



Lotterease Enrollment Information for Prospective Families

www.libertysteamcharter.org/enrollment ~ enrollment@libertysteamcharter.org

Initial Application Period: October 1-November 30

Initial Lottery: December 3, 2020 @ 6 pm

- LSC will be using a third-party system, Lotterease, to run our enrollment lottery for transparency and fairness. Since Lotterease is an independent system, the school staff do not have the ability to manipulate or adjust the lottery outcome. In addition, all activity that takes place with your application is tracked in a history log that you can view any time by logging into the parent portal.
- Please be advised that if you falsify any information during registration or enrollment, your child's application will be null and void, and admittance will be revoked. Any applications found to be falsified will be placed at the bottom of the waitlist.
- Enrolling is a two-step process via the online LSC website. First, you create an account and will receive emails from Liberty STEAM Charter School that an account has been created for you. Then, you will need to access your account to complete a short application and will then receive a separate email confirming that your child(ren) was entered into the lottery. You will be able to login to your account and change the password once it is created. For future years, you can use this same account to apply for LSC, so please keep your login information.
- Please be sure to add Liberty_STEAM_Charter_School@lotterease.com as a contact to ensure these emails do not go to spam. LSC is not responsible for emails or deadlines that are missed.
- Once the lottery results are verified on December 4, you will receive an email and a text message if your child was selected, and an email if your child was waitlisted.

STEP 1: SETTING UP YOUR ONLINE ACCOUNT

Lotterease

How to register a new account

Faculty	Parents
Enter your information below to create an account. Note, this is not your Child's information.	
<div>Applicants List</div> <div>Registration</div> <div>Login</div>	<div>First Name:</div> <div>Last Name:</div> <div>Address1:</div> <div>Address2:</div> <div>City:</div> <div>State:</div> <div>Zip Code (5-digit):</div> <div>Phone (xxx-xxx-xxxx):</div> <div>Email:</div> <div>Email Verification (enter email again):</div> <div>Password (don't forget this password):</div> <div>Password Verification (enter password again):</div>

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

STEP 2: SETTING UP YOUR ONLINE ACCOUNT



How to register a new account

Faculty	Parents
<div>Applicants List</div> <div>Account Info</div> <div>Add Child</div> <div>Logout</div>	<p>Enter your child's information below to add them to your account.</p> <p>You will be able to enter additional children if necessary.</p> <p>First Name: <input type="text"/></p> <p>Middle Initial: <input type="text"/></p> <p>Last Name: <input type="text" value="Smith"/> (Your last name is already there)</p> <p>Date of Birth (mm/dd/yyyy): <input type="text"/></p> <p><input type="button" value="Submit"/></p>

Fill out **CHILD'S** info

STEP 3: SETTING UP YOUR ONLINE ACCOUNT



How to register a new account

Faculty	Parents
<div>Applicants List</div> <div>Account Info</div> <div>sam</div> <div>Add Sibling</div> <div>Logout</div>	<p>You have added sam to your account!</p> <p>Use this form to select a school you want to apply to. One child can apply to only one open lottery per School.</p> <p>School Name: <input type="text"/></p> <p><input type="button" value="Submit"/></p>

Choose school

STEP 4: SETTING UP YOUR ONLINE ACCOUNT



How to register a new account

Faculty	Parents
<div>Applicants List</div> <div>Account Info</div> <div>sam</div> <div>Add Sibling</div> <div>Logout</div>	<p>Select a Lottery to enter sam.</p> <p>Lottery Name: <input type="text"/></p> <p><input type="button" value="Submit"/></p>

Choose lottery

STEP 5: SETTING UP YOUR ONLINE ACCOUNT



How to register a new account

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

Congrats! You have now entered your child in the lottery.

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 to see options for your child's account.

STEP 1: VIEWING A LIVE LIST OF APPLICANTS CURRENTLY REGISTERED IN THE LOTTERY



How to view the applicant list

Faculty

Parents

Applicants List

Registration

Login

Select the Lottery to view the applicants.

Lottery Name:

(You are now in "Applicants List")

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

Pick lottery name

STEP 2: VIEWING A LIVE LIST OF APPLICANTS CURRENTLY REGISTERED IN THE LOTTERY



How to view the applicant list

Faculty		Parents	
Applicants List	This is the current list of applicants. Login to edit or confirm your child's application.		
Registration	This lottery has not been run.		
Login			

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	PH
S.	A.	J.	...-4520
M.	E.	A.	...-7200
S.	S.	Y.	...-7268
A.	G.	H.	...-8069
K.	M.	L.	...-7573
U.	M.	B.	...-9814
A.	L.	L.	...-0788
N.	A.	M.	...-7858
M.	S.	M.	...-0417
A.	L.	N.	...-5147
M.	A.	Z.	...-2787
S.	R.	C.	...-3434

STEP 1: LOGGING INTO YOUR ACCOUNT



How to Log in to an existing account

Faculty		Parents	
Applicants List	Select the Lottery to view the applicants.		
Registration	Lottery Name: <input type="text"/>		
Login	<input type="button" value="Submit"/>		



How to Log in to an existing account

Faculty		Parents	
Applicants List	Click your child's name on the left to view their lottery entries.		
Account Info	Select an action for your account.		
sam	Action: <input checked="" type="radio"/> View Account History		
Add Sibling	<input type="radio"/> Edit Account		
Logout	<input type="radio"/> Cancel Account		
<input type="button" value="Submit"/>			

You are now logged into your account!