



## LEONARDTOWN HIGH SCHOOL

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Leonardtwn, Maryland 20650



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On April 2, 2018 prom ticket registration and payment began. The deadline to register and pay for a ticket is **April 18, 2018 at 3 pm**. Please keep in mind that the school bank closes at 2:45 pm.

There will be NO EXCEPTIONS to this deadline. This year's prom, *A Knight to Remember*, will take place on April 21, 2018 from 7-11 pm at the Hollywood Volunteer Fire Department Hall. The cost for each ticket is \$45. Only juniors and seniors are permitted to purchase tickets. Any student purchasing a ticket for an out of school guest must also complete the out of school guest form. The guest must be registered through FamilyID, but a physical form is required as well. The form can be scanned and uploaded directly to FamilyID, but may also be submitted directly to Mrs. Harding. The guest form can be found and printed from LHS school website:

<http://schools.smcps.org/lhs/images/Admin%20Announcements/PROM%20guest%20form%202018.pdf>

All attendees **MUST** have a ticket registration on file through FamilyID in order to attend the dance. Physical prom tickets will be distributed the Thursday and Friday (April 19-20) before the event.

FamilyID ([www.familyid.com](http://www.familyid.com)) is a secure registration platform that provides you with an easy, user-friendly way to sign-up and pay for school events, and helps us to be more administratively efficient and environmentally responsible. When you register through FamilyID, the system keeps track of your information in your FamilyID profile. You enter your information only once for each family member for multiple uses and multiple programs.

Anyone who wishes to participate in Prom must already have or must create a FamilyID account. Parents/Guardians must be part of the account/registration process. Families that already have a FamilyID account do not need to create a new account and should not create a new account.

### FAMILYID REGISTRATION PROCESS:

**A parent/guardian should register by clicking on this link:**

<https://www.familyid.com/leonardtwn-high-school-2>

#### **Follow these steps:**

1. To find your program, click on the link provided by the Organization above and select the registration form under the word **Programs**.
2. Next click on the green **Register Now** button and scroll, if necessary, to the **Create Account/Log In** green buttons. If this is your first time using FamilyID, click **Create Account**. Click **Log In**, if you already have a FamilyID account.
3. **Create** your secure FamilyID account by entering the account owner's First and Last names (parent/guardian), E-mail address and password. Select **I Agree** to the FamilyID Terms of Service. Click **Create Account**.

4. You will receive an email with a link to activate your new account. (If you don't see the email, check your E-mail filters (spam, junk, etc.).)
5. Click on the link in your activation E-mail, which will log you in to FamilyID.com
6. Once in the registration form, complete the information requested. All fields with a red\* are required to have an answer.
7. Click the *Continue* button when your form is complete.
8. Review your registration summary.
9. Click the green *Pay & Submit* button
10. On the next screen, click on *Proceed to Payment* to be directed to the payment processor (MySchoolBucks).
11. In MySchoolBucks, you may log-in to your MySchoolBucks account or use a credit or debit card to process your payment. Input the cardholder's full name, the card number, address and any other required information (\*\*\*)**See note below**).
12. After you click *Pay*, you will receive a completion email from the payment processor confirming your payment and an email from FamilyID confirming your registration.

**\*\*\*Please note that you can still pay with cash or check at the LHS school bank if you prefer. However, you will still need to register on FamilyID. Please make checks out to Leonardtown High School and place "Account 619" on the memo line. Your payment must be received by April 18, 2018 at 3 pm.**

At any time, you may log in at [www.familyid.com](http://www.familyid.com) to update your information and to check your registration(s).

To view a completed registration, select the 'Registration' tab on the blue bar.

**SUPPORT:**

- If you need assistance with registration, **contact** FamilyID at: **support@familyid.com** or **888-800-5583 x1**.
- Support is available 7 days per week and messages will be returned promptly.

**If you have any questions or concerns regarding the 2018 LHS Prom, please contact Mrs. Harding at [tlharding@smcps.org](mailto:tlharding@smcps.org)**