Weston Public Schools
Online Registration Instructions

1. Go to Weston Public Schools Website, http://www.westonschools.org

2. Click on Online Fee Payment

3. The next page is the online registration page. Use your username and password to login in the account login box.

NOTE: This is the same system that the Weston Recreation Department uses, so you may have an account. If you forgot your username or password, click the FORGOT PASSWORD in the account login box. If you do not have an account, click the CREATE AN ACCOUNT button at the very bottom of the Account Log In box.
4. Once you are logged in, the top of the page will say Welcome LAST NAME Household ######. The numbers next to household is your household ID. The member login box also states that you are logged in.

5. To register for a specific activity, click on the picture that corresponds to that activity or click on “Activity” on the header. Once you click on the picture, you will see the screen below. For example, after clicking the Music Activities picture, the next page lists all the available Music Payments.
6. Click on the shopping cart on the left side of the page to add the activity to your cart.

7. A green bar will come up at the bottom of the screen. Click Enroll Now.

**** Some activities have questionnaires which need to be completed - please complete that information which is specific to the Activity****
8. The next screen will pull up every person in the household. Click the checkbox of who you want to register.

NOTE: If you get the following pop-up, it means that the grade for the student is incorrect.

You can fix this by going into the MY ACCOUNT at the top of the screen and clicking on CHANGE MEMBER DATA. You can also change passwords, look at and print out payment history (Town and School), etc.
9. Once you check the box, click “add to cart”. If there is additional data required for this event, you will be asked to provide the information. All fields listed in **RED** are required. Click “Submit” to pay for the activity.

![Image of the Weston Public Schools registration page]

10. The activity has been added to the cart; review and click “proceed to checkout” or “continue shopping” if you need register for more activities.

![Image of the Weston Public Schools payment screen]

11. The next screen is the payment screen which finalizes the registration.

*If you have any problems registering, please call the business office at 781-786-5230 (Phyllis or Cindy) or 781-786-5236 (Ashley)*