

# Parent Training - Register My Athlete Users

Go to [www.registermyathlete.com](http://www.registermyathlete.com) and select Login



Request Demo

3400  
Schools Served

498 075  
Happy Customers

28  
States Served

#### Cleaning Up Paperwork

RegisterMyAthlete is designed to streamline the process of student/athlete registration for students, parents, coaches and school administrators. From signing documents online to creating team rosters and tracking eligibility, RegisterMyAthlete provides a one-stop solution.



First time users will enter nothing, just click Create Account. Returning users - enter your user email and password and click Login. NOTE: Returning Users who have forgotten User Email/Password, there are instructions at the end of this document.



The image shows a screenshot of a web form titled "Register My Athlete Login" with the subtitle "Parents. Coaches. Administrators." The form includes a "Username or Email" field with a "Forgot Email?" link, a "Password" field with a "Forgot Password?" link, and two buttons: "Login" and "Create Account". Below the buttons is a link for "Athletic Training Check in?". Two callout boxes provide instructions: one for new users to click "CREATE AN ACCOUNT" and another for returning users to click "LOGIN" and contact support if needed.

**Register My Athlete Login**  
Parents. Coaches. Administrators.

Username or Email [Forgot Email?](#)

Password [Forgot Password?](#)

[Athletic Training Check in?](#)

If you are new to registermyathlete, DO NOT enter a username or password, just click **CREATE AN ACCOUNT**

Enter your username and Password and click **LOGIN** if you have already created an account. Do not create another account! If you need assistance contact support at 435-213-1601

## First time users - Enter Parent Information

- ❖ The email you use will be your login
- ❖ Remember your password!
- ❖ You will need these each time you login
- ❖ Make sure to mark Parent, then click Submit

If you are a returning user you may be asked to update your information.

Account Creation

Email \_\_\_\_\_

State \_\_\_\_\_

This email is your username for this account

User Name (optional) \_\_\_\_\_

Continue for logging in  
email@signal.com

Continue  
email@signal.com

Remember this password! You will need it every time you login

Enable mail \_\_\_\_\_

Backup Email \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

✓ Passwords match

(435) 230-5639

Phone 2 (Optional) \_\_\_\_\_

I would like to be able to receive communication via text messages.

Address

1234 Main street \_\_\_\_\_

Street 2 (Optional) \_\_\_\_\_

Login \_\_\_\_\_

84341 \_\_\_\_\_

Security Questions

Mother's Maiden Name \_\_\_\_\_

EDWARD \_\_\_\_\_

First Pet's Nick Name \_\_\_\_\_

DOG \_\_\_\_\_

City Where You Were Born \_\_\_\_\_

WILSON \_\_\_\_\_

I will be using this software primarily as a(n):

parent

coach

administrator

Once you have logged in/Created an account, click on Parent

Parent Register My Athlete Portal

 **Parent**

Tools

- Account Info
- Reset Password
- Request Coach/Admin Account
- Merge Another Account
- Manage Active Accounts
- Logout

The image shows a web interface for 'Parent Register My Athlete Portal'. On the left, there is a logo for 'REGISTER MY ATHLETE.COM'. In the center, a large button labeled 'Parent' is circled in red. On the right side, there is a vertical column of buttons under the heading 'Tools', including 'Account Info', 'Reset Password', 'Request Coach/Admin Account', 'Merge Another Account', 'Manage Active Accounts', and 'Logout'.

# Agree to terms, and submit



Athlete Registration



## Terms of Use



Please carefully read these Terms and Conditions of Use. You must respond to the question at the end of this page in order to continue.

\*Show / Hide Terms of Use and Privacy Policy

Show  Hide

Do you agree to abide by these Terms of Use and Privacy Policy?

- I have read and agree to the Terms of Use and Privacy Policy.  
 I DO NOT agree to the Terms of Use or Privacy Policy.

Submit

Agree to Terms and  
click Submit

The first time you login, you can learn about the site with a quick tutorial, or you can choose to not take the tutorial.

# From this main page you can register for a sport, Complete a Started Registration, or go to Show Naviagtion

Register My Athlete

Welcome Joseph\*!

What would you like to do?

- Start/Complete Registrations
- Athlete Information
- Store
- Messages
- Transfers

Show Navigation

### Announcements

School	Date	Announcement
Ridgeline High School	08/16/2018	Attention! The home opening football game tomorrow August 17th against Spanish Fork will be a state ...
Ridgeline High School	08/09/2018	The Ridgeline Booster Club would like to announce there opening social. The opening social will take...
Ridgeline High School	07/30/2018	As of August 1st we are no longer using Register My Athlete to process athletic payments. All athle...
Ridgeline High School	07/26/2018	Updated Girls Soccer Try-out Schedule. July 30th - August 1st, Freshman/Sophomore- 4:30-6:00 pm J...
Ridgeline High School	07/09/2018	Fall Sports are just a few weeks away! Remember that in order to try-out you must have a current phy...
Ridgeline High School	05/18/2018	Reminder that the Spring OSPYS will be held on Monday May 21st starting @ 6:30 pm in the Ridgeline C...
NIAA High School	05/08/2018	Time to start registering for the 2018-2019 school year!!!
Ridgeline High School	05/08/2018	Ridgeline Athletic Physicals for 2018-2019 All athletes planning on playing a high school sport in ...
NIAA High School	05/07/2018	1
RMA High School	05/02/2018	test

Parent Toolbox

NCSA  
Next College Student Athlete

Does your athlete want to compete in college?

ATHLINK  
Power. Accuracy. Feet.

Setup Workout routine

D1SHORTLIST  
College Ready Highlight Films

To Register for a sport, click Start/Complete Registrations under *What would you like to do?*

The image shows a screenshot of a sports website interface. On the left, a vertical sidebar contains a 'Show Registration' button and a menu titled 'What would you like to do?' with options: Start/Complete Registrations, Athlete Information, Store, Messages, and Transfers. The 'Start/Complete Registrations' option is circled in red. A red arrow points from this option to a larger, zoomed-in view of the same menu on the right, where 'Start/Complete Registrations' is also circled in red. The main content area features an 'Announcements' table with columns for School, Date, and Announcement. The table lists several announcements from Ridgeline High School and NIAA High School. To the right of the announcements is a 'Parent Toolbox' section with logos for NCSA, ATHLINK, and DJSHORTLIST.

School	Date	Announcement
Ridgeline High School	06/16/2018	Attention! The home opening football game tomorrow August 17th against Spanish Fork will be @ 5:30P...
Ridgeline High School	06/06/2018	The Ridgeline Booster Club would like to announce there opening social. The opening social will take...
Ridgeline High School	07/05/2018	Fail Sports are just a few weeks away! Remember that in order to try-out you must have a current phy...
Ridgeline High School	07/25/2018	Updated Girls Soccer Try-out Schedule. July 30th - August 1st, Freshman/Sophomore- 4:30-5:00 pm J...
Ridgeline High School	05/16/2018	Reminder that the Spring OSPYS will be held on Monday May 21st starting @ 6:30 pm in the Ridgeline C...
NIAA High School	05/08/2018	Time to start registering for the 2018-2019 school year!!
Ridgeline High School	06/08/2018	Ridgeline Athletic Physicals for 2018-2019 All athletes planning on playing a high school sport sh...
NIAA High School	06/07/2018	

Now you can start a New Registration, Complete a Registration previously started, but not finished, or view a Complete registration.

Athlete Registration

SPORTSLINE

## Registration Management

Back to Home

New Registration

Click Here to Start a New Registration

Click on a registration below to continue working on it.

2018-2019

Baseball	Boys Cross Country	Boys Swimming
<u>Billy Tenny</u> MIAA High School Not Complete	<u>Joseph Tenny</u> Ridgeline High School Complete	<u>Joseph Tenny</u> Ridgeline High School Complete

Click “Click Here to Start a New Registration” to begin a new registration

The screenshot shows the 'Registration Management' interface. At the top left is the 'REGISTER MY ATHLETE.COM' logo with 'Athlete Registration' below it. At the top right is the 'SPORTSLINE' logo. The main header is 'Registration Management'. Below the header is a 'Back to Home' button. A large button labeled 'New Registration' is circled in red, with the text 'Click Here to Start a New Registration' below it. Below this is a message: 'Click on a registration below to continue working on it. 2018-2019'. There are three registration cards for '2018-2019': 'Baseball' by Billy Tenny (MIAA High School, Not Complete), 'Boys Cross Country' by Joseph Tenny (Ridgeline High School, Complete), and 'Boys Swimming' by Joseph Tenny (Ridgeline High School, Complete). A vertical sidebar on the left contains the text 'Show Navigation'.

Baseball	Boys Cross Country	Boys Swimming
<u>Billy Tenny</u> MIAA High School Not Complete	<u>Joseph Tenny</u> Ridgeline High School Complete	<u>Joseph Tenny</u> Ridgeline High School Complete

# Step 1 - Select School

The screenshot shows the 'Registration Checklist' page on the Sports Illustrated Athlete.com website. The page has a dark blue header with the site logo and navigation links. Below the header, there are two buttons: 'Back to Home' and 'Go to Started Registrations'. The main content area is titled 'Registration Checklist' and features a red bar with a checkbox labeled 'Select School'. A red callout bubble points to this checkbox with the text: 'You will select the school as part of the registration process'. To the right of the checklist, there is a table with columns for 'School', 'City', 'Athlete', 'Grade', 'Year', and 'Sport'. Below the table is a 'Key' section with three rows: 'Task is complete' (green), 'Task in progress' (yellow), and 'Task to complete' (red). At the bottom, there is a note: 'Click on each box to complete the required tasks. New tasks will be added as you go.'

SPORTS ILLUSTRATED ATHLETE.COM

Home Registration

## Registration Checklist

Back to Home | Go to Started Registrations

Registration Checklist

Select School

You will select the school as part of the registration process

School	City	Athlete	Grade	Year	Sport	Incomplete

Key

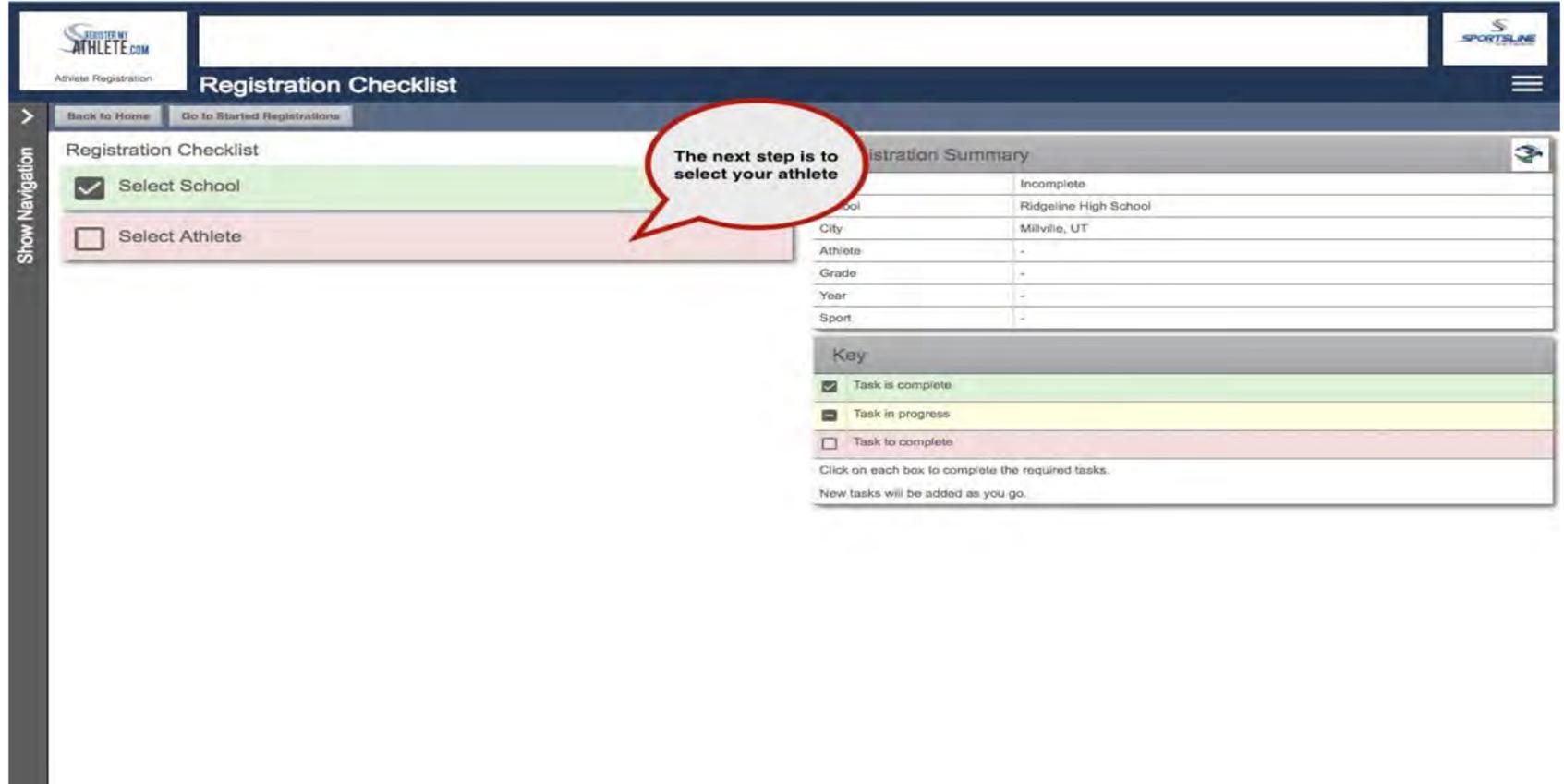
- Task is complete
- Task in progress
- Task to complete

Click on each box to complete the required tasks.  
New tasks will be added as you go.

If you have ever previously chosen a school you can select that school, and if you need to choose a different school, you can do that as well.

The screenshot shows the AthleteOne Registration Checklist interface. At the top left, the AthleteOne logo is visible. The main header is "Registration Checklist". Below the header, there are two tabs: "Search by School" and "Get by Student Information". The "Search by School" tab is active, showing a "Select School" button. To the right, there is a "Registration Summary" section with a table of fields: Name, School, Title, Address, Email, Year, and Sport. Below the summary is a "Key" section with three items: "Task is complete" (checked), "Task in progress" (unchecked), and "Task to complete" (unchecked). A modal dialog titled "Registration Checklist" is open in the foreground, prompting the user to "Please select the school where you would like to register." It shows a selected school, "Redstone High School, Minville, UT", and offers an option to "You may instead select a state and search a new school." with a "State" dropdown and a "Search to add a different school..." input field. A "Cancel" button is at the bottom right of the modal. A red speech bubble callout points to the modal with the text: "You can now choose the school you currently are with or choose a different school if you are transferring, etc."

# Step 2 - Select Athlete



The screenshot displays the 'Athlete Registration' interface. At the top left is the logo for 'REGISTER MY ATHLETE.COM' with the text 'Athlete Registration' below it. The main header is 'Registration Checklist'. On the left side, there is a vertical navigation bar labeled 'Show Navigation'. Below the header, there are two buttons: 'Back to Home' and 'Go to Started Registrations'. The main content area is divided into two sections. The first section, 'Registration Checklist', contains two items: 'Select School' (with a checked checkbox and a green background) and 'Select Athlete' (with an unchecked checkbox and a pink background). A red speech bubble callout points to the 'Select Athlete' item, containing the text 'The next step is to select your athlete'. The second section, 'Registration Summary', shows a table with the following data:

Registration Summary	
Status	Incomplete
School	Ridgeline High School
City	Millville, UT
Athlete	-
Grade	-
Year	-
Sport	-

Below the summary table is a 'Key' section with three items:

- Task is complete (green background)
- Task in progress (yellow background)
- Task to complete (pink background)

Click on each box to complete the required tasks.  
New tasks will be added as you go.

If your athlete is already in the system, select them. Otherwise you will need to add them into the system.

The screenshot displays the 'Sports Athlete.com' Registration Checklist interface. The main header includes the logo and a '5 PARTIAL' indicator. The checklist has two main sections: 'Select School' (checked) and 'Select Athlete' (unchecked). A 'Registration Summary' section on the right shows details for 'Regina High School' in 'Milford, CT'. A modal dialog box is open, asking to 'Please select the athlete that will be registering' and showing 'Mary Steele' as a selected athlete. A red speech bubble points to the modal with the text: 'You can use an athlete you have already added, or add a new athlete. Keep in mind that if an athlete has already been added to a different account you will need to merge accounts to add that athlete.'

# Enter athlete information

❖ You only need to enter once!

**Sportsline ATHLETE.com** **SPORTSLINE**

Member Registration **Add a New Athlete**

**Show Navigation**

**Cancel**

\*Full Legal Name (first middle last)  
[Mary Swaine] (As listed on a legal document such as a birth certificate, passport, etc.)

Suffix  
(None) (Jr., 3rd, etc.)

\*Documentation  
(Birth Certificate) (The document that has the full legal name)

\*Date Of Birth  
[04/12/2001] MMDDYYYY

\*First Name  
[Mary]

Middle Name

\*Last Name  
[Swaine]

\*Gender  
(Female)

\*Address  
(1234 Main Street)

Address 2

\*City  
[Logan]

\*State  
(Utah)

\*Zip  
[84301]

Email

\*Home Phone  
(435) 230-5438

Cell Phone

Receive communication via text messages?  
 Yes  No

Show phone on team contact list?  
 Yes  No

Please search and select the primary school at which this athlete will play sports.  
(Utah)

**School**

- Northridge High School | Layton, UT
- West Ridge Academy | West Jordan, UT
- Skyridge High School | Lehi, UT
- Ripstone High School | Milville, UT

**This is where you will enter in all of your athlete's information. You only have to do this once!**

My information up-to-date. If any information changes I will update it within 2 weeks.

# Step 3 - Select Year/Sport

SPORTSMAN ATHLETE.COM

Always Registration

## Registration Checklist

Back to Home | Go to Selected Registrations

Registration Checklist

- Select School
- Select Athlete
- Select Year/Sport

Registration Summary

Incomplete
Ridgeline High School
MinVie, UT
Mary Steele
-
-
-
Year
Sport
-

Key

- Task is complete
- Task in progress
- Task to complete

Click on each box to complete the required tasks.  
New tasks will be added as you go.

# Make sure to choose the correct year! This cannot be changed!

The screenshot shows a web application interface for 'Sport Selection'. At the top left, there is a logo for 'Ridgeline High School' and a 'SPORTSLINE' logo at the top right. The main header area contains the text 'Sport Selection'. Below this, there is a 'Back' button and a dropdown menu for year selection. The dropdown menu is currently open, showing three options: '-Select-', '2017-2018', and '2018-2019'. A red circle highlights the dropdown menu, and a callout box points to it with the text: 'It is important that you choose the correct year you will be participating in!!'. On the left side of the page, there is a vertical navigation bar with the text 'Show Navigation' and a right-pointing arrow.

Ridgeline High School

SPORTSLINE

Sport Selection

Back

Sport Selection

Select a year you will be registering for?

- ✓ -Select-
- 2017-2018
- 2018-2019

It is important that you choose the correct year you will be participating in!!

Show Navigation

# Choose the sport

Ridgeline High School

Sportsline

## Sport Selection

Back Why is my sport not showing?

### Sport Selection

What academic year will you be registering for?  
2018-2019 (Grade: 9)

Please select the sport that you would like to play for the selected academic year.

- Band
- Baseball
- Boys Basketball
- Boys Cross Country
- Boys Golf
- Boys Soccer
- Boys Swimming
- Boys Tennis
- Boys Track
- Cheer
- Debate
- Debate NSDA
- Drama
- Drill Team
- Football
- Girls Basketball
- Girls Cross Country
- Girls Golf
- Girls Soccer
- Girls Swimming
- Girls Tennis
- Girls Track
- Marching Band
- Softball
- Volleyball
- Wrestling

Submit

Show Navigation

If the grade is wrong, you can change that at the athlete profile by clicking on Show Navigation, athlete's name, and editing the Athlete Profile

Select the sport. If you do not see the sport, you have either already registered for it, or it is not active and you will need to contact Support or your school

# Confirm your Registration

The screenshot shows a web application interface for 'Sport Selection'. At the top, there is a header with a logo on the left and 'SPORTSLINE' on the right. Below the header, the page title 'Sport Selection' is displayed. A navigation menu on the left side includes 'Show Navigation' and a list of sports categories. The main content area contains a form with the following text:

What academic year will you be registering for?  
(2018-2019) (Change)

Please select the sport that you would like to join for the selected academic year:

- Band
- Baseball
- Boys Basketball
- Boys Cross Country
- Boys Golf
- Boys Soccer
- Boys Swimming
- Boys Tennis
- Boys Track
- Cheer
- Debate
- Girls AHA
- Drama
- Golf Team
- Football
- Girls Basketball
- Girls Cross Country
- Girls Golf
- Girls Soccer
- Girls Swimming
- Girls Tennis
- Girls Track
- Marching Band
- Softball
- Volleyball
- Wrestling

At the bottom of the list is a 'Submit' button.

Overlaid on the center of the page is a confirmation dialog box titled 'Confirm Selection'. The dialog box contains the following information:

School: Ridgeline High School  
City: Milledale, UT  
Athlete: Steele, Mary  
Grade: 9  
Year: 2018-2019  
Sport: Drama

Please verify that you have selected the correct school, athlete, and sport.

After this point, we will gather the requirements to complete this registration, and you will not be able to change these previous selections.

At the bottom of the dialog box are two buttons: 'I have selected the correct information' and 'Cancel'. A red circle is drawn around the entire dialog box.

# Step 4 - Guardian information

- ❖ Your first registration you will need to enter in all the information
- ❖ It will auto fill for you to check each registration after that

**Registration Checklist**

Back to Home | Go to Started Registrations

Registration Checklist

- Select School
- Select Athlete
- Select Sport
- Guardian Info
- Insurance
- Medical Info

**Registration Summary**

Status	Incomplete
School	Ridge
City	Milby
A/State	State
Grade	8
Year	2018
Sport	Drama

**Key**

- Task is complete
- Task in progress
- Task to complete

Click on each box to complete the registration.

New tasks will be added as you go.

**Guardian Info**

Question 1

You will only need to fill out this information once!  
You will need to check that it is current each time you register.

Question 2

Emergency Contact (Parent to Contact) (For the guardian)

# Step 5 - Insurance Information

- ❖ Your first registration you will need to enter in all the information
- ❖ It will auto fill for you to check each registration after that

The image displays two overlapping screenshots of a web-based registration system for Ridgeview High School. The left screenshot shows the 'Registration Checklist' page, which includes a 'Registration Summary' table and a list of tasks to be completed. The right screenshot shows the 'Mary's Insurance Info' page, which contains form fields for primary and secondary insurance information.

**Registration Checklist**

Registration Summary

Status	Incomplete
School	Ridgeview High School
City	Milwkie, UT
Athlete	Shawn, Mary
Grade	8
Year	2018-2019
Sport	Drama

Key

- Task is complete
- Task in progress
- Task to complete

Click on each box to complete the required tasks.  
New tasks will be added as you go.

**Mary's Insurance Info**

Primary Insurance

Holder's First Name	JAN
Holder's Last Name	SMITH
Holder's Employer	ABC COMPANY
Employer's Phone	(408) 234-5678
Insurance Company	ABC
Insurance Group Number	1234567
Insurance Policy Number	123456789
Insurance Effective Date	01/01/2019

Secondary Insurance

Holder's First Name	
Holder's Last Name	
Holder's Employer	
Employer's Phone	
Insurance Company	
Insurance Group Number	
Insurance Policy Number	

Present

Insurance Provider

Hold Insurance

Enter in your insurance information, or make sure it is current. If you do not have insurance and it is required by the school and there is no option to waive this step, please contact your school.

# Step 6 - Medical Information

- ❖ Your first registration you will need to enter in all the information
- ❖ It will auto fill for you to check each registration after that

The screenshot shows a web application interface for "Registration Checklist". At the top, there is a navigation bar with a logo on the left and a green button labeled "Insurance saved successfully" on the right. Below the navigation bar, there are two tabs: "Back to Home" and "Go to My Registration". The main content area is divided into two columns. The left column, titled "Registration Checklist", contains a vertical list of tasks with checkboxes: "Select School" (checked), "Select Athlete" (checked), "Select Sport" (checked), "Guardian Info" (checked), "Insurance" (checked), and "Medical Info" (unchecked). The right column, titled "Registration Summary", contains a table with the following data:

Registration Summary	
Status	Incomplete
School	Religiose High School
City	Milville, UT
Address	Stans, Mary
Grade	8
Year	2018-2019
Sport	Drama

Below the table is a "Key" section with three items: "Task is complete" (green bar), "Task in progress" (yellow bar), and "Task to complete" (red bar). At the bottom, there is a note: "Click on each box to complete the required steps. New tasks will be added as you go."

The screenshot shows a web application interface for "Medical Information for Mary". At the top, there is a navigation bar with a logo on the left and a "Print" button on the right. Below the navigation bar, there are two tabs: "Home" and "Medical Information". The main content area is titled "Medical Information for Mary" and contains a form for "Doctor's Information". The form includes fields for "Doctor's Name" (with a dropdown menu) and "Doctor's Phone" (with a text input field). Below these fields is a section titled "Do any of the following apply to Mary?" with a list of medical conditions and their status (Yes/No):

- Allergies: Yes/No
- Asthma: Yes/No
- Body or Eye Injury: Yes/No
- Diabetes: Yes/No
- Epilepsy: Yes/No
- Healthcare Proxy: Yes/No
- Hearing Loss: Yes/No
- Heart Condition: Yes/No
- Stroke: Yes/No
- Kidney Condition: Yes/No
- Medical Condition Exacerbated: Yes/No
- Other Significant Injuries: Yes/No
- Previous Concussions: Yes/No
- Previous Head Trauma: Yes/No
- Previous Medical Conditions: Yes/No
- Previous Significant Injuries: Yes/No
- Stroke/Neurological: Yes/No
- Wrist/Carpal Tunnel: Yes/No
- Other Head Trauma: Yes/No
- Take OTC/Prescription Medication: Yes/No
- Other Issues: Yes/No

At the bottom of the form, there is a text input field for "Other Medical Conditions" and a "Save" button.

Step 7 - Schools that use a transfer system of any kind will have a questionnaire to fill out, if not you will not have this step. If you are a Transfer student, you will be directed to steps to complete the transfer process before you can proceed with your registration

Ridgeline High School

Medical Information Updated

### Registration Checklist

Back to Home | Go to Started Registrations

Show Navigation

- Select School
- Select Athlete
- Select Sport
- Guardian Info
- Insurance
- Medical Info
- Utah Questionnaire

#### Registration Summary

Status	Incomplete
School	Ridgeline High School
City	Milville, UT
Athlete	Steele, Mary
Grade	8
Year	2018-2019
Sport	Drama

Required tasks.  
New tasks will be added as you go.

**Students from Utah will need to fill out this questionnaire to determine if they need to fill out a transfer form.**

# Step 8 - Additional Opportunities gives athletes and parents a chance to sign up for other services

The screenshot shows the 'Registration Checklist' page for Ridgeline High School. On the left, a vertical navigation bar lists several steps: 'Select School', 'Select Athlete', 'Select Sport', 'Guardian Info', 'Insurance', 'Medical Info', 'Utah Questionnaire', and 'Additional Opportunities'. The 'Additional Opportunities' item is highlighted in pink and has a red callout bubble pointing to its checkbox. The callout contains the text: 'This is the next bar to click on.' To the right of the checklist is a 'Registration Summary' section with a table of user information.

Registration Summary	
Status	Incomplete
School	Ridgeline High School
City	Milville, UT
Athlete	Stearns, Mary
Grade	8
Year	2018-2019
Sport	Drama

Key

- Task is complete

The screenshot shows a confirmation dialog box with the following text: 'After you're in college or college and receives a FREE discount profile.' Below this, there are two radio button options: 'Yes' and 'No'. A red callout bubble points to the 'Continue' button at the bottom of the dialog. The callout contains the text: 'If you choose yes, you will be redirected to another website. If you are not interested, please select No and Continue.'

# Step 9 - School Requirements: the last step!

**Registration Checklist**

- Select School
- Select Athlete
- Select Sport
- Guardian Info
- Insurance
- Medical Info
- Utah Questionnaire
- Additional Opportunities
- School Requirements

**Registration Summary**

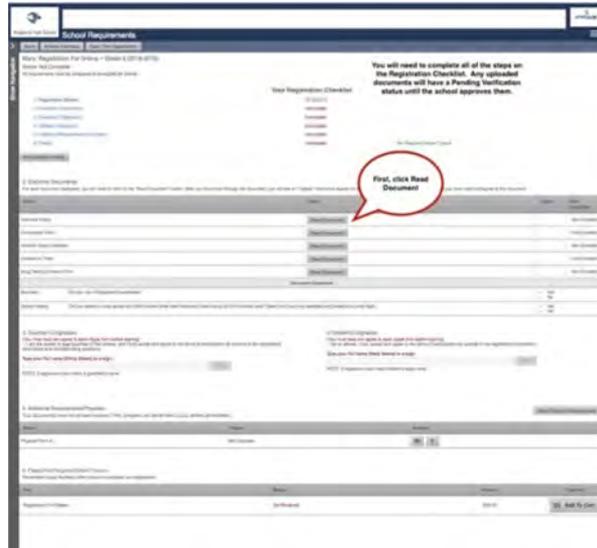
Status	Incomplete
School	Ridgeline High School
City	Milville, UT
Athlete	Steele, Mary
Grade	8
Year	2018-2019
Sport	Drama

**Key**

- Task is complete
- Task in progress
- Task to complete

**Callout:** This will take you to the registration checklist

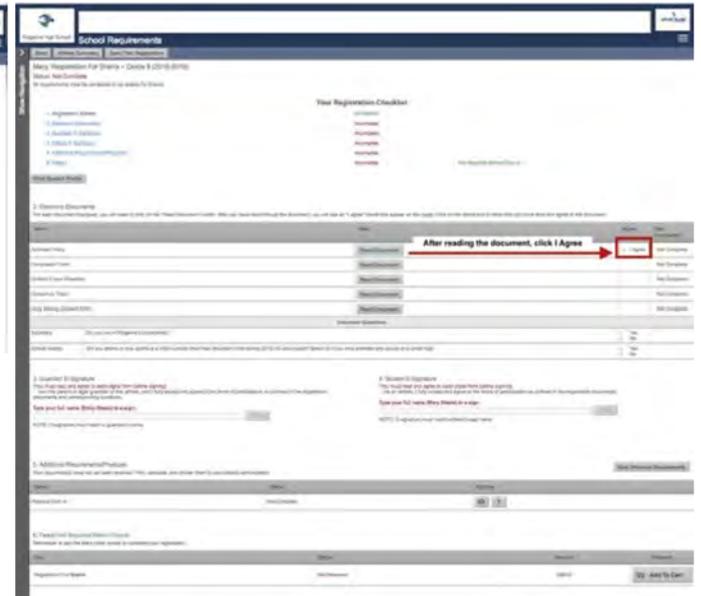
# If your school has electronic documents, you will need to read the documents and agree



1.



2.



3.

After reading and agreeing to documents and answering any document questions, the parent and athlete will need to e-sign.

**School Requirements**

Mary: Registration For Drama - Grade 9 (2019-2019)

Status: Not Complete

All documents must be completed to be eligible for Drama.

### Your Registration Checklist

1. Registration Form	Completed
2. Waiver Document	Completed
3. Questionnaire	Completed
4. Release & Assumption of Liability	Completed
5. Assumption of Liability	Completed
6. Parental Consent	Completed
7. Photo	Not Provided Before Event

### 2. Electronic Documents

For each document displayed, you will need to click on the "View Document" button. After you have read through the document, you will click on "I Agree" (which will appear on the page). Click on the checkboxes to allow that you have read and agree to the document.

Document	View	I Agree	Document ID
Assumption of Liability	<a href="#">View Document</a>	<input type="checkbox"/> I Agree	11/10/2019
Waiver Document	<a href="#">View Document</a>	<input type="checkbox"/> I Agree	11/10/2019
Questionnaire	<a href="#">View Document</a>	<input type="checkbox"/> I Agree	11/10/2019
Release & Assumption of Liability	<a href="#">View Document</a>	<input type="checkbox"/> I Agree	11/10/2019
Parental Consent Form	<a href="#">View Document</a>	<input type="checkbox"/> I Agree	11/10/2019

### Document Questions

Business	Do you live in Virginia's jurisdiction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Travel History	Did you attend or play sports at a HIGH school event from November 2018 during 2019-2020 season year? Search for if you ever attended and played at a prior high school.	<input type="checkbox"/> Yes <input type="checkbox"/> No

### 3. Guardian E-Signature

I am the parent or legal guardian of this athlete, and I fully accept and agree to the terms of participation as outlined in the registration documents and participating guidelines.

This Signer: \_\_\_\_\_  
Electronic Signature

### 4. Student E-Signature

As an athlete, I fully accept and agree to the terms of participation as outlined in the registration documents.

This Signer: \_\_\_\_\_  
Electronic Signature

# If your school uses uploaded physicals, report cards, etc., you will upload them here.

- ❖ All pages must be in one file
- ❖ File must be a PDF or JPEG
- ❖ You can take pics and login with your phone - you MUST use the google chrome app on a mobile device - and add the documents that way as well

The screenshot shows a web interface for a registration checklist. The page is titled "Your Registration Checklist" and includes a sidebar with navigation options: 1. Registration Started, 2. Electronic Documents, 3. Student E-Signature, 4. Address E-Signature, 5. Additional Requirements/Physicals, and 6. Fees. The main content area is divided into sections: 1. Registration Checklist (with a "Start Document" button), 2. Electronic Documents (a table of documents with "Read Document" buttons), 3. Guardian E-Signature and 4. Student E-Signature (signature fields), 5. Additional Requirements/Physicals (a table with "Upload" and "Read" buttons), and 6. Fees (a table with "Add To Cart" button). Two red callout boxes with white text are overlaid on the page. The first callout points to the "Upload" button in the "Physical Form A" row of section 5, with the text "Click here to view and print the blank form to take to your doctor". The second callout points to the "Read" button in the same row, with the text "Click here to upload the form completed by your doctor".

Name	Action	Agree	Date Submitted
Adviser Policy	<a href="#">Read Document</a>	1 Agree	4/12/2019
Consent Form	<a href="#">Read Document</a>	1 Agree	4/12/2019
UMDA Truist Checklist	<a href="#">Read Document</a>	1 Agree	4/12/2019
Consent to Treat	<a href="#">Read Document</a>	1 Agree	4/12/2019
Drug Testing Consent Form	<a href="#">Read Document</a>	1 Agree	4/12/2019

Name	Status	Amount	Action
Physical Form A	Not Complete		<a href="#">Upload</a> <a href="#">Read</a>

# School must approve all uploads

- ❖ Physical will say Pending Verification until a school Admin approves it
- ❖ Registration will say Not Complete until the Admin approves physicals and other uploads

After the school approves the physical this would say Complete for Tryouts because this school does not make you pay before you make the team.

After you have uploaded your physical it will have a Pending Verification status until the school approves it.

Name	Post	Agree	Date Completed
Activities Policy	<a href="#">View Document</a>	+ 1 Agree	04/12/2018
Consentation Form	<a href="#">View Document</a>	+ 1 Agree	04/12/2018
SPSAA T-shirt Order	<a href="#">View Document</a>	+ 1 Agree	04/12/2018
Consent to Treat	<a href="#">View Document</a>	+ 1 Agree	04/12/2018
Drug Testing Consent Form	<a href="#">View Document</a>	+ 1 Agree	04/12/2018

Name	Status	Amount	Payment
Registration For Drama	Not Started	\$60.00	<a href="#">Add To Cart</a>

# After the school admin approves all uploads, you are Complete for Tryouts!

The screenshot shows a web interface for 'School Requirements' for 'Boys Cross Country - Grade 10 (2014-2015)'. The page is titled 'Your Registration Checklist' and lists six items to be completed. Items 1 through 4 are marked as 'Complete'. Item 5, 'Electronic Documents', is a table with columns for 'Name', 'Status', 'Action', 'Agree', and 'Date Completed'. It lists documents like 'Athletic Policy', 'Consent Form', 'LHAAR Typed Checklist', 'Consent to Train', and 'Drug Testing Consent Form', all with a status of 'Agree' and dates in 2015. Below the table are sections for '3. Guardian E-Signature' and '4. Student E-Signature', both with 'Completed Date' fields. Item 6, 'Additional Requirements/Physicals', includes a table for 'Physical Form A' with a status of 'Complete' and a date of '10/15/15'. At the bottom, a table for '6. Fees' shows a fee for 'Registration - For Boys Cross Country' with a status of 'Paid' and a date of '10/15/15'.

**Registration Checklist**

- Agreement Signed 10/15/15  
Complete
- Electronic Documents 10/15/15  
Complete
- Student E-Signature 10/15/15  
Complete
- Guardian E-Signature 10/15/15  
Complete
- Additional Requirements/Physicals 10/15/15  
Complete
- Fees 10/15/15  
Complete

**3. Electronic Documents**  
For each document uploaded, you will need to click on the "Read Document" button. After you have read through the document, you will see an "I Agree" checkbox (as shown in this page). Click on the checkbox to show that you have read and agreed to the document.

Name	Status	Action	Agree	Date Completed
Athletic Policy	Read Document		<input checked="" type="checkbox"/> Agree	10/15/15
Consent Form	Read Document		<input checked="" type="checkbox"/> Agree	10/15/15
LHAAR Typed Checklist	Read Document		<input checked="" type="checkbox"/> Agree	10/15/15
Consent to Train	Read Document		<input checked="" type="checkbox"/> Agree	10/15/15
Drug Testing Consent Form	Read Document		<input checked="" type="checkbox"/> Agree	10/15/15

**3. Guardian E-Signature**  
I am the parent or legal guardian of the athlete, and I fully accept and agree to the terms of participation as outlined in the registration documents and accompanying guidelines.

**4. Student E-Signature**  
As an athlete, I fully accept and agree to the terms of participation as outlined in the registration documents and accompanying guidelines.

Completed Date:

Registration successfully signed on 10/15/15.

**5. Additional Requirements/Physicals**

Name	Status	Action
Physical Form A	Complete	

**6. Fees**

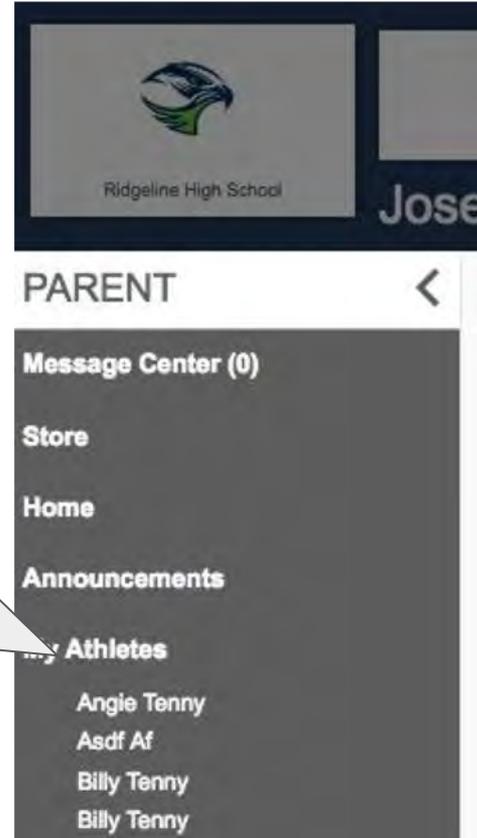
Fee	Status	Amount	Agreed
Registration - For Boys Cross Country	Paid	\$8.00	<input checked="" type="checkbox"/>

# If you ever need to make changes to your athlete's profile due to...

- ❖ Incorrect name or grade in school
- ❖ Incorrect graduation year
- ❖ Guardian, Insurance, or Medical information
- ❖ Emergency Contact information

1. Click Show Navigation
1. Click on your athlete's name

Go to Show Navigation and Under "My Athletes" click on your athlete's name to access the Athlete Profile Page



# Athlete Profile Page

Here you can:

- ❖ Register for a Sport
- ❖ View current registrations
- ❖ View and edit Athlete info

The screenshot shows the 'Athlete Profile' page for 'Mary Steele'. The page is divided into several sections:

- Registrations:** A table with columns for 'Year' (2017-2018) and 'Sport'. A callout points to the 'New Registrations' link, stating 'Click here to Start a New Registration'. Another callout points to the year dropdown, stating 'You can change the year to the current year or next year to see registrations'. Below the table, it says 'Any previously started registrations will show here'.
- Athlete Options:** A list of options with descriptions:
  - Delete This Athlete: Removing this athlete is only possible if the athlete has no registrations.
  - View Fees: View a summary of fees paid for registrations.
  - View Eligibility: View the athlete's current academic eligibility.
  - View Athlete's Signatures: Summary of the e-signatures given for this athlete.
- Athlete Profile:** A section with a 'Show All' button. A callout points to the 'Athlete Summary' bar, stating 'Click on each bar to show the information or click Show All to see all information at once.' Below this are bars for 'Medical Information', 'Primary Insurance', 'Secondary Insurance', 'Guardian 1', 'Guardian 2', and 'Emergency Contact'.

The Athlete Summary is where you edit athlete info. Click on any of the other gray bars to edit guardian, insurance, medical, or emergency contact info. Click “Click Here to Edit” to change information

**Mary Steele's Profile**

Select a row to view a registration or team.

Registrations	2017-2018	Teams	2017-2018
Mary has no registrations for the 2017-2018 year.		Mary is on no teams for the 2017-2018 year.	

**Athlete Options**

Remove this athlete	Removing this athlete is only possible if the athlete has no registrations.
View Fees	View a summary of fees paid for registrations.
View Eligibility	View the athlete's current academic eligibility.
View Documents	View documents for this athlete.

**Athlete Profile**

Click on a subject to view/edit it [Show All](#)

**Athlete Summary**

[Click Here to Edit](#) (Last Updated 06/12/2018)

Full Legal Name	Mary Steele
Documentation	Birth Certificate
Address	1234 Main street
Email	
Cell Phone	
Home Phone	(435) 230-5678
Gender	Female
Date Of Birth	2001-04-12
Grade	8
Graduation Year	2022
Show phone on contact list	Yes
Admin Notes	

**Medical Information**

Primary Insurance	
Secondary Insurance	
Guardian 1	
Guardian 2	
Emergency Contact	

Returning Users: If you have forgotten your User Email, Click Forgot Email? Enter your first and last name and phone number, then answer the Security questions to get your User Email. If you still need assistance, email [support@registermyathlete.com](mailto:support@registermyathlete.com) with the name of your athlete and the school they attend and ask for assistance with your user email.



If you have forgotten your Password, Click Forgot Password, use your email or phone number. If you use your phone number you will get a code texted to you to help you get logged in. If you still need assistance, email [support@registermyathlete.com](mailto:support@registermyathlete.com) with the name of your athlete and the school they attend and ask for assistance with your user password.

## Register My Athlete Login

Parents, Coaches, Administrators.

If you haven't visited us since April 8th 2018 please read [this release statement](#) about your account!

Username or Email

[Forgot Email?](#)

Password

[Forgot Password?](#)

Login

Create Account

[Athletic Training Check in?](#)

## Password Recovery

To receive a password recovery link, please provide the account email or cell phone number.

Account Email

-OR-

(438) 230-5638

Verizon

Send Recovery Link

Your school administrator also can reset your password.

Cancel

Please enter the code sent to your cell phone:

Code

Please note: the code is only valid for 10 minutes.

Submit

Back

# Merge Accounts

Do you have any other registermyathlete.com accounts?

This may be if you have students at multiple schools, or use both the coach and athlete registration products.

Here we can add them to your current login, so that you only have one account.

Type the email for the other account

Password for the other account

[Forgot Password?](#)

(If you have more than one account to be merged, you will have the option to come back here.)

Submit

I don't have any other accounts. Skip ahead.

**Matched Accounts (Click to Merge):**  
joejessicatenny@gmail.com  
joejessicatenny@gmail.com

Click here if you do not need to merge any accounts

Any accounts that match and need to be merged are found to the right and you can click on them to merge. You can also enter in emails and passwords for accounts you know are associated with your account. If you still need assistance, email [support@registermyathlete.com](mailto:support@registermyathlete.com) with the name of your athlete and the school they attend and ask for assistance with merging accounts.