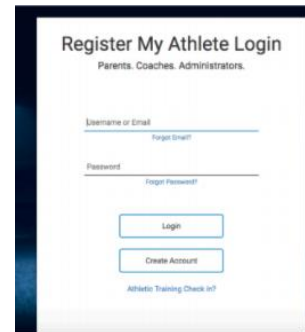


Register My Athlete Instructions

(For First Time/New Users)

Creating New Account:

1. Go to <https://registermyathlete.com/login>
2. Click Create Account
3. Fill out Information Needed



The image shows the 'Register My Athlete Login' page. At the top, it says 'Parents, Coaches, Administrators.' Below that are two input fields: 'Username or Email' with a 'Forgot Email?' link, and 'Password' with a 'Forgot Password?' link. At the bottom, there are two buttons: 'Login' and 'Create Account'. A link for 'Athlete Training Check in?' is also visible.

Click on Parent Button:

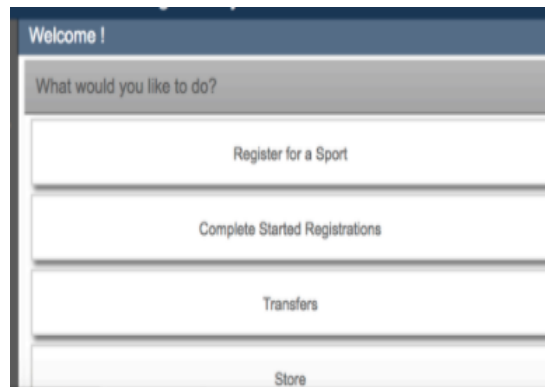
- Accept Terms of use.



The image shows the 'Parent Register My Athlete Portal'. It features the 'Register My Athlete' logo and a large 'Parent' button. To the right, there is a 'Tools' menu with options: 'Account Info', 'Reset Password', 'Request Coach/Admin Account', 'Merge Another Account', 'Manage Active Accounts', and 'Logout'.

Welcome Screen:

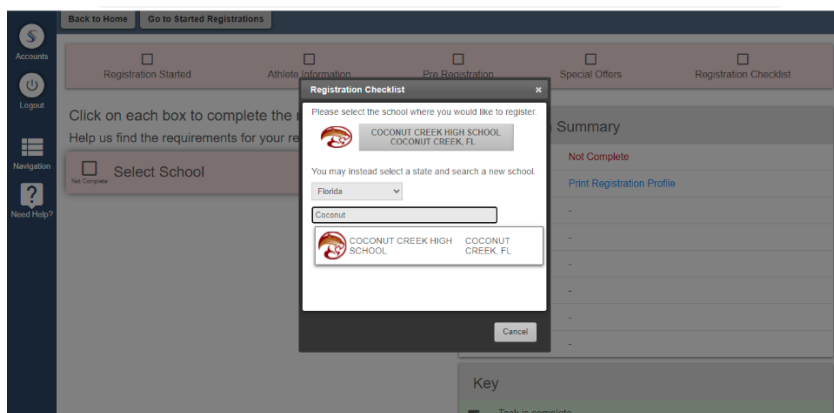
- Select Register for a Sport



The image shows a 'Welcome!' screen with the question 'What would you like to do?'. Below the question are four large buttons: 'Register for a Sport', 'Complete Started Registrations', 'Transfers', and 'Store'.

Registration Screen Below:

- Follow the Steps
 - Select School: Florida, Coconut Creek High School



The image shows a 'Registration Checklist' screen. A modal window is open, asking the user to 'Please select the school where you would like to register'. The modal shows a dropdown for 'Florida' and a search bar containing 'Coconut'. Below the search bar, two search results are displayed: 'COCONUT CREEK HIGH SCHOOL' and 'COCONUT CREEK, FL'. The background screen shows a 'Select School' button and a 'Summary' section with a 'Not Complete' status and a 'Print Registration Profile' link.

- Select Athlete
- Add New Athlete
- Fill out all the Information in the provided fields

The screenshot shows a web form titled "Add a New Athlete" for Coconut Creek High School. The form has a "Cancel" button at the top left. The fields are as follows:

- *Athlete's Full Legal Name (first middle last) (As found on a legal document such as a birth certificate, passport, etc.)
- Suffix: None (Jr., 3rd, etc.)
- *Documentation: Select (The document that has the full legal name)
- *Date Of Birth: MM/DD/YYYY
- *Athlete First Name
- Athlete Middle Name
- *Athlete Last Name

- Select the 21-22 School Year
- Select the Sports that Your Child Will Participate in this Year
- Confirm Your Selections

Complete Registration Profile

The screenshot shows a dashboard for "Complete Registration Profile". At the top, there are buttons for "Back to Home" and "Go to Started Registrations". Below that is a progress bar with four steps: "Registration Started" (checked), "Athlete Information" (checked), "Pre Registration" (checked), and "Registration Checklist" (unchecked). Below the progress bar, it says "Click on each box to complete the required tasks".

The "Registration Checklist" has four items:

- Electronic Documents (Complete)
- Final E-Signature (Not Complete, 1)
- Physical Documents (Not Complete, 3)
- Fundraisers (Not Complete, 1)

To the right is a "Registration Summary" table:

Status	Not Complete
Actions	Print Registration Profile
School	COCONUT CREEK HIGH SCHOOL
City	COCONUT CREEK, FL
Athlete	Athlete, Test
Grade	9
Year	2020-2021
Sport	Softball

Below the table is a "Key" section.

- All four tasks must be completed in order to be eligible to tryout for a sport. Please click on each item and follow the steps provided. When completed it will turn green.
- **For Physical Documents:** Physical documents must be downloaded and printed, or these documents can be picked up from Aline Valiengo, Athletic Trainer, or Sean Leonardo, Assistant Athletic Director. The parent must take their child and form EL2 to a physician for the physical. These must be signed and dated no earlier than one month before their first tryout for the year. Once completed please upload the document for approval if unable to upload, please turn in to Aline Valiengo.

*****Please Note:** Once all of these steps have been completed and approved your child will be eligible to participate in activities. If for some reason a form is denied, you will receive an email from the RMA system notifying you of an issue. **PLEASE MONITOR YOUR SPAM FOLDER AND CHECK THE SYSTEM FOR YOUR CHILD'S STATUS! STUDENTS CANNOT PARTICIPATE UNTIL THIS PROCESS HAS BEEN COMPLETED.**

****** IF YOU NEED MORE HELP WITH ANY OF THIS PROCESS OR HAVE ANY QUESTIONS PLEASE CONTACT THE FOLLOWING VIA EMAIL.**

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