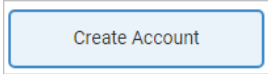


## Parent's Step-by-Step Guide to Register My Athlete

1. Go to: <https://www.registermyathlete.com/login/>

2. If you already have an account and want to register for a new sport in different season/year, login and skip to step 13.

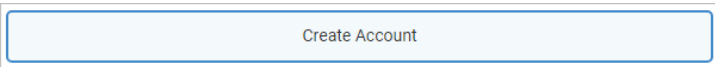
3. If you are registering a student for the first time, please click

A rectangular button with a blue border and the text "Create Account" in the center.

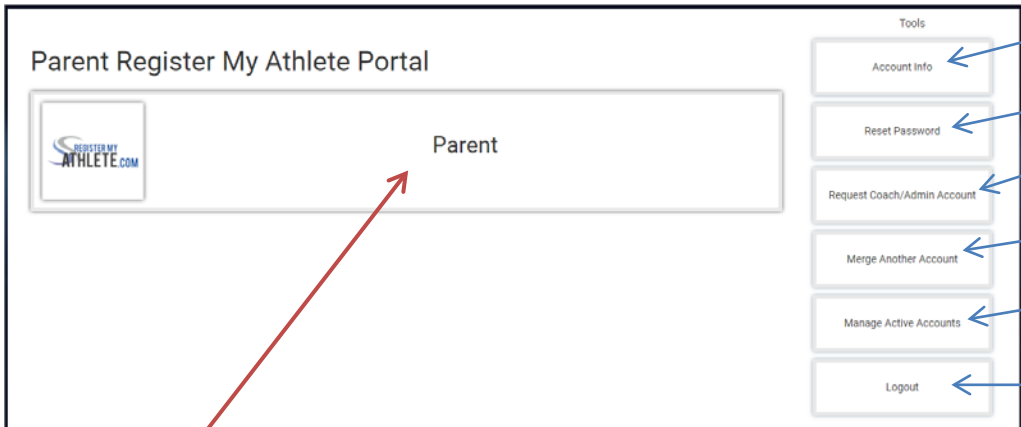
**Please Note:** Parents will create one account; adding additional students (i.e. siblings/foreign exchange) to the same account.

4. On the Account Creation page please enter the parent/guardian information, not the student information.

5. Click

A rectangular button with a blue border and the text "Create Account" in the center.

6. You will be taken to the login portal (pictured below).

A screenshot of the "Parent Register My Athlete Portal". The main heading is "Parent Register My Athlete Portal" with a logo on the left and a "Parent" button in the center. On the right, there is a "Tools" sidebar with several options: "Account Info", "Reset Password", "Request Coach/Admin Account", "Merge Another Account", "Manage Active Accounts", and "Logout". Blue arrows point from text labels on the right to each of these sidebar options. A red arrow points from the "Parent" button to the text "7. Click Parent." below the screenshot.

Update Account Info

Reset Password

Add your Coaching Acct.

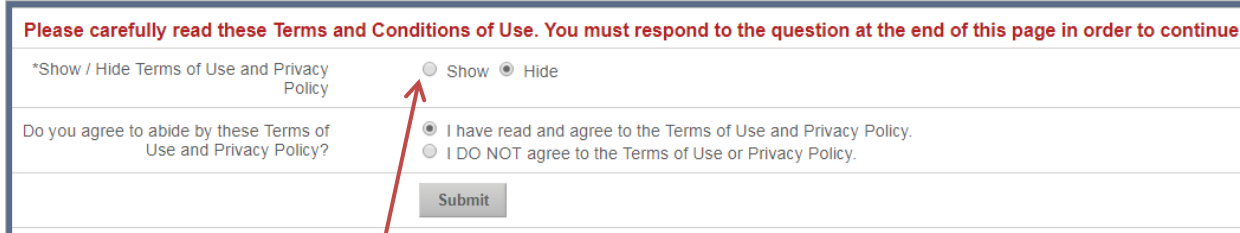
Have two accounts?

View prior high schools/  
Enable or Disable Email

Logout

7. Click Parent.

8. Terms of Use Page – You must read and agree to the Terms of Use and Privacy Policy.

A screenshot of the Terms of Use page. At the top, it says "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." Below this, there is a section for "Show / Hide Terms of Use and Privacy Policy" with radio buttons for "Show" and "Hide". The "Show" button is selected. Below that, there is a question: "Do you agree to abide by these Terms of Use and Privacy Policy?" with two radio button options: "I have read and agree to the Terms of Use and Privacy Policy." (selected) and "I DO NOT agree to the Terms of Use or Privacy Policy." A "Submit" button is at the bottom. A red arrow points from the text below to the "Show" radio button.

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?

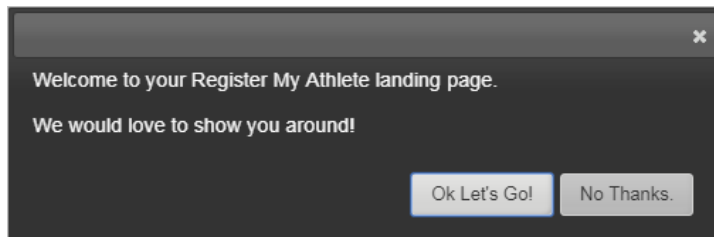
I have read and agree to the Terms of Use and Privacy Policy.  
 I DO NOT agree to the Terms of Use or Privacy Policy.

Submit

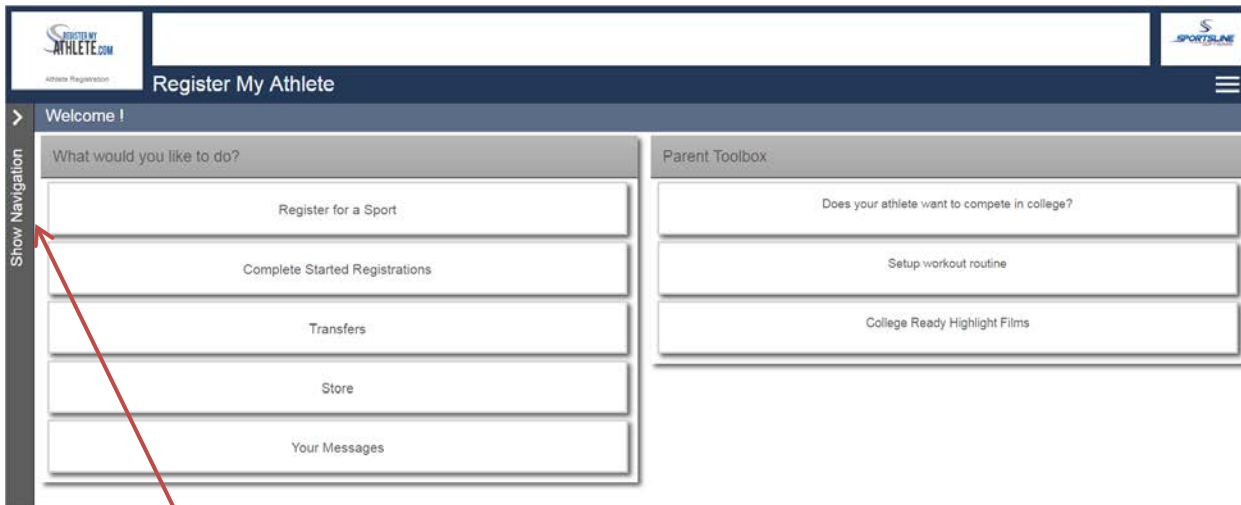
Click Show to read the Terms of Use and Privacy Policy.

9. Once agree, click Submit.

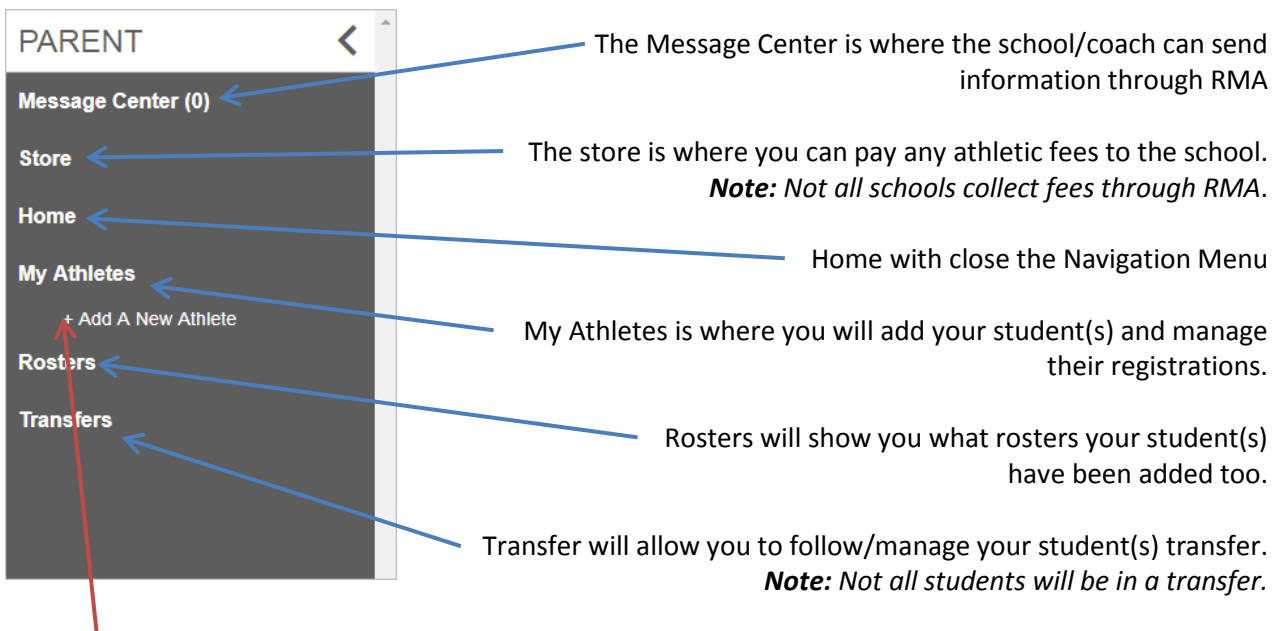
10. You will be taken to the Register My Athlete (RMA) Landing Page and offered a quick tour that will show you a few of the buttons; the tour is optional.



### Landing Page



12. Click Show Navigation to open the menu.

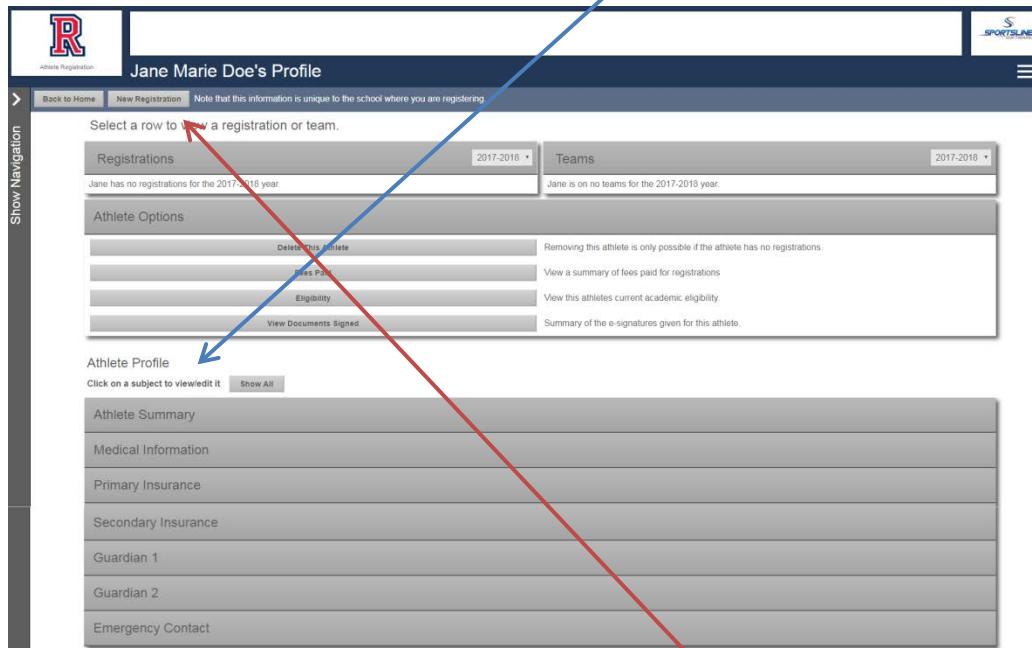


13. Click on My Athletes; then Add A New Athlete.

14. Enter the student's information, completely and accurately. You will add the student's current HIGH school on this page as well. **Note:** Any field with an asterisk (\*) is required.

15. Click Submit.

16. The next page will be the Student Profile. **Note:** ALL fields under Athlete Profile need to be completed; click on the field to expand and click "Click Here to Edit".



**Athlete Summary** – Info entered when Student was added.

**Medical Information** – Primary Doctor Info & Medical Info

**Primary Insurance** – Medical Insurance Info

**Secondary Insurance** – If applicable

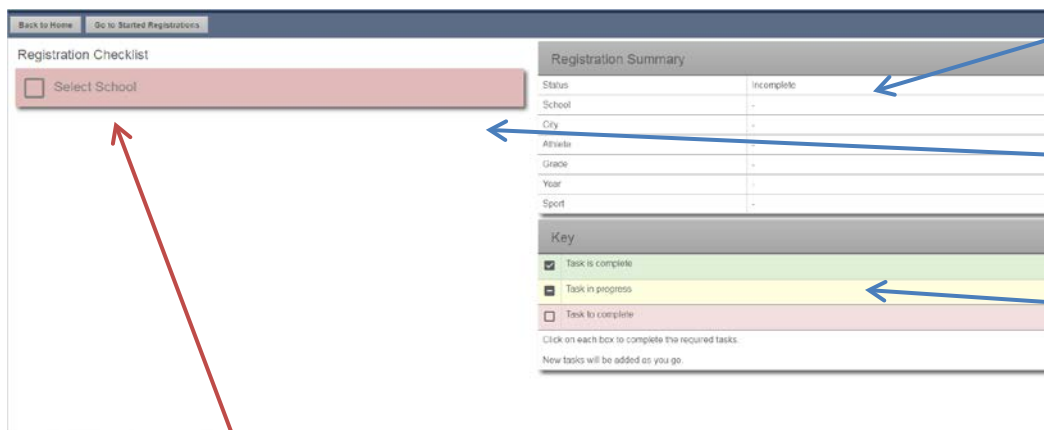
**Guardian 1** – Parent/Guardian Info

**Guardian 2** – Parent/Guardian Info

**Emergency Contact** – Contact, if Parent/Guardian cannot be reached.

17. Once the Athlete Profile is complete, click on New Registration.

18. The next page will be the Registration Checklist.



**Student Information** – Student name, school, grade, sport will be listed.

**Registration Checklist** – Will list each step of registration process as proceeded through.

**Key** –  
**Green** = Complete  
**Yellow** = In Progress  
**Red** = Not Complete

19. Click "Select School". Click on the school button, or type name of school if not correct.

Registration Checklist

- Select School
- Select Athlete

Registration Summary

Status	Incomplete
School	Reno High School
City	Reno, NV
Athlete	-
Grade	-
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.

20. Click "Select Athlete".

Registration Checklist

Please select the athlete that will be registering

Jane Doe

Use Selected Athlete

-OR-

Add New Athlete

Cancel

21. On the pop-up window select the student you wish to register for a sport, or click "Add New Athlete".

Registration Checklist

- Select School
- Select Athlete
- Select Year/Sport

Registration Summary

Status	Incomplete
School	Reno High School
City	Reno, NV
Athlete	Jane Doe
Grade	-
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.

22. Click "Select Year/Sport".

23. Select the Academic Year; then select the sport the student wishes to participate in. Verify selection on the pop-up window.

24. Click “Nevada Questionnaire”.

25. Click on “High School Check” and answer the questions as they appear. **Note:** These questions will help the system decide if the student is a transfer or not.

26. Complete (Read/Answer/E-sign) each section that appears in the **NIAA Forms** list. **Note:** Not all Forms will appear for every student.

**Documents that will/may need to be uploaded:**

**Transcript** (with most recent semester grades) / **Proof of Abandonment of Previous Property** (i.e. proof of sale, ending lease agreement, final/closing utility bill, etc.) / **Proof of Current Address** (i.e. utility bill, ID w/ current address, lease agreement, etc.) / **Proof of Primary Physical Custody** (i.e. Divorce decree or subsequent order with judges signature) / **Hardship Documentation** (documentation that supports the hardship claim)

Back Select and complete the forms below to proceed with the registration process.

**NIAA Forms**

- High School Check
- NIAA Tryout Checklist
- Transfer Form
- Transfer Information
- Upload Transcript
- Upload Document of Abandonment
- Proof of Current Address
- Continue

**Why am I assigned this form?**

High School Check: These questions are mandatory to determine the registration requirements of each student.

NIAA Tryout Checklist: This form is required by the NIAA for each student. It includes acknowledgements of rules, sportsmanship, and concussion information.

Transfer Form: This information will determine the student's transfer type and the corresponding requirements.

Transfer Information: Due to your student's attendance in another school over the past 12 months, basic information regarding your student's transfer is required.

Upload Transcript: The student's transcript is required to prove academic eligibility.

Upload Document of Abandonment: Because you stated that you vacated the previous residence, you will need to provide a document proving that you have done so.

Proof of Current Address: You will need to upload two items proving your current address.

**What do the colors mean?**

- Forms this color need to be clicked on to be completed.
- A form that has been started but not submitted.
- A form that has been submitted.

27. Once all Forms are completed (green), click "Continue".

**Submit Confirmation**

Are you sure you would like to submit these forms? You will not be able to edit your answers after this point.

Your forms will need to be verified by your school's administration/the NIAA. Once these forms are reviewed, you will receive an email informing you if these forms have been approved. Until then, you will be redirected to begin the registration process for your selected sport(s).

OK Cancel

28. Confirm you are ready to submit registration/transfer by clicking "OK" on the popup. Once "OK" is clicked the registration/transfer is submitted to the school and no more changes can be made at this time.

**Step ONE:** The school will review the registration/transfer. It will either be accepted; need more information; OR it will be submitted to the NIAA. If additional information is needed, the school will contact you by email (using the email address used to setup the Register My Athlete account) or by phone.

**Step TWO:** If the school submits it to the NIAA, it will be reviewed again for completeness. If additional information is needed, you will be contacted by EMAIL only; using the account email address again. Once the transfer is submitted to be reviewed (status "Under Review") it will be reviewed in the order in which it was received (completed). It can take up to 10-business days (or longer at the beginning of the season) for a decision to be made.