

****REQUIRED FOR ALL ATHLETES****



INSTRUCTIONS FOR PARENTS

Register My Athlete allows parents to register their student-athletes for sports online. Here are some basic steps to follow when registering your student-athlete for the first time:

1. **Find your school:** Find your school by going to <http://registermyathlete.com/schools/>, selecting your state, and finding your school. Click on the school to continue to the next step. Schools are encouraged to make a direct link from their school's website.
2. **Create an account:** Now begin creating your account by clicking "Create an Account" button. After filling in the required information, the system will automatically log you in and you will be required to accept the terms of use.
3. **Add a student-athlete:** The next step is to add a student-athlete. You can do so by clicking the "My Athletes" tab on the left-hand side of the page or by clicking "Add Athlete" under the "My Athletes" tab. This only needs to be done once during your athlete's entire career at a school. The information entered here will carry over from year to year. This information includes your student-athlete's contact information and medical information.
4. **The student-athlete's profile:** after you've created your athlete you will be brought to their Profile page. This page is a summary of their info and involvement.
5. **Register for a sport:** Click "Register for a Sport" to begin registration. You will be asked to choose the sport for which your student-athlete is registering.
6. **Your registration checklist:** This page shows the status of your student-athlete's registration. You will be asked to complete several steps to complete registration including agreeing to documents and completing physical exam forms.
7. **Physical Exams:** Pre-participation physical exam documents and/or interim questionnaires should be completed by the parents (or medical professionals, as needed). Parents have the ability to upload these documents to the system. Uploaded documents will need to be verified by the administration at the school prior to being accepted as complete. (If a document upload is rejected for any reason, the parent will receive an email with the reason for the rejection. After the error has been corrected, parents will be able to re-upload the document for verification.)

8. **Complete registration:** Your registration is complete once all items on the checklist have been completed.
9. **After registration:** After registration is complete, you can login at any time to view the status of your student-athlete and their participation of the team.

Additional Athletes

Under the same account, repeat steps 3-9 to register additional student-athletes.

Future Seasons & Years

Once your student-athlete has been added to your account, you only need to follow steps 5-8 to register them for another sport.

Transfer Students

Additional instructions for ALL transfer students:

1. If your student has transferred from one school to another and **not** as a result of a bona fide change of residence, you **must** file a hardship appeal.
2. Under the headline "HARDSHIP", in the section which asks "*Does (your student) wish to continue and file a hardship appeal?", click "YES" and follow instructions to complete.

For questions and more information, please contact:

Register My athlete Tech Support

Email Support: support@registermyathlete.com

Phone Support: (435) 213-1601

Phone Support Hours:

Monday – Friday: 7:00 AM – 4:00 PM Pacific Time