

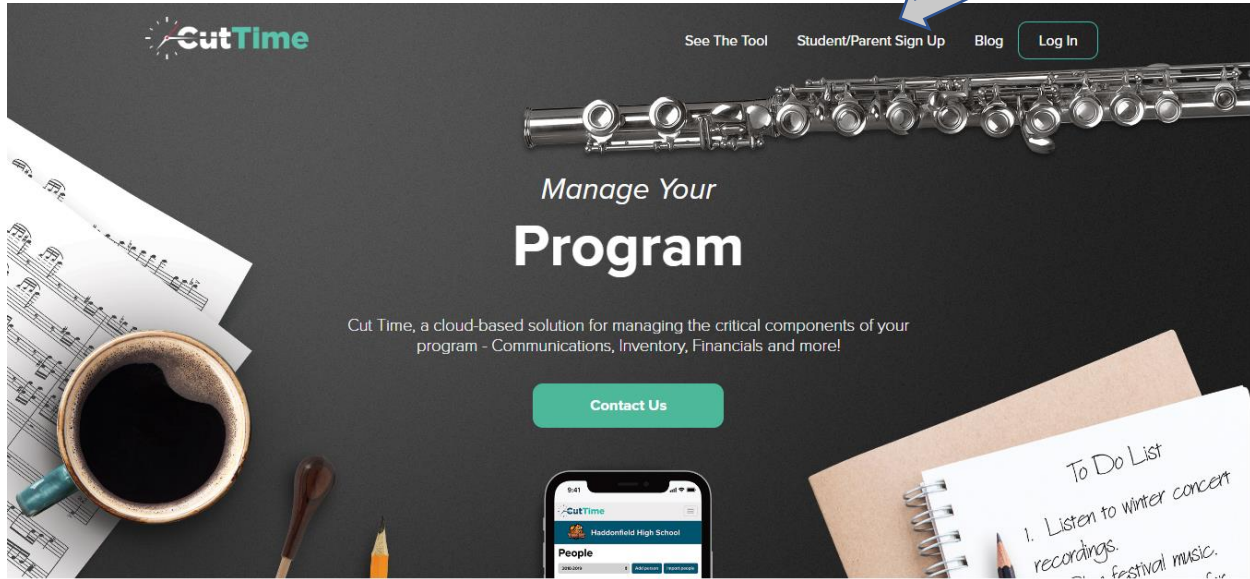
# Riverdale High School Band

## CUT TIME – band communication platform

Instructions for student and parent/guardian self-registration.

Step 1 – go to [www.CutTime.net](http://www.CutTime.net)

Step 2 – Click on “Student/Parent Sign Up”



You'll see this screen....

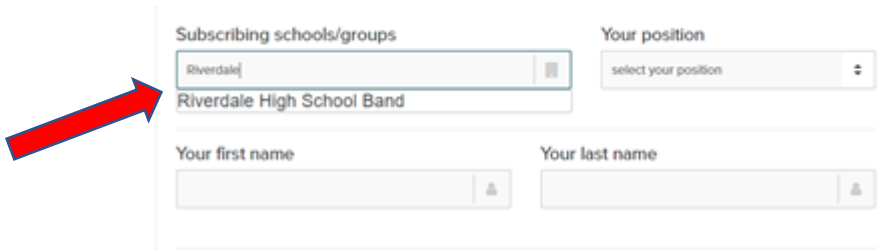
## WELCOME TO CUT TIME - CREATE YOUR PROFILE

### Is Your Group Already A Cut Time Subscriber?

If so, you can create your own profile in Cut Time by filling out the form below. The information will be sent to your group's Cut Time administrator so they can confirm you are a member.

- 1 Begin typing your school or group name in the Subscribing Schools/Groups field below. *If your group is not listed, then they are not already a Cut Time user. Please contact your director for more information.*
- 2 Complete the form
- 3 Check the "I'm Not a Robot" and "Accept Terms and Conditions" boxes
- 4 Submit the form by clicking the "Register Now" button
- 5 Once your profile has been approved by your group's administrator you will receive sign-in information by email. Parents, once your membership is approved by the director you may link to your child's account within the profile menu.

Step 3 – Start typing “Riverdale” under “Subscribing Schools/Groups” and select “Riverdale High School Band”



Subscribing schools/groups: Riverdale  
Riverdale High School Band

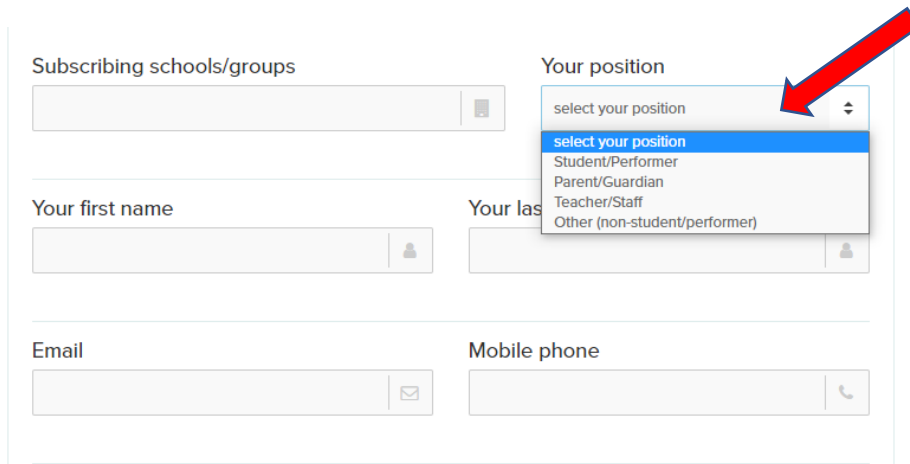
Your position: select your position

Your first name:

Your last name:

Be sure to include an active email / cell number. These are important for weekly email communication. The cell number is important for changes to an existing schedule (change in meeting area, weather issues, etc.)

Step 4 – Select your position (student = “Student/Performer,” adult = “Parent/Guardian.”)



Subscribing schools/groups:

Your position: select your position  
Student/Performer  
Parent/Guardian  
Teacher/Staff  
Other (non-student/performer)

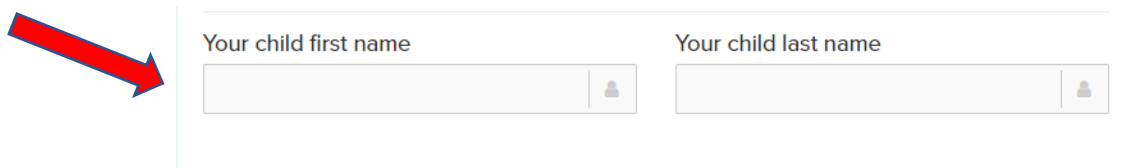
Your first name:

Your last name:

Email:

Mobile phone:

Step 5 – A profile is needed for each student along with an adult profile. Parent/Guardians, when completing your profile, be sure to include your student’s name (this is at the bottom of the page).



Your child first name:

Your child last name:

Step 6 – You’re done! Be on the lookout for information from the band director and boosters!