



ONLINE REGISTRATION INSTRUCTIONS MYSCHOOLBUCKS

Beginning this Spring Athletic Season, 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.
- 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.
- 4) Enter the verification code and you will be directed to the dashboard for Chelmsford Public Schools Dashboard
- 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 Spring 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 invoiced once teams are picked and will be sent an email notification. Everyone will have 5 days to make payment. If athletes have not made payment after the 5 days, they will not be able to participate until payment is made.

Please email Athletic Assistant Lori Martin if you have any questions at:

MartinLL@chelmsford.k12.ma.us