



Instructions For Parents

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**. **IF YOU HAVE ALREADY CREATED AN ACCOUNT PLEASE GO TO WWW.REGISTERMYATHLETE.COM AND CLICK LOGIN. YOU WILL LOGIN WITH THE SAME ACCOUNT INFORMATION AS YOU DID LAST YEAR. IF YOU NEED ASSISTANCE GETTING INTO YOUR ACCOUNT PLEASE EMAIL US AT support@registermyathlete.com.**

1. **Create an account:** Go to <https://www.registermyathlete.com> Enter an email and password and then select "Create Account." The "Account Creation" page will appear where you will enter in the information asked for. At the bottom of this page, be sure to select "parent" from the options of the type of user you will be. Select the "Create Account" button when you have completed the form.
 - a. Your account has now been created. You will be able to see a page called "**Parent Register My Athlete Portal**." Click on the large button called "Parent" and you will be directed to a "Terms of Use" page. Complete the page and select "Submit."
 - i. **Register My Athlete Page Tutorial:** A grey box will appear that says "Welcome to your Register My Athlete landing page. We would love to show you around!" Please select the button "Ok Let's Go!" to receive a tutorial on how to navigate the page to complete your athlete's registration.
 - b. On the same page, you will see your "Tools" on the right side with the following options:
 - i. **Account Info:** This will show you the information you entered when creating the account like name, number, address, and security questions. Use this page to update/change the information as needed and then select the "Save" button.
 - ii. **Reset Password:** Use this button to change your password. Enter your new password and then select the "Save Password" button.
 - iii. **Request Coach/Admin Account:** If you are also an Administrator or Coach, and do not already have an Administrator/Coach account, then you can use this button to add that account to your Register My Athlete Portal.

- iv. **Merge Another Account:** This button will allow you to add any other existing account you have to this Register My Athlete Portal page.
- v. **Manage Active Accounts:** This button will allow you to view the schools where you have athletes and previous schools. Click “Remove” to change a current school from active to inactive. To activate or deactivate email announcements.
- vi. **Logout:** This button will log you out of your account and take you back to the main “registermyathlete” page.

2. Register and/or Add a new Athlete:

- a. On your main page you will see a grey banner that says “**What would you like to do?**” on the left side of the screen. Select the button “**Start/Complete a Registration.**” Then click **Start New Registration** at the top of the page to begin a new registration. (If you have previously started registrations for the current year, click on that registration to continue completing that registration.)
- b. You will be taken to the “Registration Checklist” where you will click “**Select a School**” (As you register, red buttons will turn green as that task is accomplished, new red buttons will appear to show the next step to complete)
Red button: task to complete
Yellow button: task in progress
Green button: task is complete
- c. Then click “**Select an Athlete.**” A box will appear where you will click on “**Add new Athlete**” to add a new athlete if needed. Complete the form and press “Submit” at the bottom of the page. (This can also be done by clicking the Show Navigation bar to the left of the screen and under My Athletes click Add a New Athlete)
- d. **Select the Year and Sport athlete will be participating in**
- e. **Update Athlete, Guardian, Insurance and Medical Info**
- f. **Yearly Questions Page :** This section contains two main sections but could contain more depending on the situation. The main two sections are the “Physical Tracking” and the “Transfer Verification” Complete both of these requirements.
- g. **School Requirements:** The next few steps (Electronic Documents, Physical Forms, Final E-Signatures) will complete the school-specific requirements such as a physical form, code of conduct, insurance, media release, consent to participate, legally binding e-signatures, etc.

Physical documents should be completed by the parents (or medical professionals as needed). Parents have the ability to upload these physical documents to the system. Uploaded documents will need to be verified by the admin at the school prior 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.)

- h. **Complete registration:** Your registration is complete once all items on the checklist have been completed.
- i. **After registration:** After registration is complete, you can login at any time to print the certificate of completion and view your status.
- j. **Certificate of Completion:** Login to your parent portal. Click Complete/Start registration. Click the sport and year you need to print the certificate of completion for. After you click the sport, click on print Certificate of Completion on the right side under the "Registration Summary."

Click on each box to complete the required tasks

Registration Checklist:

<input checked="" type="checkbox"/> Complete	Electronic Documents
<input checked="" type="checkbox"/> Complete	Final E-Signature
<input checked="" type="checkbox"/> Complete	Physical Documents
	Checkout your school's store!

Registration Summary	
Status	Complete
Actions	Print Registration Profile Print Certificate of Completion
School	Faith Lutheran Middle School & High School
City	Las Vegas, NV
Athlete	[REDACTED]
Grade	12
Year	2020-2021
Sport	Football

Register My Athlete Tech Support

Email Support: support@registermyathlete.com

Support Hours: Monday-Friday 8:00am-5:00pm