



# Lotterease *Parent manual*

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

---

# Table Of Contents

- How to view the applicant list
- How to register a new account
- How to log in to an existing account



# How to view Applicant List

Faculty 

Applicants List

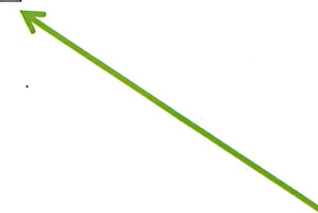
Registration

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

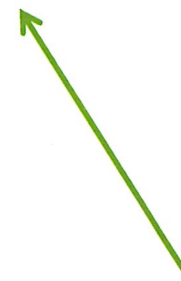
Logout

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

- Home
- Our System
- Faculty
- Parents**
- Contact

- Applicants List
- Account Info
- Judy Smith**
- Add Sibling
- Logout

You have successfully registered Riley into the Lottery: 12th Grade 2019-2020.

Check all Application Preference Groups that apply, if any, and click 'submit'.

Judy Smith is currently in the preference group(s): Single Applicant.

Application Preference Groups:

Submit

Enrolled Sibling  
Applicant has a sibling enrolled at PCCS.

**The "Enrolled Sibling" box must be checked for siblings or the sibling will go into the general 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](#)

Congrats!  
entered yo

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

Do you have two children applying?  
Click this!

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

Click the options child's c



How to log in to an  
existing account

## 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

LOG IN OF COURSE

Forgot password?





## How to Log in to an existing account

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:

View Account History

Edit Account

Cancel Account

Submit

You are now logged into your account!