



ONLINE REGISTRATION INSTRUCTIONS MYSCHOOLBUCKS

Chelmsford Public Schools has switched its Registration/Payment Platforms. We will now be using MySchoolBucks. All Registrations must be completed via this new platform. Please follow these instructions to use the new Registration System:

- 1) Click on [MySchoolBucks Login Link](#) and Select SIGN IN TODAY.
- 2) Create a username/password and make sure to select MA for your state and Chelmsford Public Schools as your district. ***(If you all ready have an account - Skip This Step)***
- 3) Go Back to [MySchoolBucks Login Link](#) and Enter your Username and Password. You will be asked a method to have a verification code delivered to your email or cell phone in order to login. ***(If you all ready have an account - Skip This Step)***
- 4) Enter the verification code and you will be directed to the dashboard for Chelmsford Public Schools Dashboard***(If you all ready have an account - Skip This Step)***
- 5) On the left hand side select ADD STUDENT.
- 6) Select your Student and enter the necessary information. You will need to enter their Date of Birth.
- 7) Once you have selected your student, click on STORE and then BROWSE ALL PRODUCTS.
- 8) Click on WINTER SPORTS 2022 and fill out the form. In the form there is a Clickable Link for a separate Google Form for **Health Information and Physical Upload**. This will go directly to Kate Chagnon, our Athletic Trainer. Everyone must fill out this form and upload an image or PDF of your most current athletic physical.
- 9) Make sure you have filled out the Registration Form and then select BUY NOW then verify information and confirm.
- 10) **No one will have to enter any debit/credit card information to Register. Everyone will be sent a link once teams are picked and they will pay online. Ahletes that have not made payment after the 5 days will not be able to participate until payment is made.**