



## Lotter<sup>ease</sup> Parent *manual*

PLEASE don't use "Slide Show"  
for this PowerPoint, it cuts off the  
slides

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# How to view Applicant List

Faculty

Applicants List

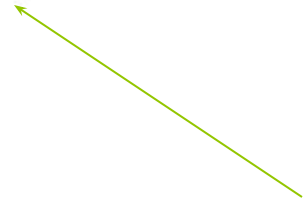
Registration

Login

Select the Lottery to view the applicants.

Lottery Name:

Submit



Pick

(You are now in  
“Applicants List”)

You will arrive at this page when  
you click the link on your school  
website

Faculty

**Applicants List**

Registration

Login

This is the current list of applicants. Login to edit or confirm your child's application.

This lottery has not been run.

Now you can  
view the  
applicant list.

**\*Hint\***

You can press  
Ctrl-F to search  
for your child!

You can also  
log in to view  
your child's  
application.

First Name	Middle Initial	Last Name
S.	A.	J.
M.	E.	A.
S.	S.	Y.
A.	G.	H.
K.	M.	L.
U.	M.	B.
A.	L.	L.
N.	A.	M.
M.	S.	M.
A.	L.	N.
M.	A.	Z.
S.	R.	C.



# How to register a new account

Faculty

Applicants List

Registration

Login

Select the Lottery to view the applicants.

Lottery Name:

Submit

Click on “Registration”

Faculty

Applicants List

Registration

Login

Enter your information below to create an account. Note, this is not your Child's information.

First Name:

Last Name:

Address1:

Address2:

City:

State:

Zip Code (5-digit):

Phone (xxx-xxx-xxxx):

Email:

Email Verification (enter email again):

Password (don't forget this password):

Password Verification (enter password again):

Submit



Faculty

Applicants List

Account Info

**Add Child**

Logout

Enter your child's information below to add them to your account.

You will be able to enter additional children if necessary.

First Name:

Middle Initial:

Last Name:

Smith

Date of Birth (mm/dd/yyyy):

Submit

Faculty

Applicants List

Account Info

sam

Add Sibling

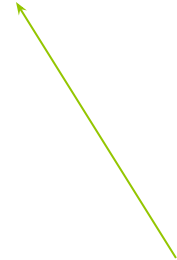
Logout

You have added sam to your account!

Use this form to select a school you want to apply to. One child can apply to only one open lot

School Name:

Submit



Choose school

Faculty

Applicants List

Account Info

**sam**

Add Sibling

Logout

Select a Lottery to enter sam.

Lottery Name:

Submit

Choose lottery

Faculty

Applicants List

Account Info

sam

Add Sibling

Logout

You have successfully registered sam into the Lottery: 7th Grade.

Lotteries that sam has entered. Click 'edit' for further actions.

Enter sam into another lottery

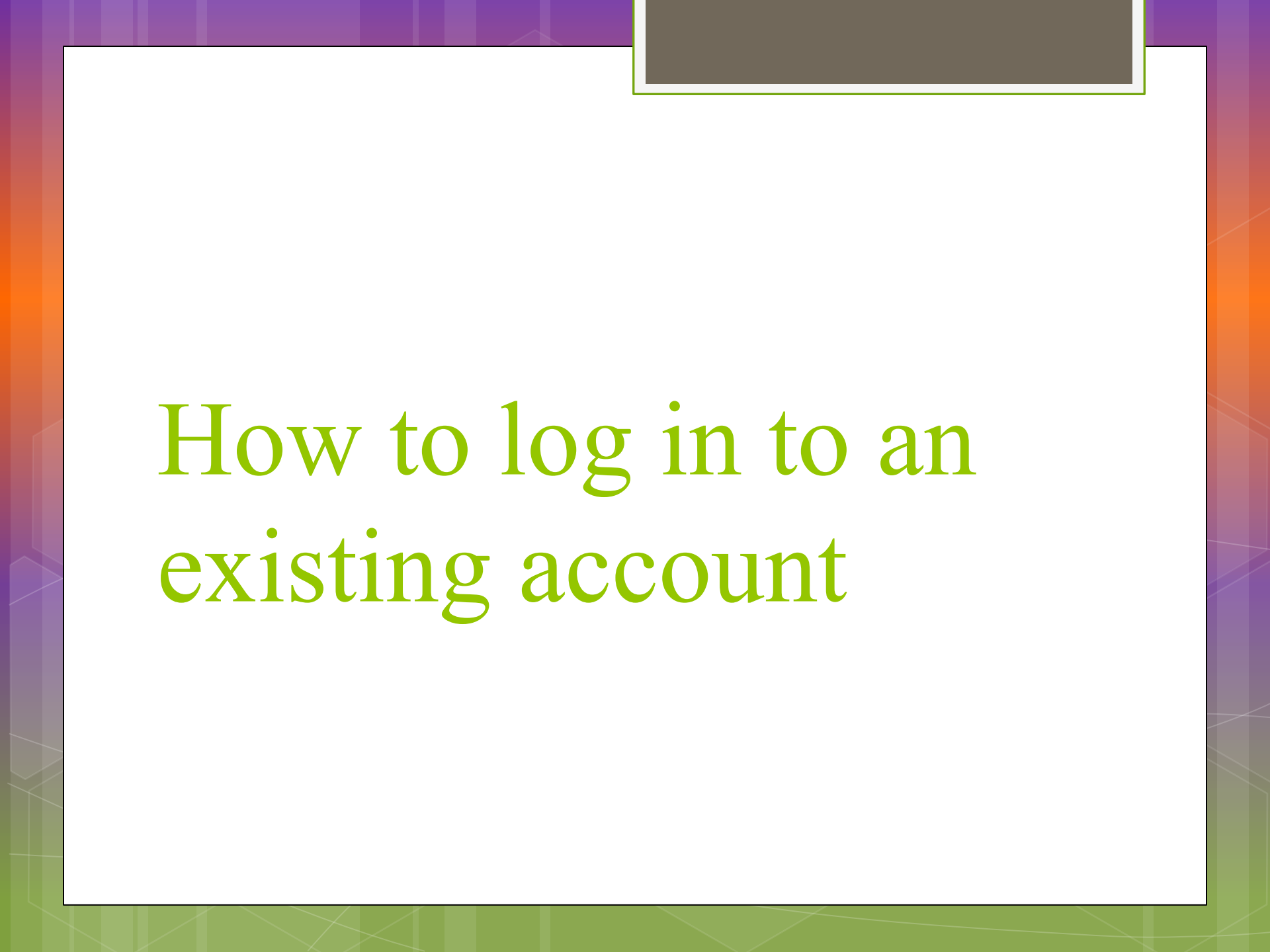
School Name	Lottery Name	Lottery Status	Position	Admission S
TCMS	7th Grade	Pending	-	Pending

Congrats! You  
your child in

Do you have two  
children  
applying? Click  
this!

You can also enter  
your child in several  
lotteries at different  
schools by clicking  
this.

Click this  
options for  
child's ac



# How to log in to an existing account

Faculty

Applicants List

Registration

Login

Select the Lottery to view the applicants.

Lottery Name:

Submit

Click here

## How to Log in to an existing account

Faculty

Applicants List

Registration

Login

Forgot Password

To view all applicants in a Lottery click 'Applicants List' to the left.

Login to enter into your account. If you do not have a password, click 'Registration' to get one

Email:

Password:

Submit

Forgot password?

LOG IN OF COURSE

Faculty

Applicants List

Account Info

sam

Add Sibling

Logout

Click your child's name on the left to view their lottery entries.

Select an action for your account.

Action:

Submit

☒ View Account History

☐ Edit Account

☐ Cancel Account

You are now logged into  
your account!