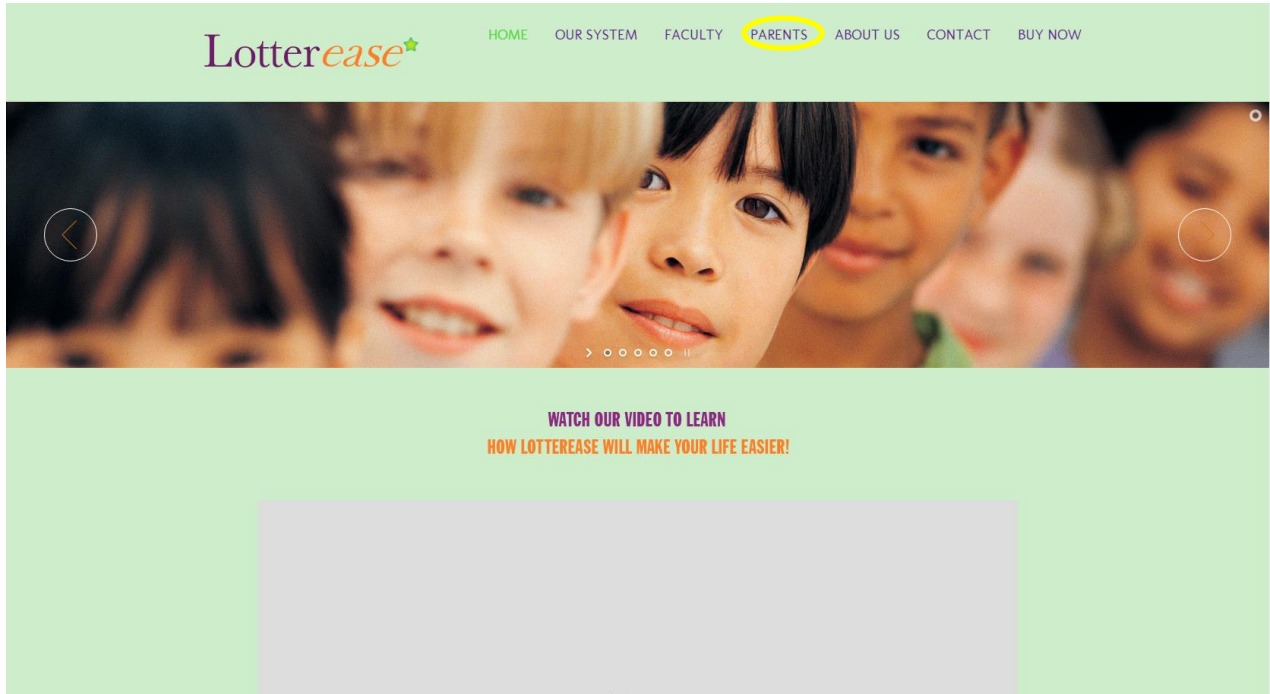


OPEN ENROLLMENT INSTRUCTIONS FOR 2017-2018 LOTTERY VIA LOTTEREASE

STEP I

Go to www.lotterease.com and click Parents in the menu at the top of the page



STEP II

Click the **LOGIN** button



STEP III

Click on Registration and fill out the requested information and hit submit. **Note: this is not your Child's information.**

Lotterease Select Language

The Main Street Academy
[change school](#)

Home Our System Faculty **Parents** Contact

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

Registration Login

First Name: Parent First Name

Last Name: Parent Last Name

Phone (xxx-xxx-xxxx): 404-768-0081

Email: parentemail@address.com

Email Verification (enter email again): parentemail@address.com

Password (don't forget this password):

Password Verification (enter password again):

Submit

STEP IV

Enter child's information here: First name, Middle Initial and Last Name. Then click submit

Lotterease Select Language

The Main Street Academy

Home Our System Faculty **Parents** Contact

Applicants List Your account has been created!

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

Add Child You will be able to enter additional children if necessary.

Logout

First Name: Child's First Name

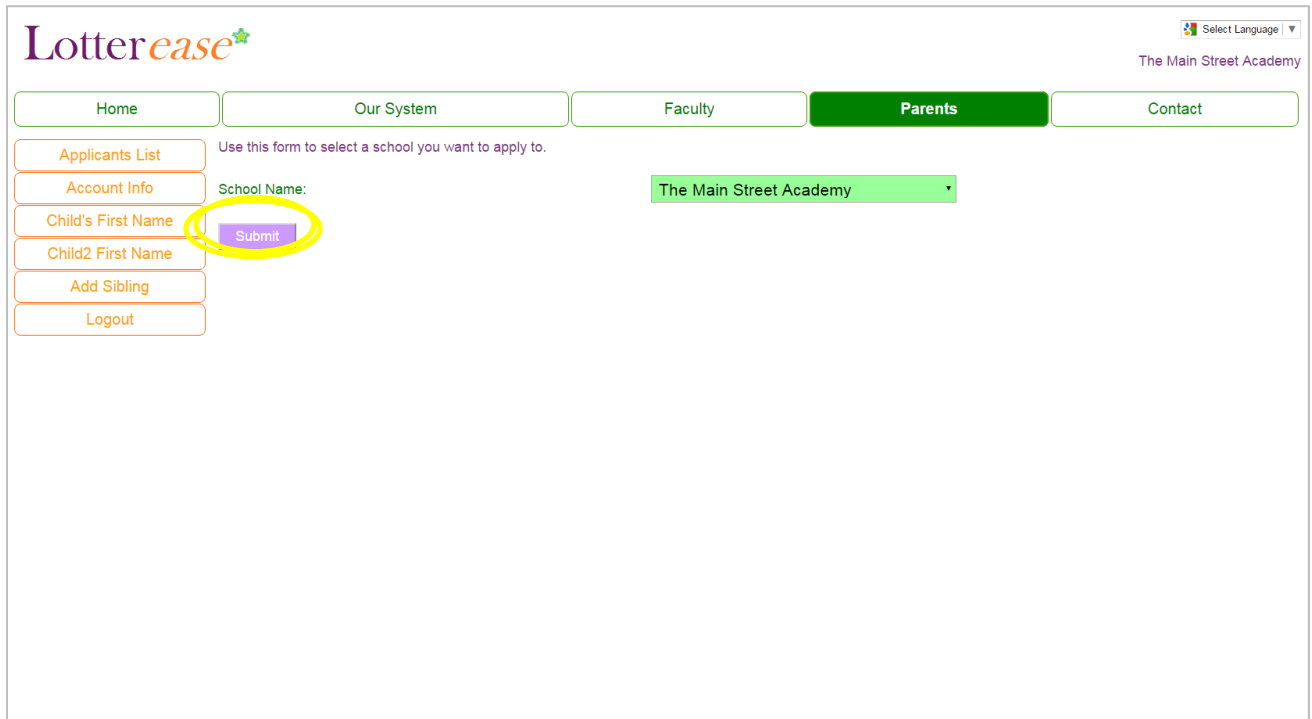
Middle Initial: Child's Middle Initial

Last Name: Child's Last Name

Submit

STEP V

Find the school name "The Main Street Academy" in the drop down menu and click submit



Lotterease Select Language

The Main Street Academy

Home Our System Faculty **Parents** Contact

Applicants List Use this form to select a school you want to apply to.

Account Info School Name: The Main Street Academy

Child's First Name **Submit**

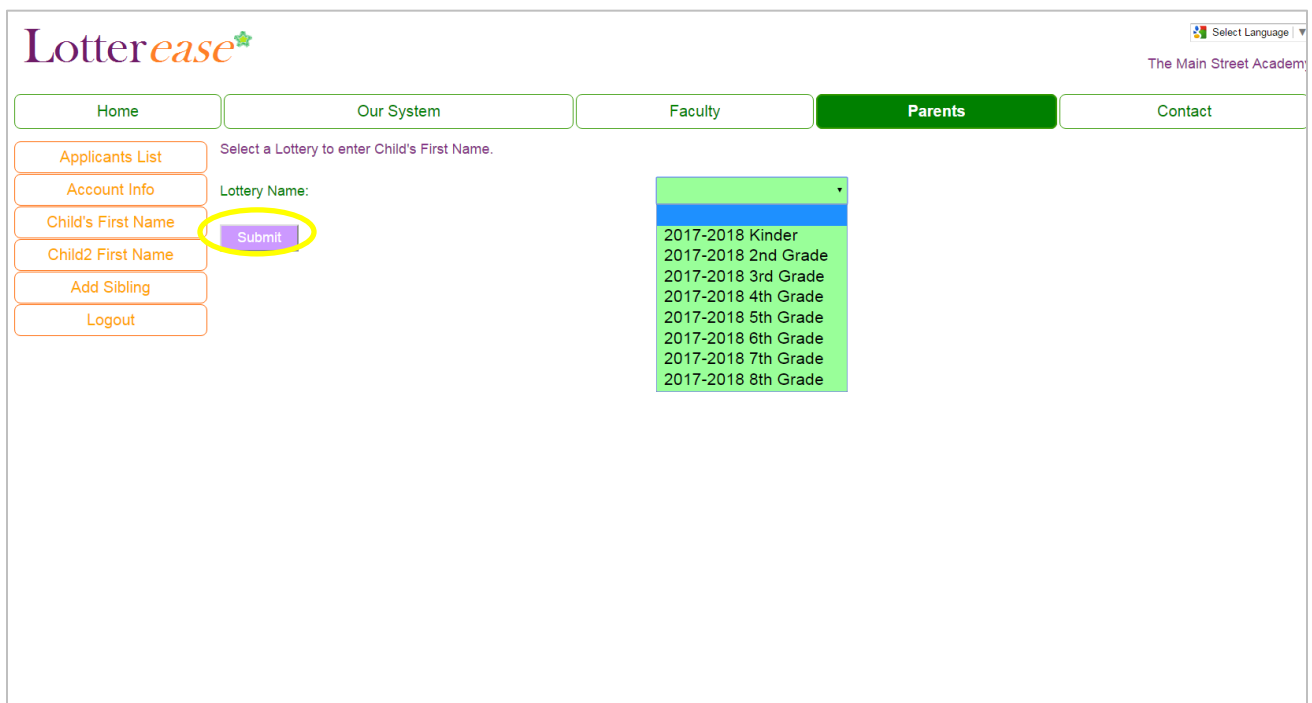
Child2 First Name

Add Sibling

Logout

STEP VI

Enter the Grade Level Lottery from the drop down menu and click submit



Lotterease Select Language

The Main Street Academy

Home Our System Faculty **Parents** Contact

Applicants List Select a Lottery to enter Child's First Name.

Account Info Lottery Name:

Child's First Name **Submit**

Child2 First Name

Add Sibling

Logout

- 2017-2018 Kinder
- 2017-2018 2nd Grade
- 2017-2018 3rd Grade
- 2017-2018 4th Grade
- 2017-2018 5th Grade
- 2017-2018 6th Grade
- 2017-2018 7th Grade
- 2017-2018 8th Grade

STEP VII

Please select an Application Preference Group if applicable. See the legend below this screen shot.


Select Language | ▾

The Main Street Academy

Home
Our System
Faculty
Parents
Contact

Applicants List

You have successfully registered Child's First Name into the Lottery: 2017-2018 1st Grade. .

Account Info

Select an Application Preference Group.

Child's First Name

Child's First Name is currently in the preference group: None. If the preference group is unchanged 'select' it again.

Add Sibling

Logout

Application Preference Group	Description	Action
None	Applicants who are not in a preference group.	select
Applicant Sibling	Applicants who have a sibling that is also applying to a pending or active lottery at the school.	select
Confirmed Sibling	Applicant whose parent has confirmed attendance or who has confirmed attendance of a selected sibling.	select
Enrolled Sibling	Applicants who already have a sibling enrolled here.	select
Board Member Child	Applicant is a child of a Board Member	select
Employee Child	Applicant is a child of an employee	select

Application Preference Group Legend:

Application Preference Group	Meaning
None	No preference group applies
Applicant Sibling	You have more than 1 child you are registering for the lottery
Confirmed Sibling	DO NOT SELECT
Enrolled Sibling	You have a child that currently attends TMSA
Board Member Child	You are a TMSA board member
Employee Child	You are an employee of TMSA

STEP VIII

This page shows you have made an application preference group selection. To confirm you are in the lottery for the grade level you selected select View Applicant History and click submit. This is also the page where you can make updates, check your status and view your history.

Lotterease Select Language The Main Street Academy

Home Our System Faculty **Parents** Contact

Applicants List Account Info Child's First Name Child2 First Name Add Sibling Logout

You have successfully entered the Application Preference Group: None.
Select an action for this child's account.

Action:

- View Lottery Applications
- Enter into Lottery
- View Applicant History**
- Edit Child Account
- Remove Child from Account

Submit

This page shows a history of your lottery registration.

Lotterease Select Language The Main Street Academy

Home Our System Faculty **Parents** Contact

Applicants List Account Info Child's First Name Child2 First Name Add Sibling Logout

History of applicant Child's First Name.

Date & Time	User	Event
02/01/17 2:13 PM	Parent	Parent Entered Application Preference Group: None
02/01/17 2:13 PM	Parent	Application Complete - Email notice in queue.
02/01/17 2:13 PM	Parent	Application Complete: Child's First Name into 2017-2018 Kinder.
02/01/17 2:13 PM	Parent	Application Preference Group: None
02/01/17 2:05 PM	Automailer	Email notice successfully received
02/01/17 2:04 PM	Parent	Parent Entered Application Preference Group: None
02/01/17 2:02 PM	Parent	Application Complete - Email notice in queue.
02/01/17 2:02 PM	Parent	Application Complete: Child's First Name into 2017-2018 1st Grade.
02/01/17 2:02 PM	Parent	Application Preference Group: None
02/01/17 2:02 PM	Parent	Parent Created Child Account.
01/25/17 4:10 PM	Jennifer Kimbrel	Lottery Created.
01/25/17 4:09 PM	Jennifer Kimbrel	Lottery Created.