Parent Training - Register My Athlete Users

Go to <u>www.registermyathlete.com</u> and select Login



Request Demo

3400 Schools Served 498 075 Happy Customers

States Served

28

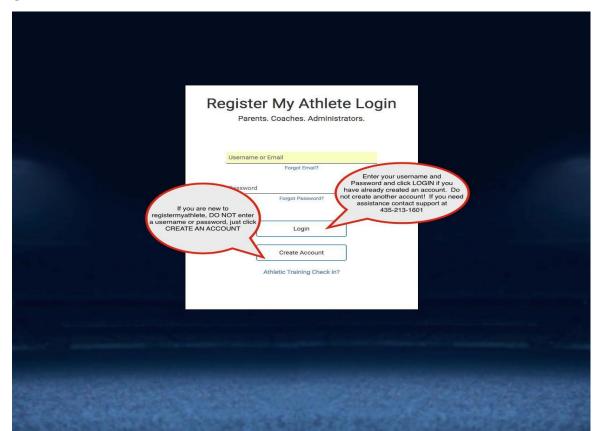
Cleaning Up Paperwork

RegisterMyAthlete is designed to streamline the process of student/athlete registration for students, parents, coaches and school administrators. From signing documents online to creating team rosters and tracking eligibility, RegisterMyAthlete provides a one-stop solution.



First time users will enter nothing, just click Create Account. Returning users - enter your user email and password and click Login. NOTE: Returning Users who have forgotten User Email/Password, there are instructions at the end of this

document.



First time users - Enter Parent Information

- ❖ The email you use will be your login
- Remember your password!
- You will need these each time you login
- Make sure to mark Parent, then click Submit

If you are a returning user you may be asked to update your information.

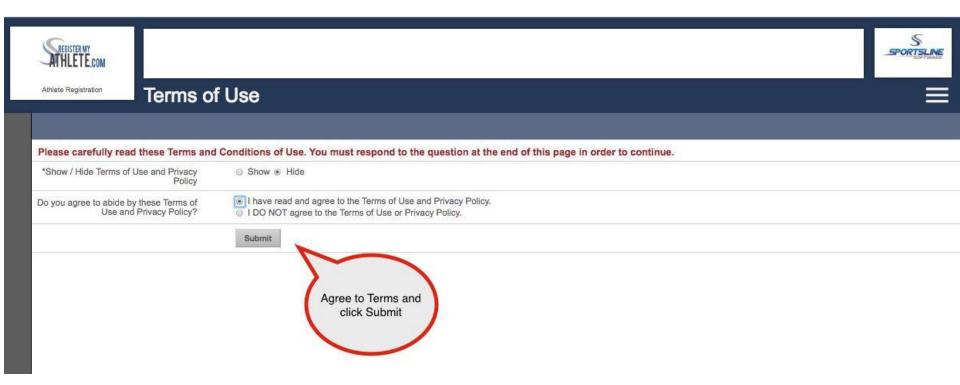
This email is your username for this account emsteele@amail.co. Remember this password! You will need it every time you login (435) 230-5639 Phone 2 (Optional) I would like to be able to receive communication via text message Address 1234 Main stree Street 2 (Optional) Time Zone Security Questions First Pet's Nick Name City Where You Were Born I will be using this software primarily as a(n): parent

Account Creation

Once you have logged in/Created an account, click on Parent

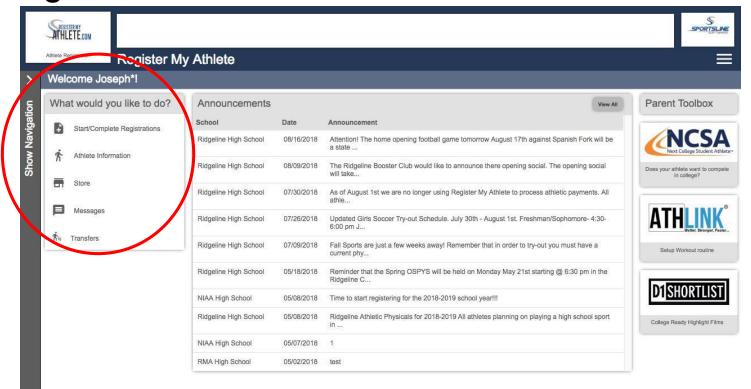


Agree to terms, and submit

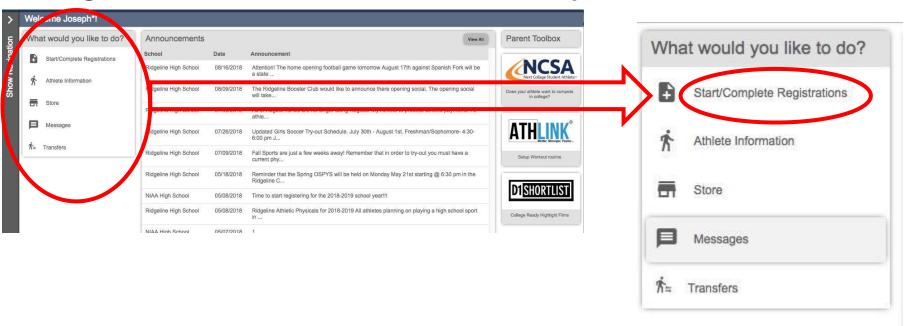


The first time you login, you can learn about the site with a quick tutorial, or you can choose to not take the tutorial.

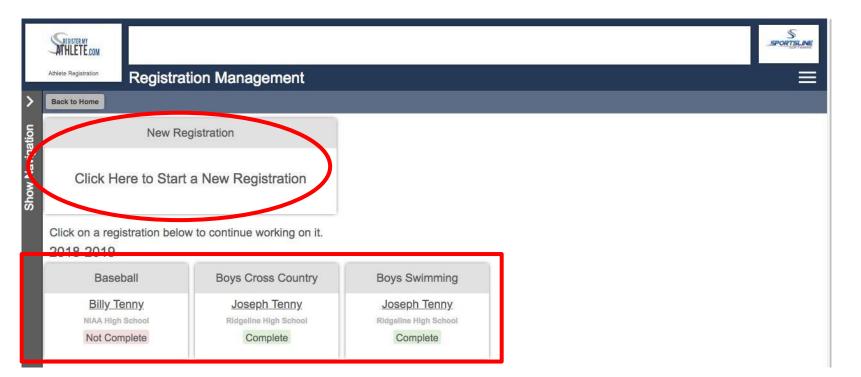
From this main page you can register for a sport, Complete a Started Registration, or go to Show Naviagtion



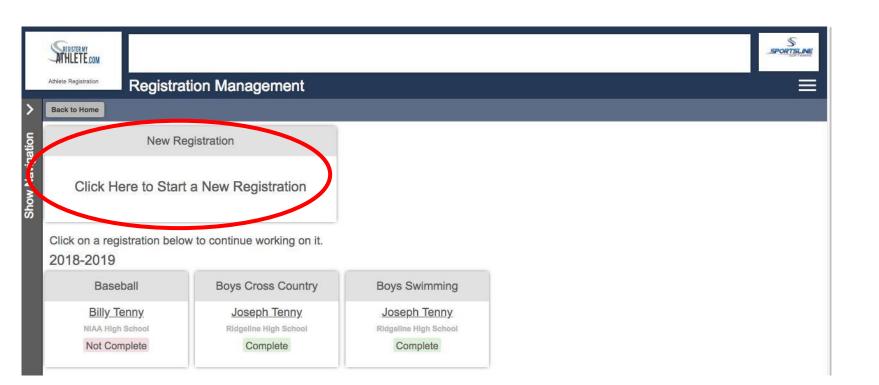
To Register for a sport, click <u>Start/Complete</u> Registrations under *What would you like to do?*



Now you can start a New Registration, Complete a Registration previously started, but not finished, or view a Complete registration.



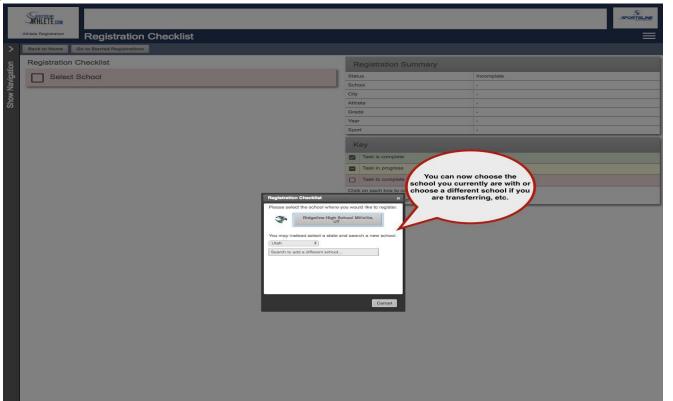
Click "Click Here to Start a New Registration" to begin a new registration



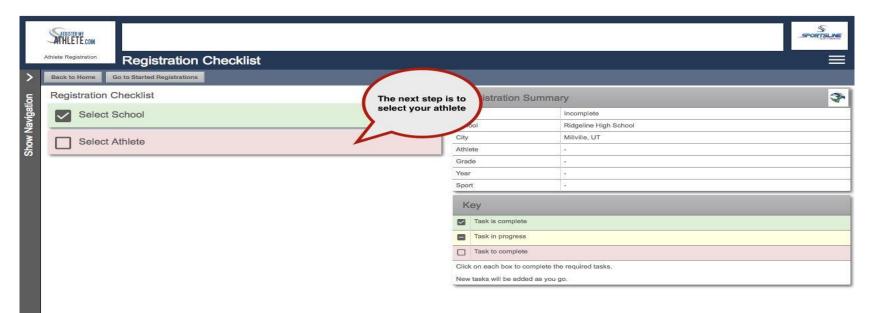
Step 1 - Select School



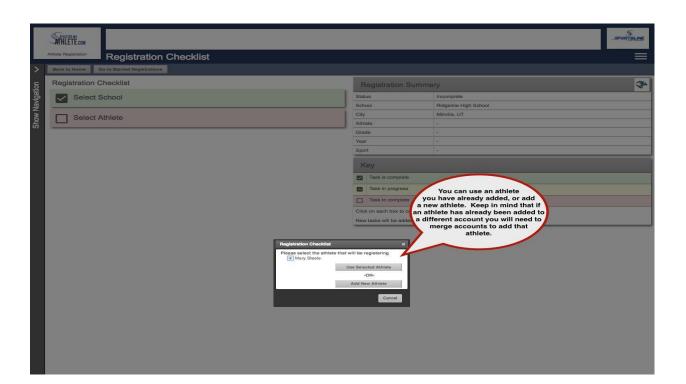
If you have ever previously chosen a school you can select that school, and if you need to choose a different school, you can do that as well.



Step 2 - Select Athlete

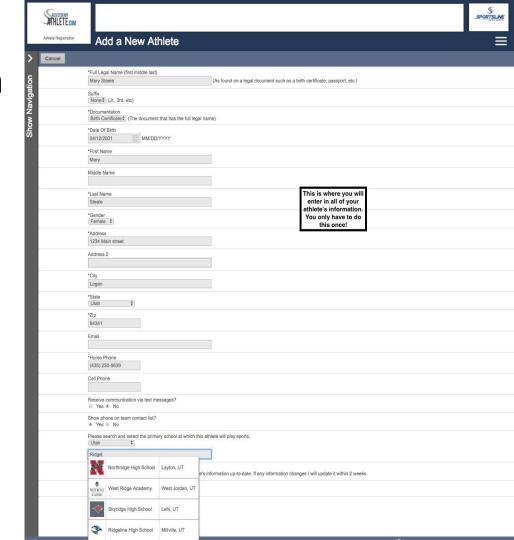


If your athlete is already in the system, select them. Otherwise you will need to add them into the system.

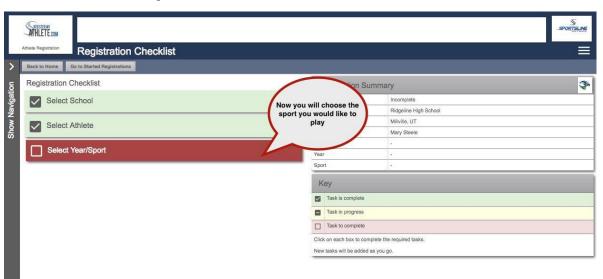


Enter athlete information

You only need to enter once!



Step 3 - Select Year/Sport



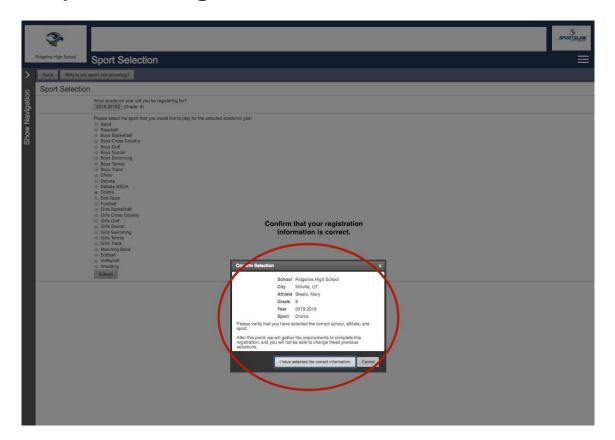
Make sure to choose the correct year! This cannot be changed!



Choose the sport

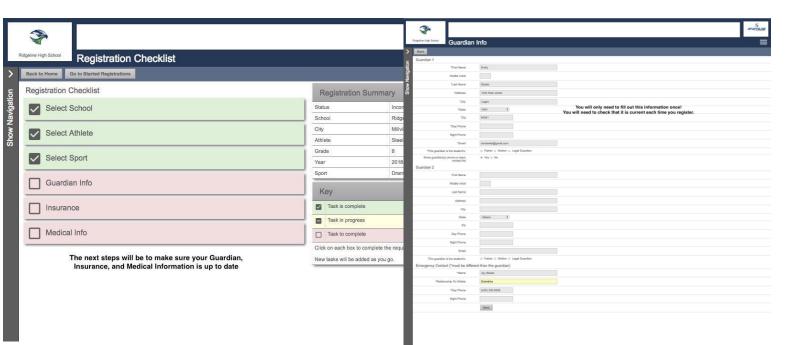


Confirm your Registration



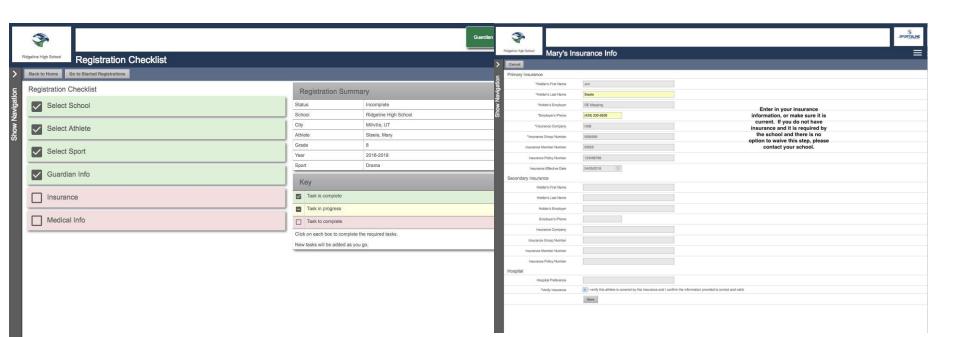
Step 4 - Guardian information

- ❖ Your first registration you will need to enter in all the information
- It will auto fill for you to check each registration after that



Step 5 - Insurance Information

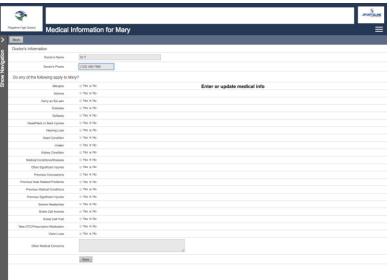
- ❖ Your first registration you will need to enter in all the information
- It will auto fill for you to check each registration after that



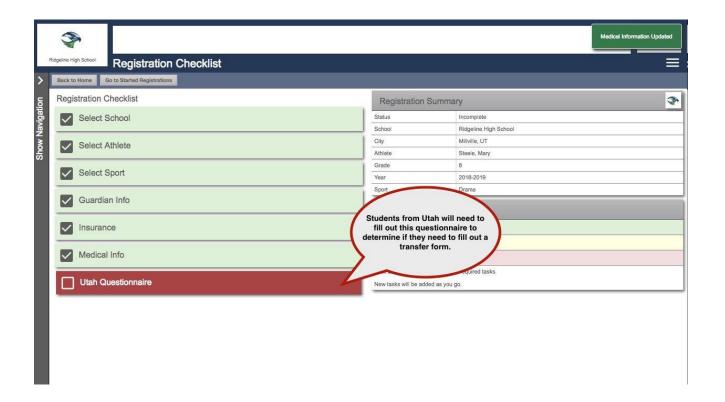
Step 6 - Medical Information

- ❖ Your first registration you will need to enter in all the information
- It will auto fill for you to check each registration after that

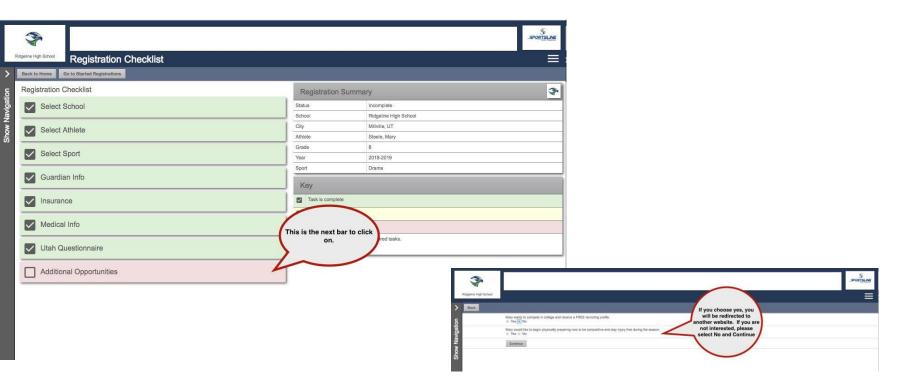




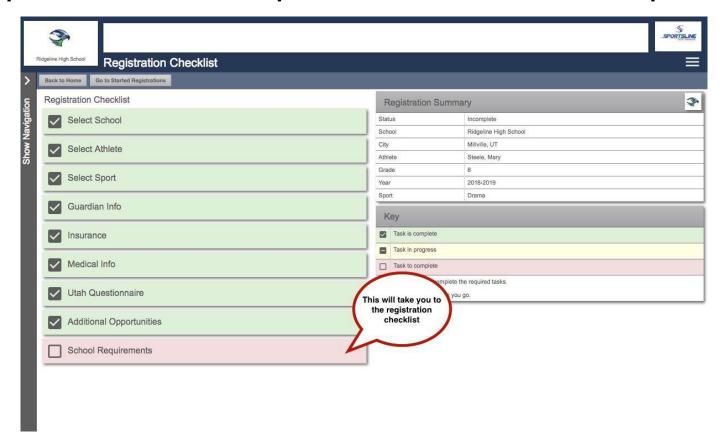
Step 7 - Schools that use a transfer system of any kind will have a questionnaire to fill out, if not you will not have this step. If you are a Transfer student, you will be directed to steps to complete the transfer process before you can proceed with your registration



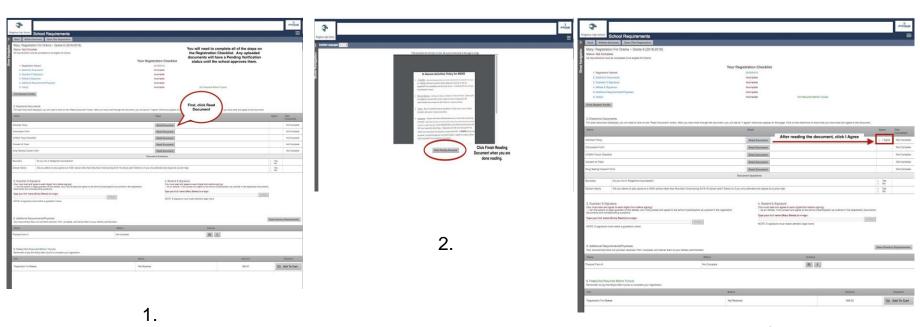
Step 8 - Additional Opportunities gives athletes and parents a chance to sign up for other services



Step 9 - School Requirements: the last step!

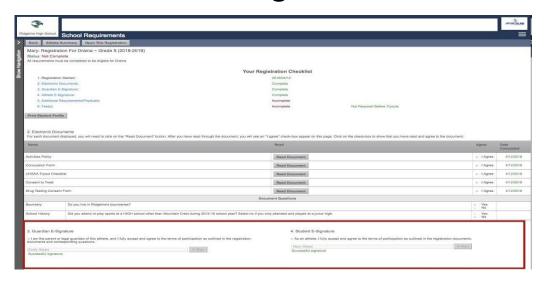


If your school has electronic documents, you will need to read the documents and agree



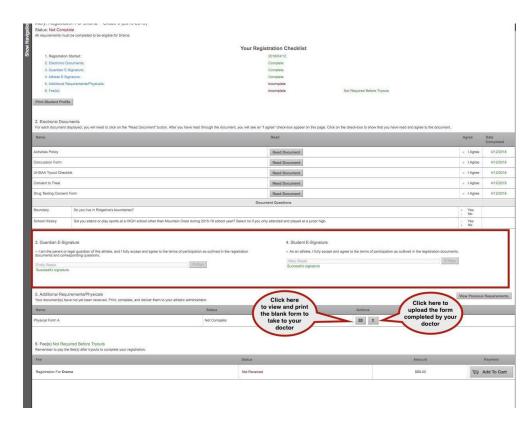
3.

After reading and agreeing to documents and answering any document questions, the parent and athlete will need to e-sign.



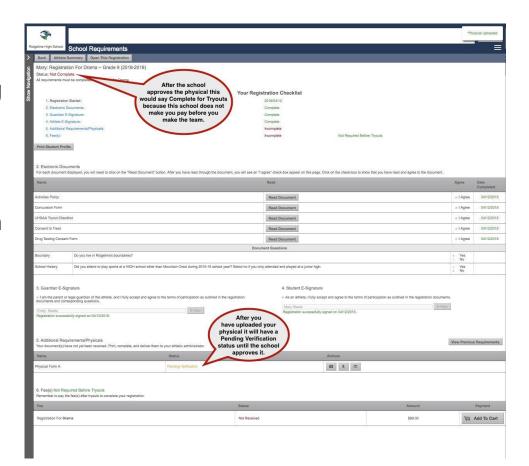
If your school uses uploaded physicals, report cards, etc., you will upload them here.

- All pages must be in one file
- File must be a PDF or JPEG
- You can take pics and login with your phone - you MUST use the google chrome app on a mobile device - and add the documents that way as well

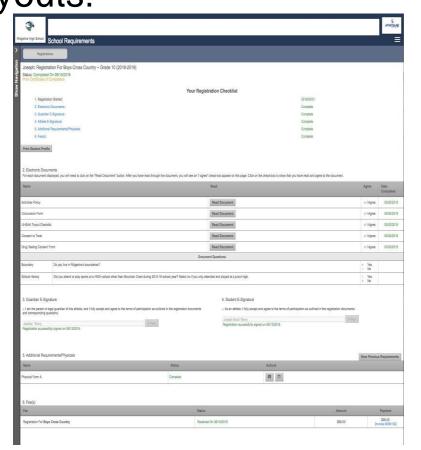


School must approve all uploads

- Physical will say Pending Verification until a school Admin approves it
- Registration will say Not Complete until the Admin approves physicals and other uploads



After the school admin approves all uploads, you are Complete for Tryouts!

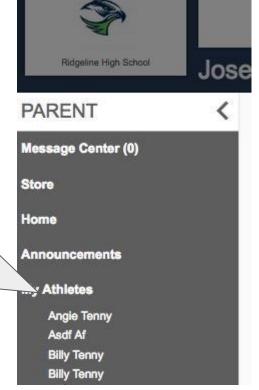


If you ever need to make changes to your athlete's profile due to...

- Incorrect grade in school
- Incorrect graduation year
- Guardian, Insurance, or Medical information
- Emergency Contact information
 - Click Show Navigation
 - Click on your athlete's name

Go to Show

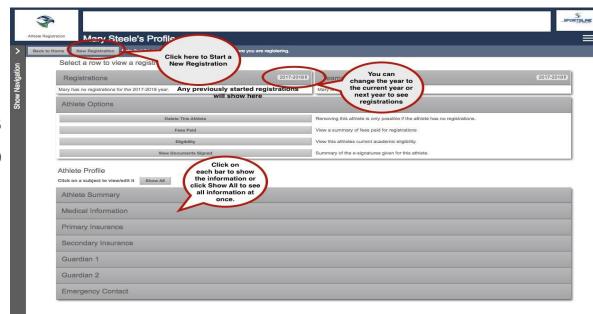
Navigation and
Under "My
Athletes" click on
your athlete's
name to access the
Athlete Profile
Page



Athlete Profile Page

Here you can:

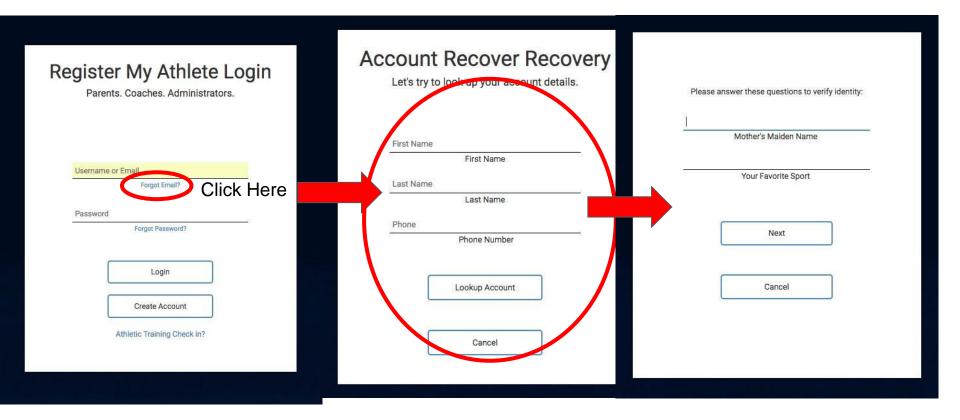
- Register for a Sport
- View current registrations
- View and edit Athlete info



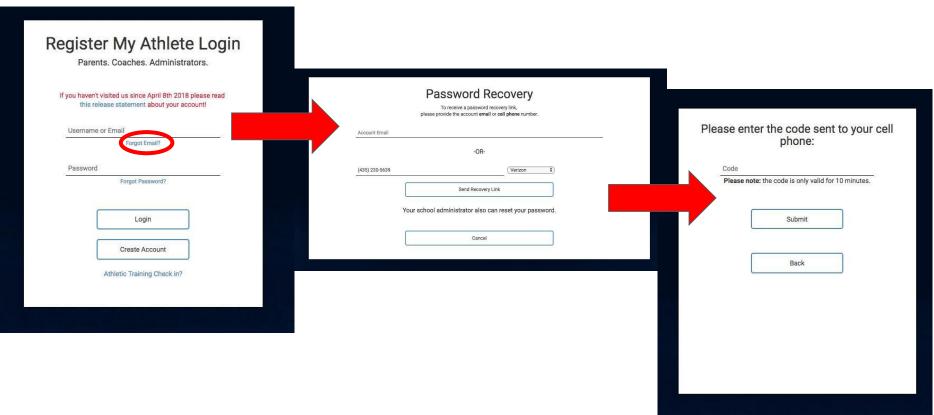
The Athlete Summary is where you edit athlete info. Click on any of the other gray bars to edit guardian, insurance, medical, or emergency contact info. Click "Click Here to Edit" to change information

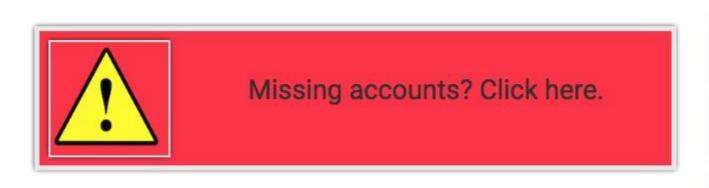
ack to H	Mary Steele's Profile	unique to the school where you are registering.			
	Select a row to view a registration or team.				
	Registrations	2017-2018\$	Teams		2017-2018\$
	Mary has no registrations for the 2017-2018 year.		Mary is on no teams	s for the 2017-2018 year.	
	Athlete Options				
		his Athlete	Removing this athlet	te is only possible if the athlete has no registrations.	
	Fees Paid		View a summary of fees paid for registrations		
	Eligibility		View a summary or rees paid for registrations View this athletes current academic eligibility.		
	Segment Services Serv				
	Athlete Summary Click Here to Edit (Last Updated 04/12/2018)				
		Click Here to Edit (I s	not Undated 04/12/2018	8)	3
	Full Legal Name	Click Here to Edit (Le	ast Updated 04/12/2018	Mary Steele	
	Full Legal Name Documentation	Click Here to Edit (Le	ast Updated 04/12/2018		
	The state of the s	Click Here to Edit (Le	ast Updated 04/12/2018	Mary Steele	
	Documentation	Click Here to Edit (La	ast Updated 04/12/2018	Mary Steele Birth Certificate	
	Documentation Address Email Cell Phone	Click Here to Edit (Le	ast Updated 04/12/2018	Mary Stoele Birth Certificate 1234 Main street	
	Documentation Address Email Cell Phone Home Phone	Click Hore to Edit (La	ast Updated 04/12/2018	Mary Steele Birth Certificate 1234 Main street (438) 230-5639	
	Decumentation Address Email Cell Phone Home Phone Gender	Click Here to Edit (La	ast Updated 04/12/2018	Mary Stoele Birth Cartificate 1234 Main street (435) 230-5639 Female	
	Documentation Address Email Cell Phone Home Phone Gender Date Of Birth	Click Here to Edit (La	ast Updated 04/12/2018	Mary Stoele Birth Certificate 1234 Main street (435) 230-5639 Female 2001-04-12	
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	Decumentation Address Email Cell Phone Home Phone Gender Date of Birth Grade Graduation Year	Click Here to Edit (La	ast Updated 04/12/2018	Mary Steele Birth Cardificate 1234 Main street (435) 230-5639 Female 2001-04-12 8 2022	
	Documentation Address Email Cell Phone Home Phone Gender Date Of Birth Grades Graduation Year Show phone on contact list	Click Here to Edit (La	ast Updated 04/12/2018	Mary Steele Birth Cardificate 1234 Main street (435) 230-5639 Female 2001-04-12 8 2022	
	Documentation Address Email Cell Phone Home Phone Gender Date Of Birth Grade Graduation Year Show phone on contact list Admin Notes	Click Hore to Edit (La	ast Updated 04/12/2018	Mary Steele Birth Cardificate 1234 Main street (435) 230-5639 Female 2001-04-12 8 2022	
	Documentation Address Email Cell Phone Home Phone Gender Date Of Birth Grade Graduation Year Show phone on contact list Admin Notes Medical Information	Click Hore to Edit (La	ast Updated 04/12/2018	Mary Steele Birth Cardificate 1234 Main street (435) 230-5639 Female 2001-04-12 8 2022	
	Decumentation Address Email Gell Phone Home Phone Gender Date of Birth Grade Graduation Year Show phone on contact list Admin Notes Medical Information Primary Insurance	Click Hore to Edit (La	ast Updated 04/12/2018	Mary Steele Birth Cardificate 1234 Main street (435) 230-5639 Female 2001-04-12 8 2022	
	Decumentation Address Email Cell Phone Home Phone Gender Date of Birth Graduation Year Show phone on contact list Admin Notes Medical Information Primary Insurance Secondary Insurance	Click Hore to Edit (La	ast Updated 04/12/2018	Mary Steele Birth Cardificate 1234 Main street (435) 230-5639 Female 2001-04-12 8 2022	

Returning Users: If you have forgotten your User Email, Click Forgot Email? Enter your first and last name and phone number, then answer the Security questions to get your User Email. If you still need assistance, email support@registermyathlete.com with the name of your athlete and the school they attend and ask for assistance with your user email.

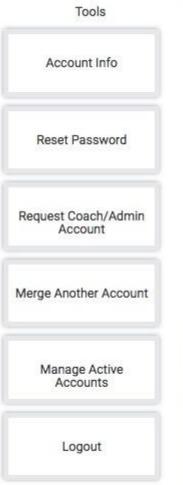


If you have forgotten your Password, Click Forgot Password, use your email or phone number. If you use your phone number you will get a code texted to you to help you get logged in. If you still need assistance, email support@registermyathlete.com with the name of your athlete and the school they attend and ask for assistance with your user password.

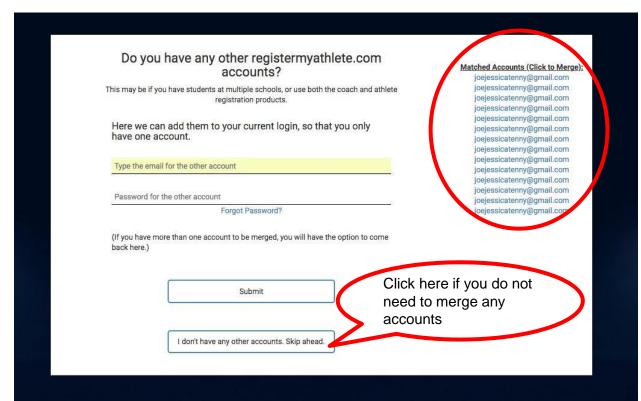




If your Missing Accounts? Button is RED, you may have accounts that need to be merged. Click on the Missing Accounts? button



Merge Accounts



Any accounts that match and need to be merged are found to the right and you can click on them to merge. You can also enter in emails and passwords for accounts you know are associated with your account. If you still need assistance, email support@registermyathlete.com with the name of your athlete and the school they attend and ask for assistance with merging accounts.