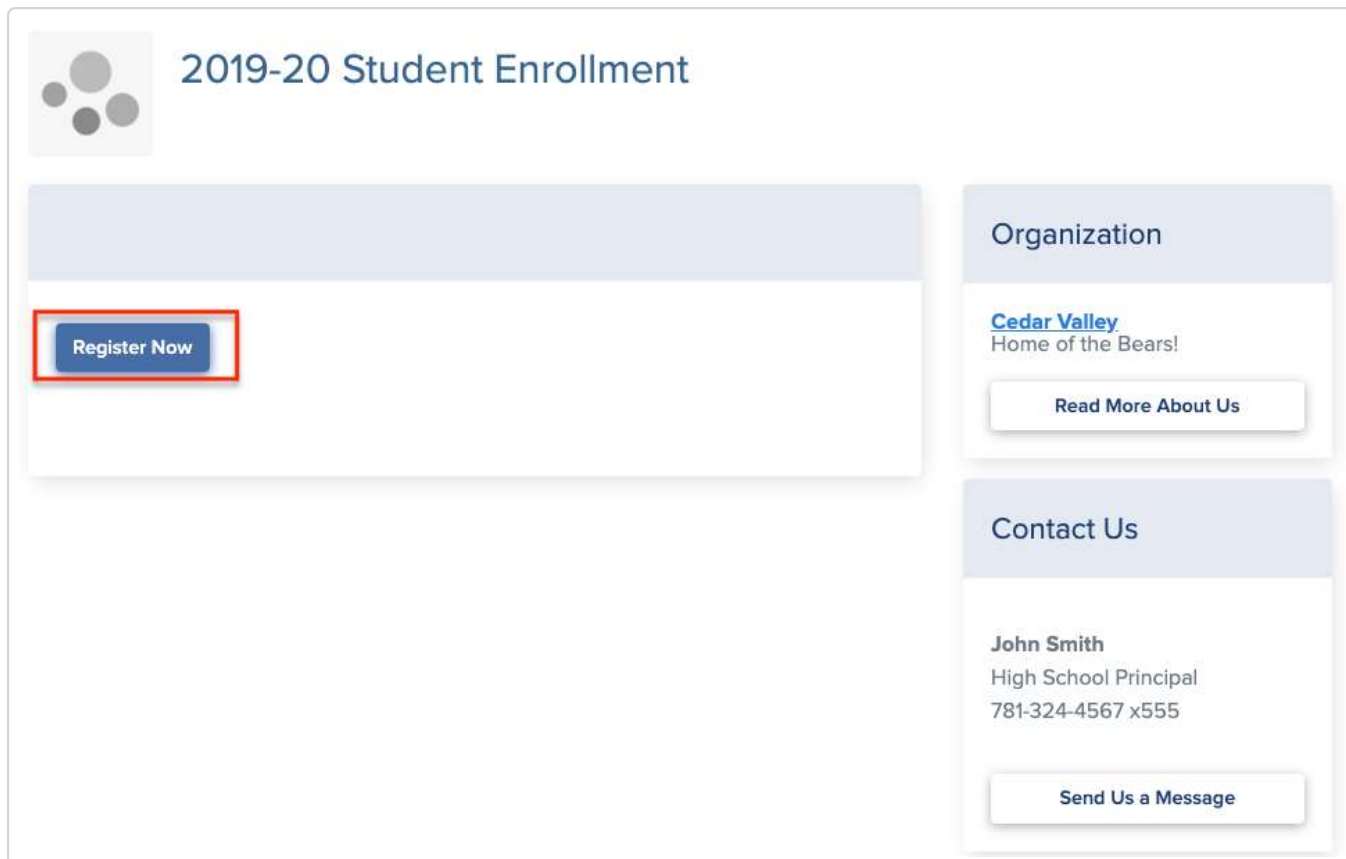
Cedar Valley
Home of the Bears!
Locust Valley, NY


We provide students with a wide variety of extracurricular activities to participate in such as athletics, clubs and much more.

PROGRAM:	DATES	PRICE	REGISTRATION
10 Grade Trip to Washington, DC	May 05, 2019 - May 11, 2019	\$800	Open
PROGRAM:	DATES	PRICE	REGISTRATION
2019-20 Student Enrollment	Aug 26, 2019 - Jun 12, 2020	\$0 - \$25	Open
PROGRAM:	DATES	PRICE	REGISTRATION
2019 Fall Athletics Registration	Sep 01, 2019 - Dec 01, 2019	\$50	Open
PROGRAM:	DATES	PRICE	REGISTRATION
Bus Pass Registration	Aug 31, 2016 - Jun 22, 2017	\$5	Open

Note: If no blue links are available or you see a message that states **No programs are available by your organization** this means your organization currently does not have any open programs. You will need to reach out to them directly for more information on how or when you can register.

- The program's landing page, or main page, will show a description of the program with a blue **Register Now** button located below. You can either select the **Register Now** button or just simply scroll down the page until you see the blue header that says **Sections** to kick off your registration process.



 **2019-20 Student Enrollment**

[Register Now](#)

Organization

[Cedar Valley](#)
Home of the Bears!

[Read More About Us](#)

Contact Us

John Smith
High School Principal
781-324-4567 x555

[Send Us a Message](#)

4 Select the **Section** of your choice.

Sections

<input checked="" type="radio"/> Freshman	August 26, 2019 to June 12, 2020	No fee
<input type="radio"/> Sophomore	August 26, 2019 to June 12, 2020	No fee
<input type="radio"/> Junior	August 26, 2019 to June 12, 2020	No fee
<input type="radio"/> Senior	August 26, 2019 to June 12, 2020	No fee

- 5 Proceed to **Participant Information** and fill in all required fields on the form (anything with a red asterisk is required). The participant is the person who is registering for the program.

Participant Information

Welcome back! You have information previously saved in your account.

You can automatically populate your form with your saved information or add new information by clicking below

CREATE NEW participant

PRIMARY

* First name * Last name

* Birth date * Gender

ADDITIONAL

Most Recent Physical
Please upload your most recent copy.

* Membership/Student ID

Create new Membership/Student ID


Enter Membership/Student ID

6 When you have completed the form, click the blue **Continue** button .

Do not double-click
You must complete all required fields with a red * to continue.

Note: If you have not completed all fields with a red asterisk the form will not allow you to continue and will bring you back up to the field you have missed. If you can not locate what is missing, please save your registration and contact us.

- 7 A summary of the registration will be displayed. In order to complete your registration, you will have the option to either select a blue **Pay & Submit** button (this option involves payment) or **Submit** button and complete your registration.

 **REGISTRATION IS NOT YET SUBMITTED.**
Click 'SUBMIT' or 'PAY & SUBMIT' button to continue.

Summary

Print Registration Print Summary


REGISTRATION STATUS : NOT SUBMITTED
PAYMENT STATUS : NONE

Participant	Millicent Mccants		
Account owner email	nking@familyid.com		
Registration date	07/03/2019 12:35 pm		
Organization	Cedar Valley		
Program	2019-20 Student Enrollment		
Sections	Freshman	August 26, 2019 to June 12, 2020	\$25.00
	Total		\$25.00
	Amount paid		\$0.00
	Balance due		\$25.00

Payment details

Balance Due \$25.00

PAYMENT METHOD
PayPal, Credit or Debit Card

 **PAY & SUBMIT**

PAYMENT METHOD
Cash or Check

Please bring cash or check to the front office. THIS PAYMENT METHOD IS SEPARATE FROM FAMILYID. PAYMENTS WILL NOT BE REFLECTED IN REGISTRATION BALANCE

SUBMIT

Cancel Registration

The blue **Pay & Submit** and **Submit** buttons are in an area that contains instructions on how to complete payment for your program if your organization is collecting fees. **Payment methods are created and managed by the organization, not by FamilyID. Please be sure to read the instructions near the blue buttons carefully.**

A Note on Payments


To complete the payment via a PayPal account, Credit or Debit card, select the blue 'Pay & Submit' button to proceed to payment and complete your registration.

If you are not presented with a blue 'Pay & Submit' button, but instead see only a blue 'Submit' button that may mean your organization is choosing to collect fees by cash, check money order, or another online system outside of the FamilyID platform.

Payment details

Balance Due \$25.00

PAYMENT METHOD
PayPal, Credit or Debit Card

 **PAY & SUBMIT**

PAYMENT METHOD
Cash or Check

Please bring cash or check to the front office
THIS PAYMENT METHOD IS SEPARATE FROM FAMILYID. PAYMENTS WILL NOT BE REFLECTED IN REGISTRATION BALANCE

SUBMIT

Cancel Registration

- 8 When you have successfully submitted your registration, you will see a summary page of your registration that states **'REGISTRATION STATUS: COMPLETED'**. You will also receive a confirmation email to the email address associated with your FamilyID account. Your information will now be saved in the system for future use.

Summary

Resend Receipt
Print Registration
Print Summary

REGISTRATION STATUS :
COMPLETED

PAYMENT STATUS :
NONE

Participant	Millicent Mccants		
Account owner email	nking@familyid.com		
Registration date	07/05/2019 03:29 pm		
Organization	Cedar Valley		
Program	2019-20 Student Enrollment		
Sections	Freshman	August 26, 2019 to June 12, 2020	\$25.00
	Total		\$25.00
	Amount paid		\$0.00
	Balance due		\$25.00

Payment details

Balance Due \$25.00

You have completed your registration and elected to pay offline. Your payment will not be reflected in the balance above.

If you have not yet made an offline payment and would prefer to pay online, please select the PAY ONLINE button below.

PAYMENT METHOD

PayPal, Credit or Debit Card

Pay Online

Payment instructions

Please bring cash or check to the front office

THIS PAYMENT METHOD IS SEPARATE FROM FAMILYID. PAYMENTS WILL NOT BE REFLECTED IN REGISTRATION BALANCE

YOUR REGISTRATION IS COMPLETE

Important: While your registration has been completed FamilyID, the organization you have signed up with will need to review the form. They will reach out to you directly if they have any questions.

You can also watch a short video on how to register as a new user on FamilyID [HERE](#).

([https://www.canva.com/design/DAEJfp6hEBw/At02KcDpULd_7FS7rsWnAA/watch?](https://www.canva.com/design/DAEJfp6hEBw/At02KcDpULd_7FS7rsWnAA/watch?utm_content=DAEJfp6hEBw&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink)

[utm_content=DAEJfp6hEBw&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink](https://www.canva.com/design/DAEJfp6hEBw/At02KcDpULd_7FS7rsWnAA/watch?utm_content=DAEJfp6hEBw&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink))

Did this answer your question? 😊 ☹️

✉ *Still need help? Contact Us (/contact)*

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