Parent Training – Register My Athlete Users
Go to www.registermyathlete.com and select Login

Click here
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.
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 your student for a sport, at Start/Complete Registrations.
To Register for a sport, click **Start/Complete 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 Here to Start a New Registration

Click "View/Complete Registration" below to continue working on your registration.

**2020-2021**

<table>
<thead>
<tr>
<th>Date Started</th>
<th>Student</th>
<th>School</th>
<th>Sport</th>
<th>Status</th>
<th>Go to Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 Dec 2020</td>
<td>Ethan Hunt</td>
<td>Hug High School</td>
<td>Baseball</td>
<td>Transfer Pending</td>
<td>View/Complete Registration</td>
</tr>
<tr>
<td>13 Jan 2021</td>
<td>Ethan Hunt</td>
<td>VNN Test School</td>
<td>Baseball</td>
<td>Not Complete</td>
<td>View/Complete Registration</td>
</tr>
<tr>
<td>13 Jan 2021</td>
<td>Ethan Hunt</td>
<td>VNN Test School</td>
<td>Boys Basketball</td>
<td>Ready For Tryouts</td>
<td>View/Complete Registration</td>
</tr>
<tr>
<td>23 Dec 2020</td>
<td>Ethan Hunt</td>
<td>Test School</td>
<td>Boys Golf</td>
<td>Not Complete</td>
<td>View/Complete Registration</td>
</tr>
</tbody>
</table>
Click “Click Here to Start a New Registration” to begin a new registration
Step 1 – Select School

Click here
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.

You can now choose the school you are currently at or choose a different school if you are transferring, etc.
Step 2 - Select Athlete

Click on each box to complete the required tasks.

The next step is to select your athlete.
If your athlete is already in the system, select them. Otherwise you will need to add them into the system.
Enter athlete information

This is where you will enter in all of your athlete's information. You only have to do this once!
Step 3 - Select Year/Sport
Make sure to choose the correct year! This cannot be changed!
Choose the sport

Select the sport. If you do not see your sport contact Support or your school.

If the grade is wrong, you can change that on the athlete profile by clicking navigation, athlete's name, and then edit the Athlete profile.
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
If your school has electronic documents, you will need to read the documents and agree to them.

1. Click to open document
2. Select I have read the document
3. Agree to the document
4. Answer any questions
After reading and agreeing to documents and answering any document questions, the parent and athlete will need to e-sign. Click submit when done.
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 your school requires fees you’ll need to pay those. Fees are not required to pay before tryouts.
If you ever need to make changes to your athlete’s profile due to...

- Incorrect name or grade in school
- Incorrect graduation year
- Guardian, Insurance, or Medical information
- Emergency Contact information

1. Click Athlete Information
2. Click on your athlete’s name
Athlete Profile Page

Here you can:

❖ 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.
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.