



## Instructions

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

- 1. Find your school:** Find your school by going to <http://registermyathlete.com/schools>. Select your state and find your school. Click on the school to continue to the next step.
- 2. Create an account:** Now begin creating your account by clicking on “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 new athlete:** The next step is to add an athlete. You can do so by clicking the “My athletes” tab on the left hand side of the page or by clicking “Add athlete” underneath the “My athletes” tab. This only needs to be done once during your athlete’s entire career at the school. The information entered here will carry over from year to year. This information includes your athletes contact information and medical information.
- 4. The athlete’s profile:** After you have created your athlete you will be brought to their profile page. This page is a summary of their information and involvement.

- 5. Register for a sport:** Click “register for a sport” to begin registration. You will be asked to choose which sport your athlete is registering for.
- 6. Registration checklist:** This page shows the status of your athlete’s registration. You will be asked to complete several steps to complete registration including agreeing to documents and completing the physical.
- 7. Physicals:** Physicals must be dated after March 1<sup>st</sup> of current year. Physical documents should be completed by the parents and medical professionals. All documents must be uploaded in the system. Uploaded documents will need to be verified by the school admin to be accepted as complete. If a document upload is rejected for any reason, the parent will receive an email with the rejection reason. After the error has been corrected, parents will be able to re-upload the document for verification.
- 8.** Your registration is complete once all items on the checklist have been completed. After registration is complete, you can log in at any time to view the status of your athlete and their participation on the team.
- 9. Additional athletes:** Under the same account, repeat steps 3-9 to register additional athletes.
- 10. Future seasons and years:** Once your athlete has been added to your account, you only need to follow steps 5-8 to register them for another sport.