

Regis High School Booster Club - Work or Pay Shifts

Families are able to sign-up for Regis High School Booster Club Work or Pay Shifts online. In order to use the site, you must first register. To get started, follow the Registration instructions below.

Registration

1. Navigate to the main RCS website at <http://www.regiscatholicschools.com>
2. Hover over *Parents & Students*
3. Click *Athletics*
4. Under the Rambler logo and Booster Club, click *Schedule Work or Pay Shifts*
5. Click the *Don't have login info?* link.
6. Follow the on-screen instructions to enter your e-mail address from Skyward (the email you put on your registration form) and click the *Send E-mail* button.
Note: If you don't have a Skyward e-mail address or if the e-mail address is not found, click the *Don't know your Skyward e-mail?* link and follow the on-screen instructions.
7. A verification code will be sent to the e-mail address you entered.
8. Check your e-mail for the Verification Code.
9. Enter the Verification Code in the box provided and click the *Verify Code* button.
10. Enter a Login and Password to use on the Booster Club Work or Pay Shifts website, then click the Create Account button.

If you have technical issues with the registration process, please e-mail John Cook at jcook@regiscatholicschools.com.

Login

After you have registered for the site, you can login directly to add Work or Pay Shifts using the login and password you created during registration.

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2. Hover over *Parents & Students*
3. Click *Athletics*
4. Under the Rambler logo Click *Schedule Work or Pay Shifts*
5. Enter your Login and Password in the boxes and click the *Login* button.

Schedule a Shift

1. A list of available shifts will appear on the right side of the page.
2. Click the *schedule* button for the shift your family will work.
 - If both adults in the family will work the same shift, **schedule the shift twice**. High school student shifts should not be scheduled online.
 - If you need to remove a scheduled shift, use the form on the site, or contact the school office as shifts cannot be unscheduled at this time.
 - The system is set to e-mail a reminder of your shifts immediately after each shift is scheduled and then around 2:00 pm three days before the shift is to be worked.