



## Burnsville High School Athletic Online Registration/Payment Instructions

### How to register...

Currently, the 2016-2017 Burnsville Athletic Online Registration and Payment system has partnered with FeePay.

[www.isd191.feepay.com](http://www.isd191.feepay.com)

FeePay will automatically know if a current sports physical is on file = "Add to Cart"  
FeePay will automatically know a student's lunch eligibility (free/reduced/standard).

Are you set up with the Meal Plan FeePay within ISD 191? Use your same email/password!

**IF SO**, please click on or type in the link above and **SIGN IN** to your FeePay account. It should automatically prompt you to your student(s) account and list all the spring athletic sports offered. **Find the preferred sport. You have a valid sports physical on file IF "Add to Cart" appears after the sport name. Thus, click on "Add to Cart" to proceed.** Then it will bring you to the **mandatory MSHSL documents to complete and hit Submit** when completed.

Now, your grocery cart in the upper right hand of the screen should read qty. (1), etc. Click on the cart to "**Checkout**". You will need to complete the credit card, checking account tracking number or saving account tracking number information as well as some other miscellaneous personal information. Upon completion, click on complete/check out. You are done! You will receive an email payment confirmation. I will receive a similar registration/payment email confirmation. **Please Note**

**Regarding Cash Payments:** one can pay via cash rather than a credit card, checking, or savings account transaction. Please give the cash payment to me, Mrs. Riggs.

**IF NOT**, please go to box to **CREATE and set up Profile** and enter your email address and assign yourself a password. The parent/guardian completes this profile. **You will need to know your student(s) school (Burnsville High School) and ID number (your student ID# - ask your student)** when setting up your profile. After you complete the parent/guardian profile, one will need to "add student" to your profile. To add a student, please see the right hand side of this page. One can enter more than one student to your parent/guardian profile. Now, follow the instructions/information below.

After you complete the profile and email/password, please click on "**Activities**" in the upper mid screen. It should automatically prompt you to your student(s) account and list all the spring athletic sports offered. Find your preferred sport and click "**Add to Cart**". Then it will bring you to the mandatory **MSHSL documents to complete and hit Submit** when completed.

Now, your grocery cart in the upper right hand of the screen should read qty. (1). Click on the cart to "**Checkout**". You will need to complete the credit card, checking account tracking number or saving account tracking number information as well as some other miscellaneous personal information. Upon completion, click on complete/check out. You are done! You will receive an email payment confirmation. I will receive a similar registration/payment email confirmation. **Please Note Regarding Cash Payments:** one can pay via cash rather than a credit card, checking, or savings account transaction. Please give the cash payment to me, Mrs. Riggs.

I hope this information is helpful. Please contact me if you have any questions. In the future this FeePay registration and payment (with your email/password) will be used for other miscellaneous activities/clubs, parking, meals, and etc. opportunities.

Thank you!

Go Blaze!

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