

## PRE-SEASON & GENERAL ACTIVITES INFORMATION:

**("RED" Instructions are MANDATORY and must be completed in order to PARTICIPATE in an ACTIVITY and ATTEND the FIRST PRACTICE)**

### "FACTS" INSTRUCTIONS FOR ACTIVITIES ENROLLMENT FORMS & SIGN-OFF:

- 1 - Go to the JPII Catholic Schools website: "[jp2schools.org](http://jp2schools.org)"
- 2 - Click on "**FACTS**"
- 3 - Fill in all required information for the Family Portal Screen (District Code: "[sjp-nd](#)")
- 4 - Click on "**SCHOOL**"
- 5 - Click on "**WEB FORMS**"
- 6 - Click on "**FAMILY DEMOGRAPHIC FORM**"
- 7 - Under "**STUDENT MEDICAL**"  
Click on "**STUDENT MEDICAL FORM**" for **EACH** student(s)  
**PLEASE VERIFY YOUR STUDENT'S HEALTH INFORMATION and PLEASE UPDATE WHERE NEEDED.**  
Upon completion of information - click "**SAVE**"
- 8 - Under "**BACK TO SCHOOL FORMS - ANNUAL**"  
Click on "**RECEIPT & ACKNOWLEDGEMENT**" for **EACH** student(s)
- 9 - **READ ALL APPROPRIATE FORMS** for **EACH** student(s) and **ACKNOWLEDGE** that form by clicking "**YES**"
- 10 - **SIGN** and **DATE** at bottom of page
- 11 - Click "**SAVE**"

### INSTRUCTIONS FOR VIEWING WEEKLY ACTIVITIES PRACTICE SCHEDULE:

- 1 - Go to the JPII Catholic Schools website: "[jp2schools.org](http://jp2schools.org)"
- 2 - Click on "**3 White Lines in upper right hand corner**"
- 3 - Click on "**ACTIVITIES**"
- 4 - Click on "**WEEKLY SCHEDULE**" (2 weeks of schedules are available for viewing)

### INSTRUCTIONS FOR VIEWING ACTIVITIES CALENDARS:

- 1 - Go to the JPII Catholic Schools website: "[jp2schools.org](http://jp2schools.org)"
- 2 - Click on "**3 White Lines in upper right hand corner**"
- 3 - Click on "**ACTIVITIES**"
- 4 - Click on "**ATHLETIC CALENDAR**"
- 5 - Sign up for email and text notifications by clicking "**NOTIFY ME**"

### INSTRUCTIONS FOR JOINING THE SHANLEY ATHLETIC CLUB:

- 1 - Go to the JPII Catholic Schools website: "[jp2schools.org](http://jp2schools.org)"
- 2 - Click on "**SHANLEY ATHLETIC CLUB**" (bottom of page)
- 3 - Click on "**JOIN NOW**" (Membership Form)

### INSTRUCTIONS FOR ORDERING SEASON PASSES FOR ATHLETIC EVENTS:

- 1 - Go to the JPII Catholic Schools website: "[jp2schools.org](http://jp2schools.org)"
- 2 - Click on "**3 White Lines in upper right hand corner**"
- 3 - Click on "**ACTIVITIES**"
- 4 - Click on "**FORMS & INFO**"
- 5 - Go to "**ADDITIONAL FORMS**"
- 6 - Click on "**SEASON PASS ORDER FORM**"

### INSTRUCTIONS FOR ORDERING ACTIVITIES WINDOW DECALS:

- 1 - Go to the JPII Catholic Schools website: "[jp2schools.org](http://jp2schools.org)"
- 2 - Click on "**3 White Lines in upper right hand corner**"
- 3 - Click on "**ACTIVITIES**"
- 4 - Click on "**FORMS & INFO**"
- 5 - Go to "**ADDITIONAL FORMS**"
- 6 - Click on "**WINDOW DECALS ORDER FORM**"