Utopian Academy for the Arts
Enrollment
w/ Lotter*ease (Enrollease)*

Parent Manual

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How to register a new account

Lotter*ease*

Faculty

Applicants List

Registration

Login

Select the Lottery to view the applicants.

Lottery Name:

Submit

Click on "Registration"

Lotterease

Faculty	

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

Applicants List	
Registration	
Login	

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

(Fill it out) its *YOUR* information not your child's

Lotter*ease* 🌟

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: [ ]

(Your last name is already there)

Middle Initial: [ ]

Last Name: [Smith]

Date of Birth (mm/dd/yyyy): [ ]

Submit

Fill out *CHILD'S* info

Lotter*ease**

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 lo

School Name:

Submit

Choose school

Lotter*ease*

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Applicants List

Account Info

sam

Add Sibling

Logout

Select a Lottery to enter sam.

Lottery Name:

Submit

Choose lottery

Lotter*ease*

Faculty	Parents

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 Status	Parent Confirmation
TCMS	7th Grade	Pending	-	Pending	Not Applicable

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 f child's ad

How to log in to an existing account

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Applicants List

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Login

Select the Lottery to view the applicants.

Lottery Name:

Submit

Click here

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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?

Lotter*ease*

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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!

How to view Applicant List

Lotter*ease*

Faculty

Applicants List

Registration

Login

Select the Lottery to view the applicants.

Lottery Name: [▼]

Submit

(You are now in "Applicants List")

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

Pick

How to view the applicant list

![Lotterease logo]

| 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	La
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.