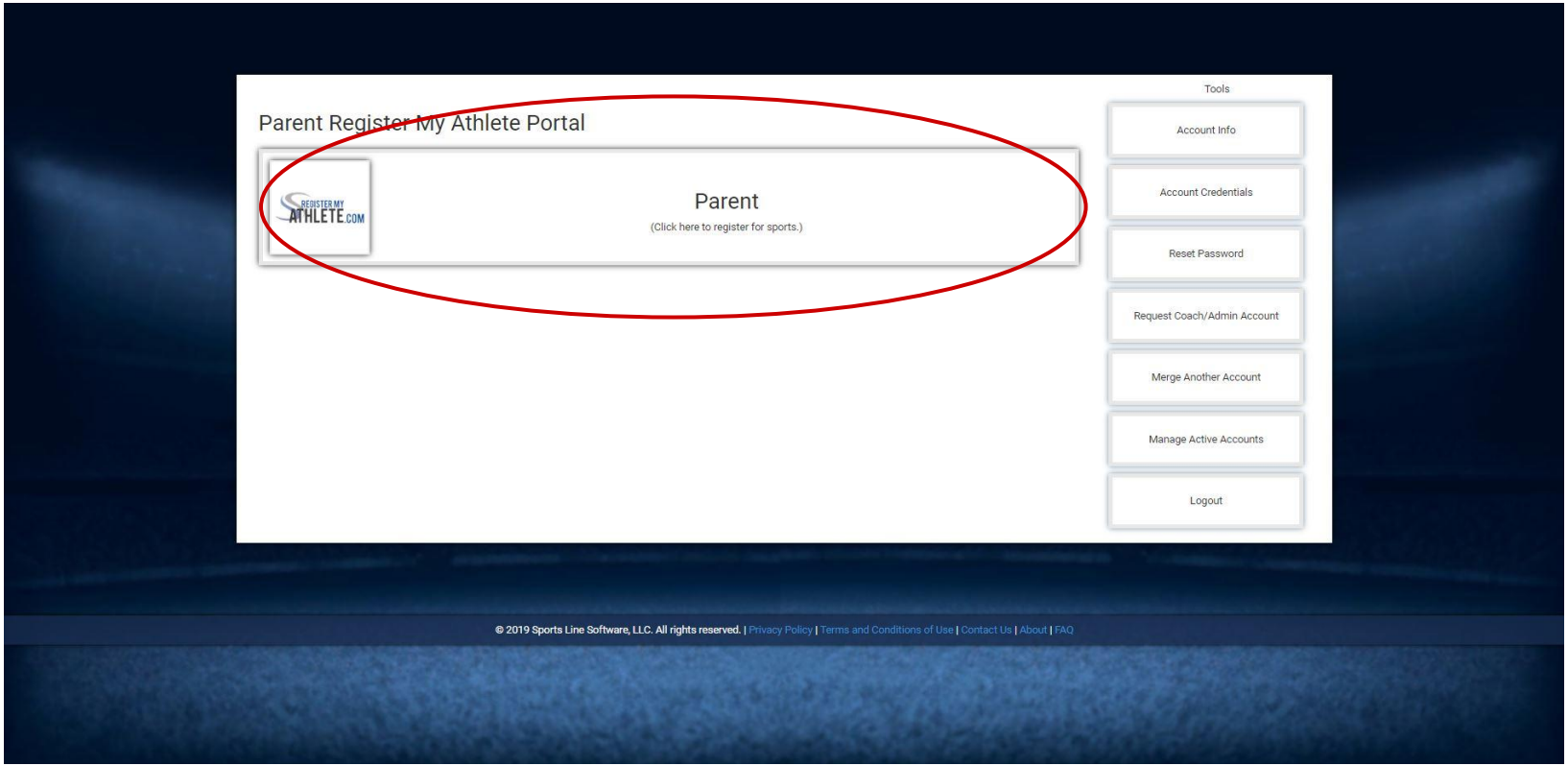
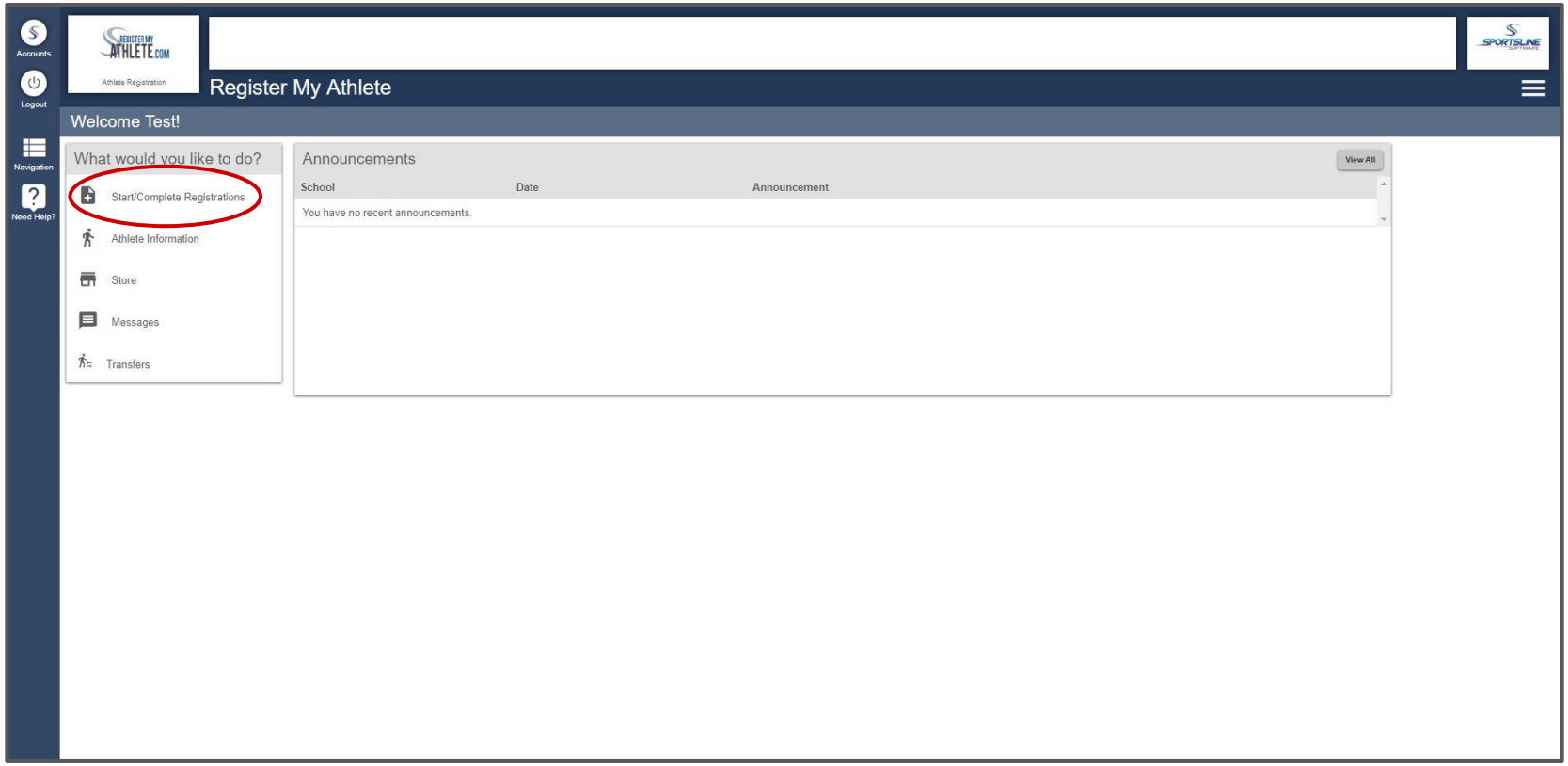
Parent Training
Register My Athlete Users

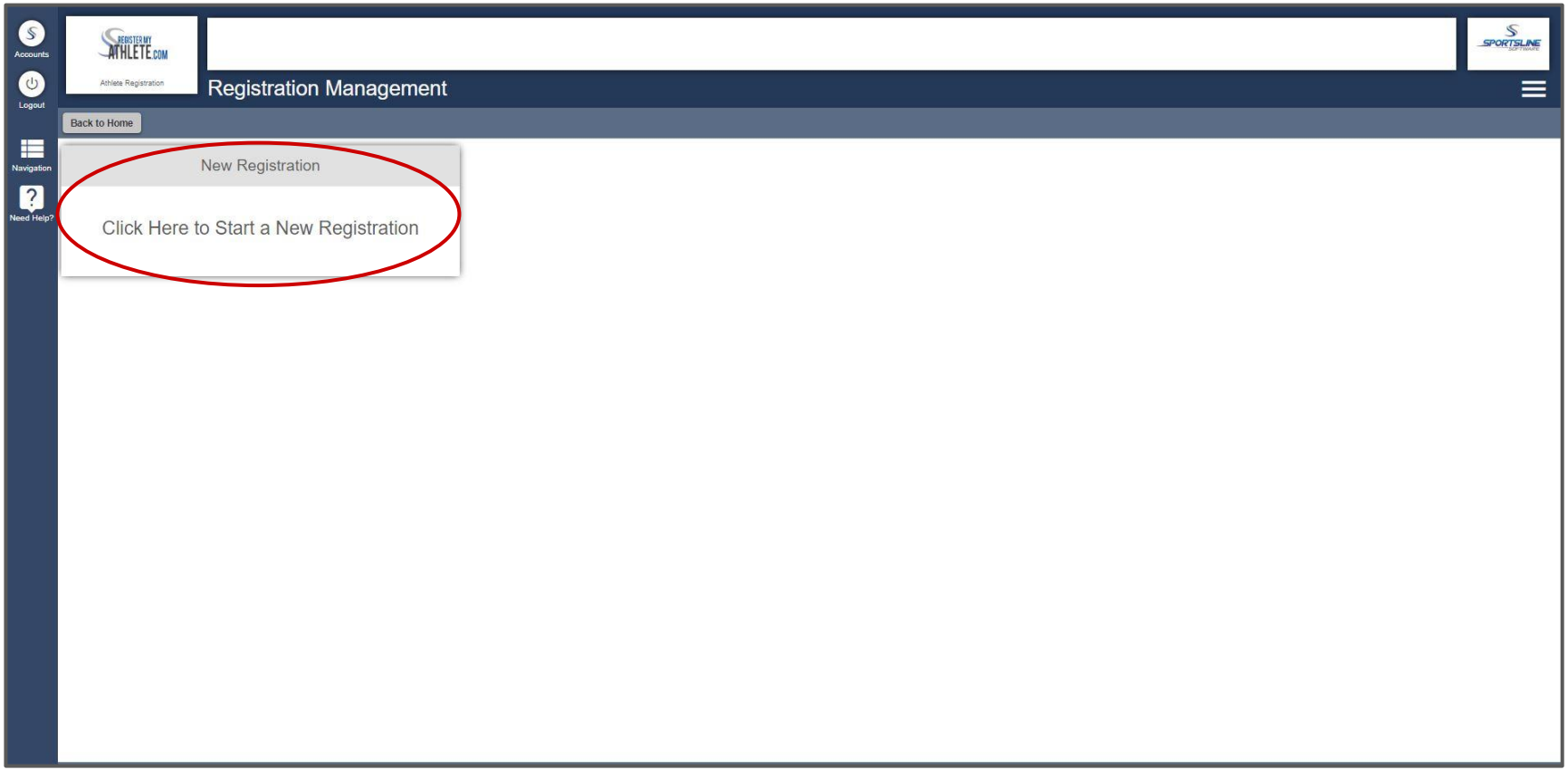
After logging in, click on your “Parent” button.



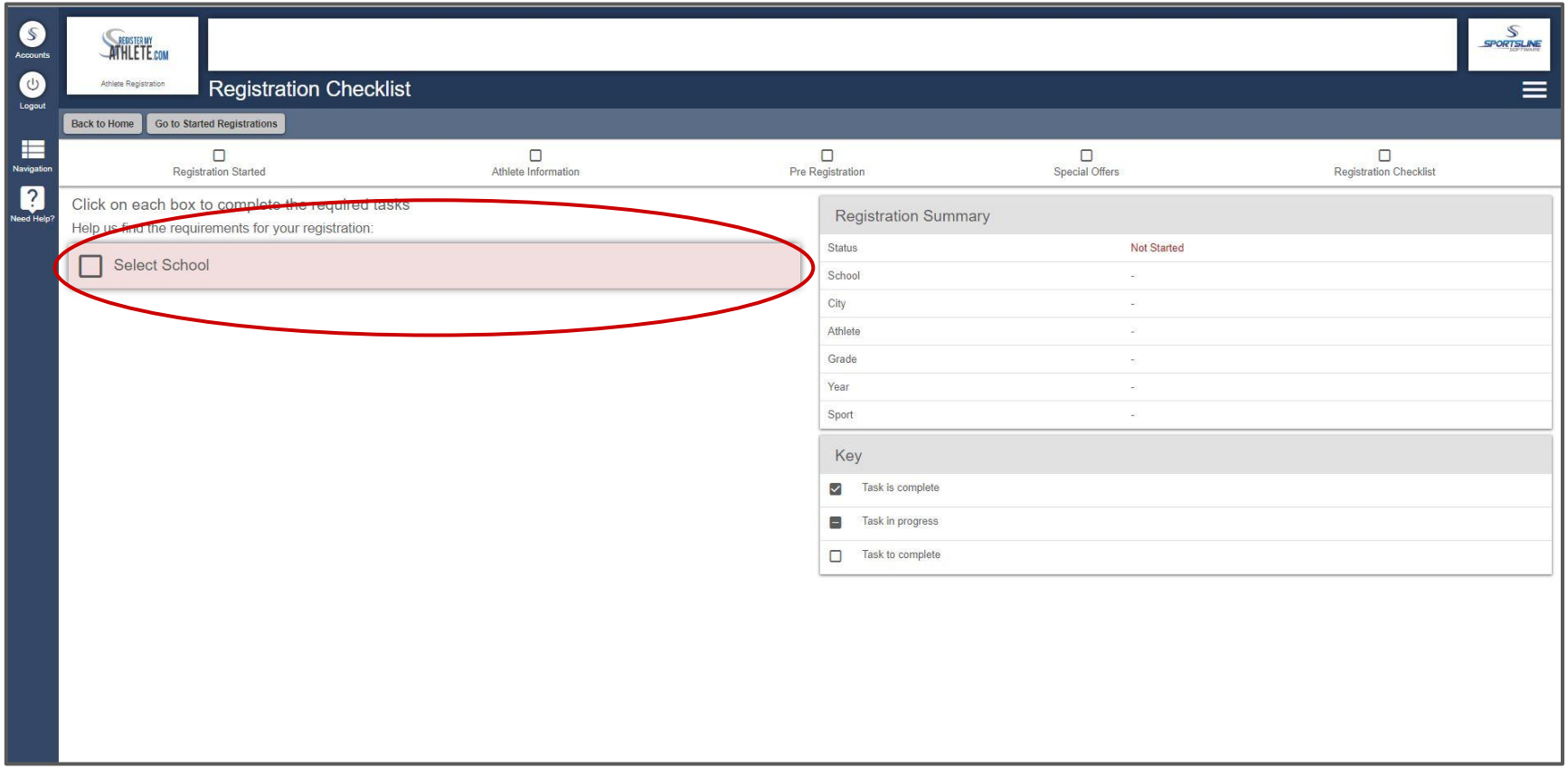
Click on “Start/Complete Registration”



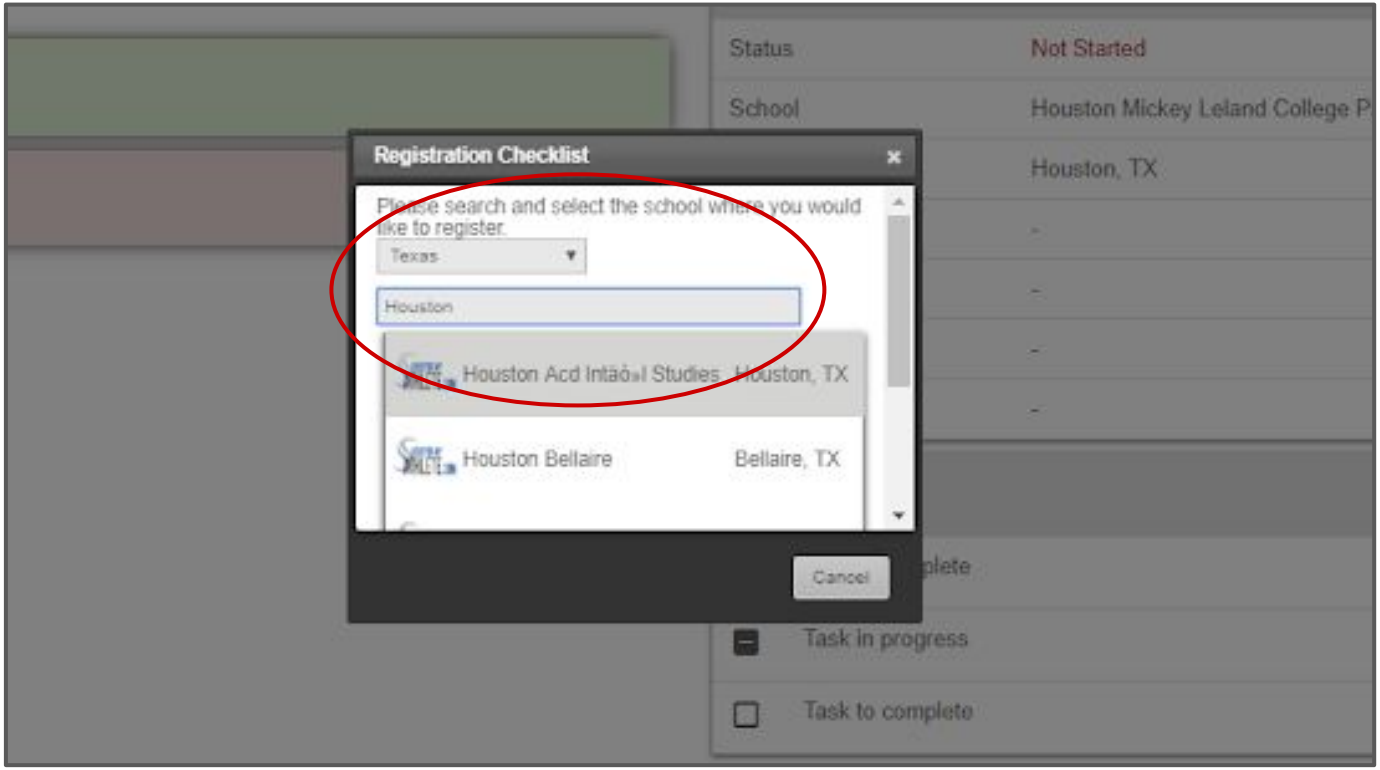
Click on “Click Here to Start a New Registration”



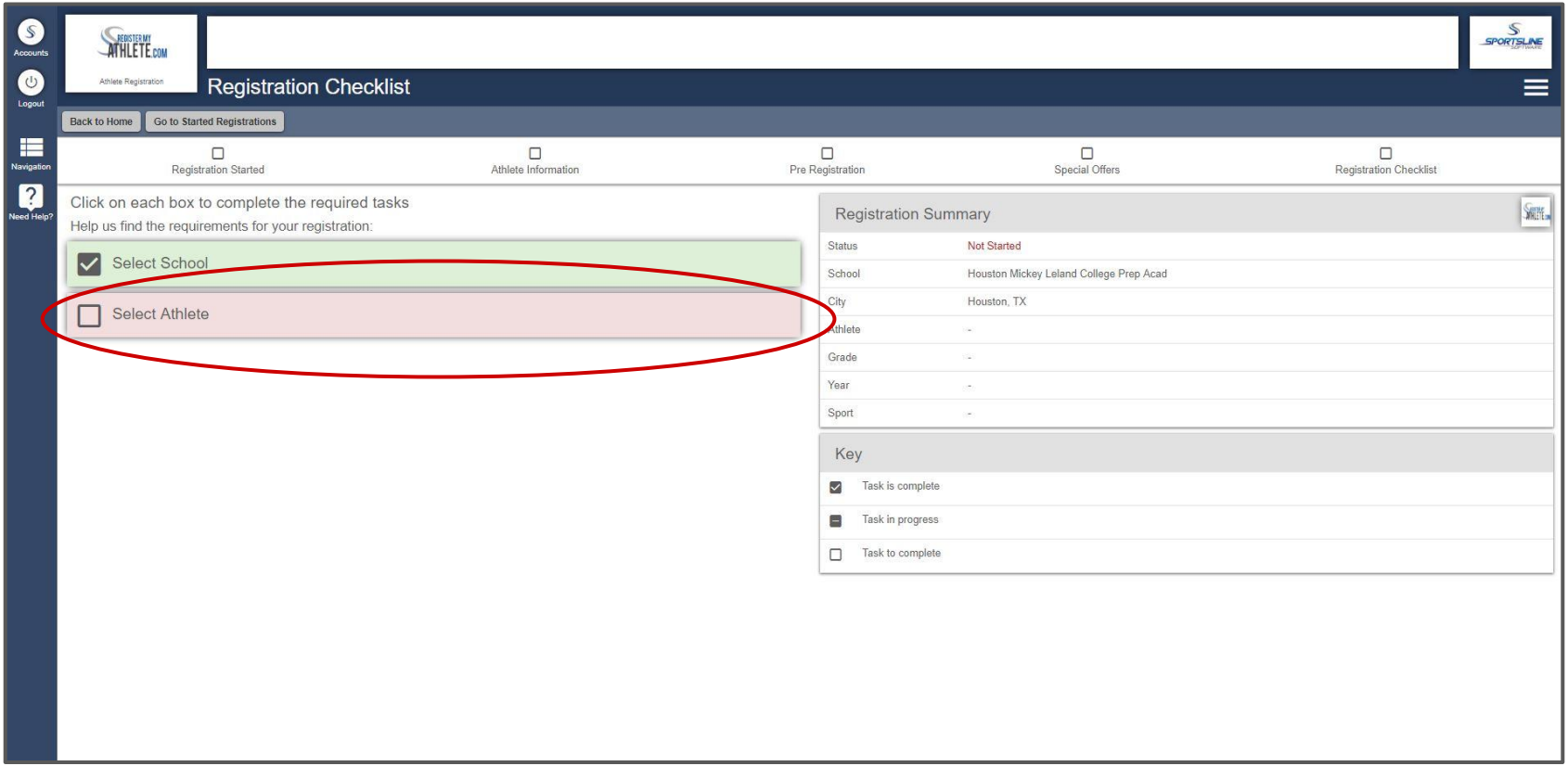
The first step of starting your registration is selecting your athlete's school where they will be registering for sports.



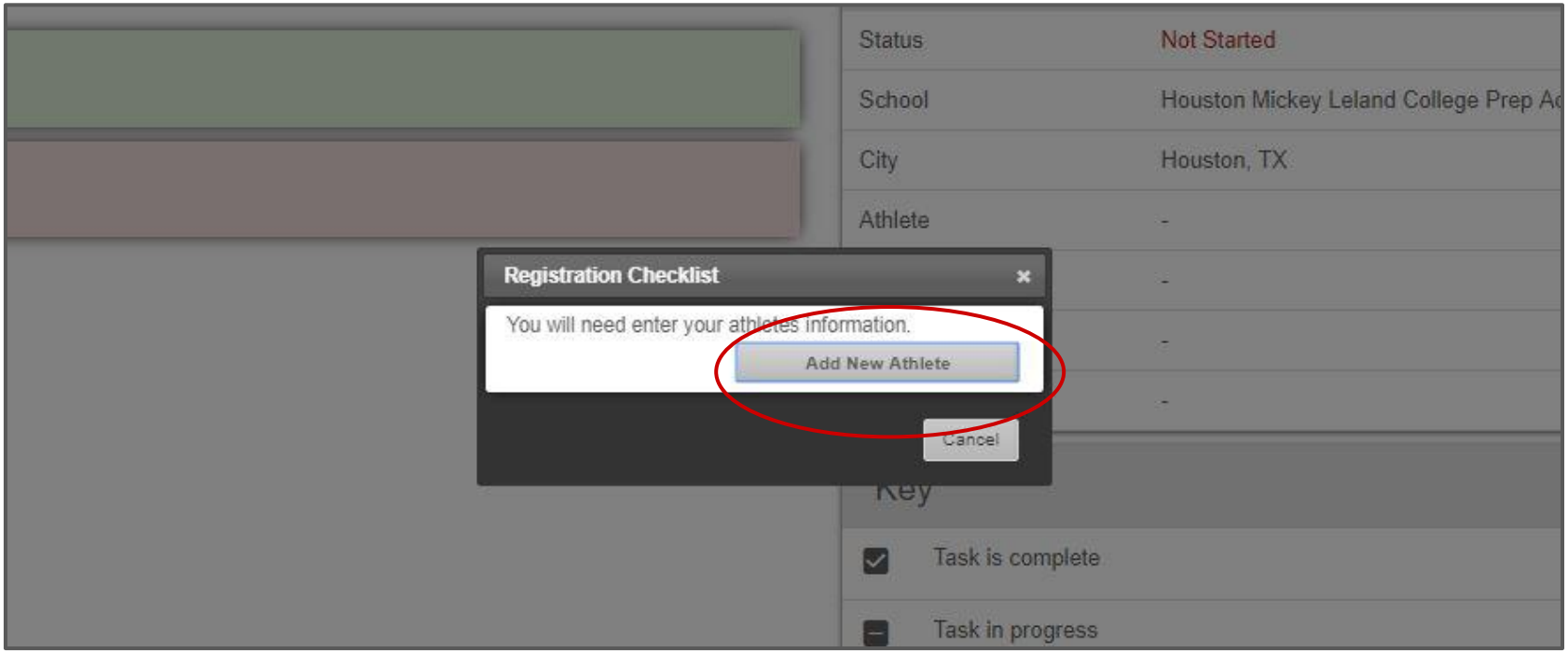
Select your State. In the search bar below, begin typing the name of your school. Click on correct school.



The second step of starting your registration is selecting your athlete's name who will be registering to play sports.



If you have not yet created their “Athlete Profile” this can be done by clicking “Add New Athlete” otherwise you would click on their name.



Fill out all required information and click “Submit”

Cell Phone

Receive communication via text messages?
○ Yes ◉ No

Show phone on team contact list?
◉ Yes ○ No

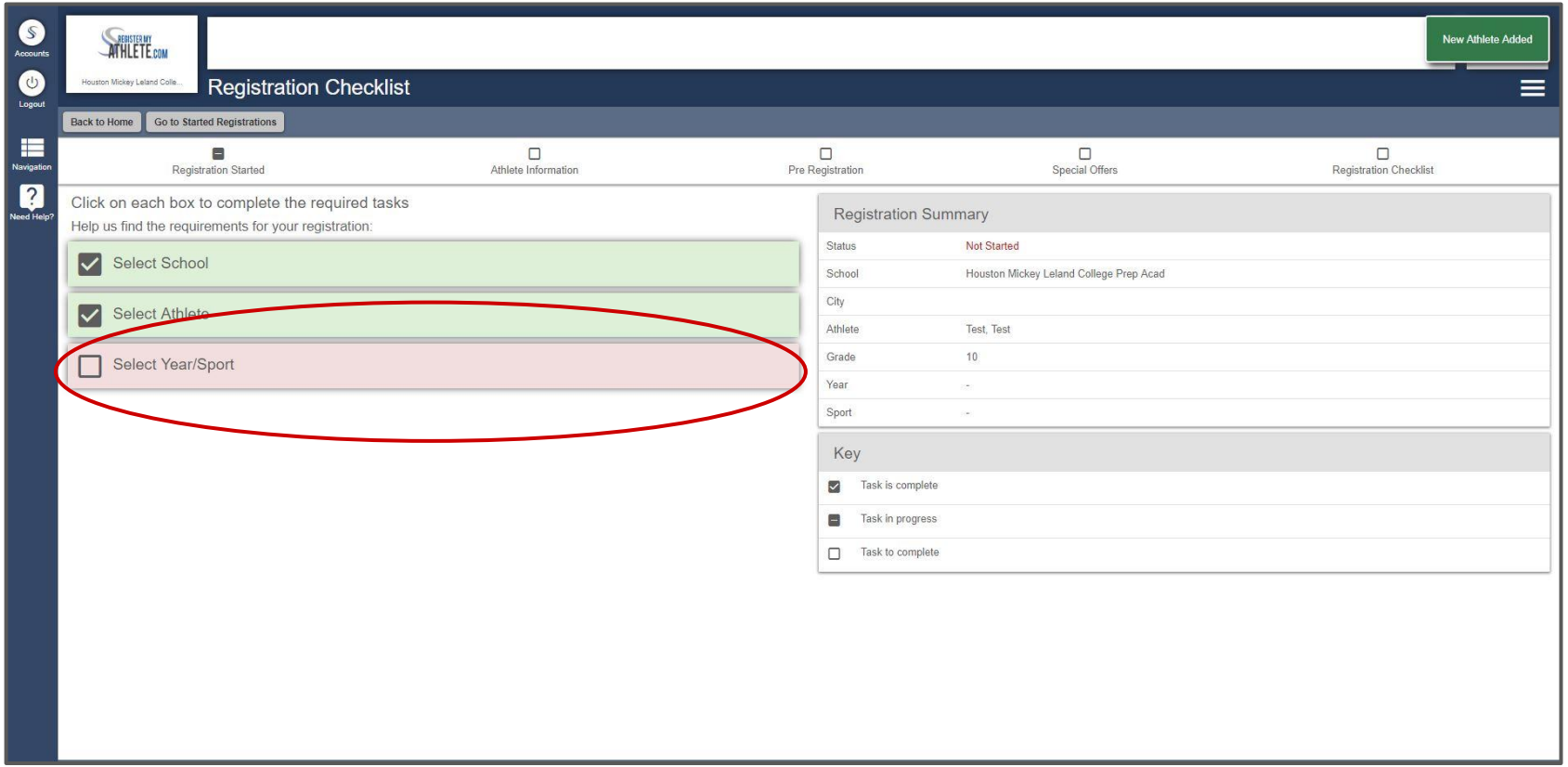
*Grade
10
(For the 2019-2020 school year.)

*Year of high school graduation
2021 (YYYY)

*Keep Information Current
☑ I understand I am responsible for keeping my athlete's information up-to-date. If any information changes I will update it within 2 weeks.

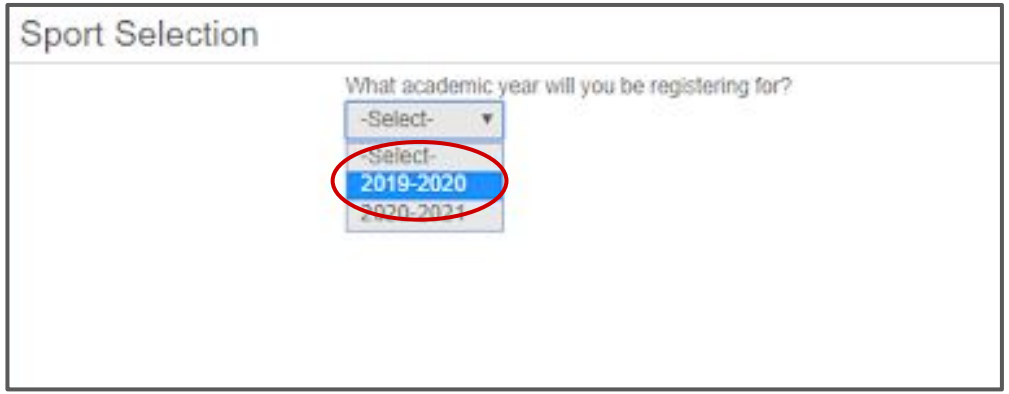
Submit

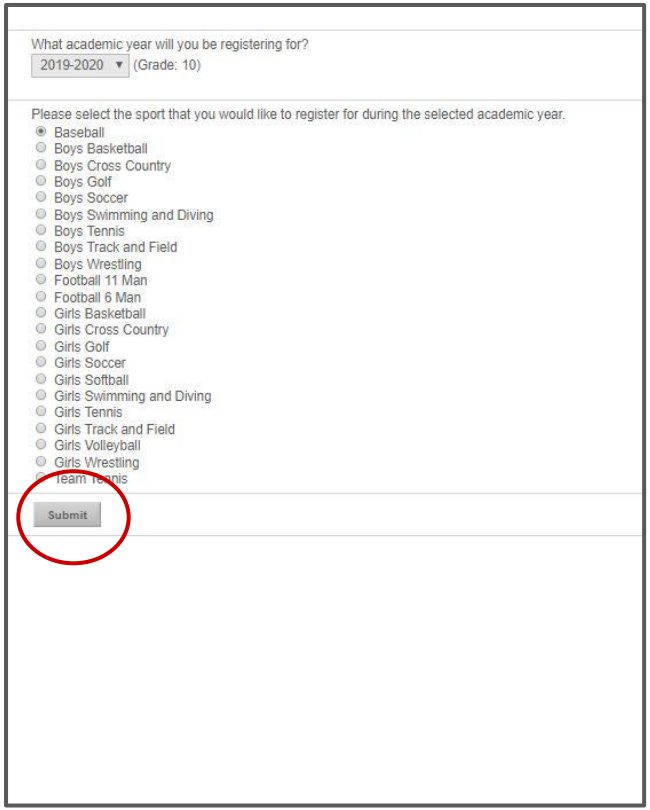
The third step of starting your registration is selecting the academic year and sport for which you will be registering.



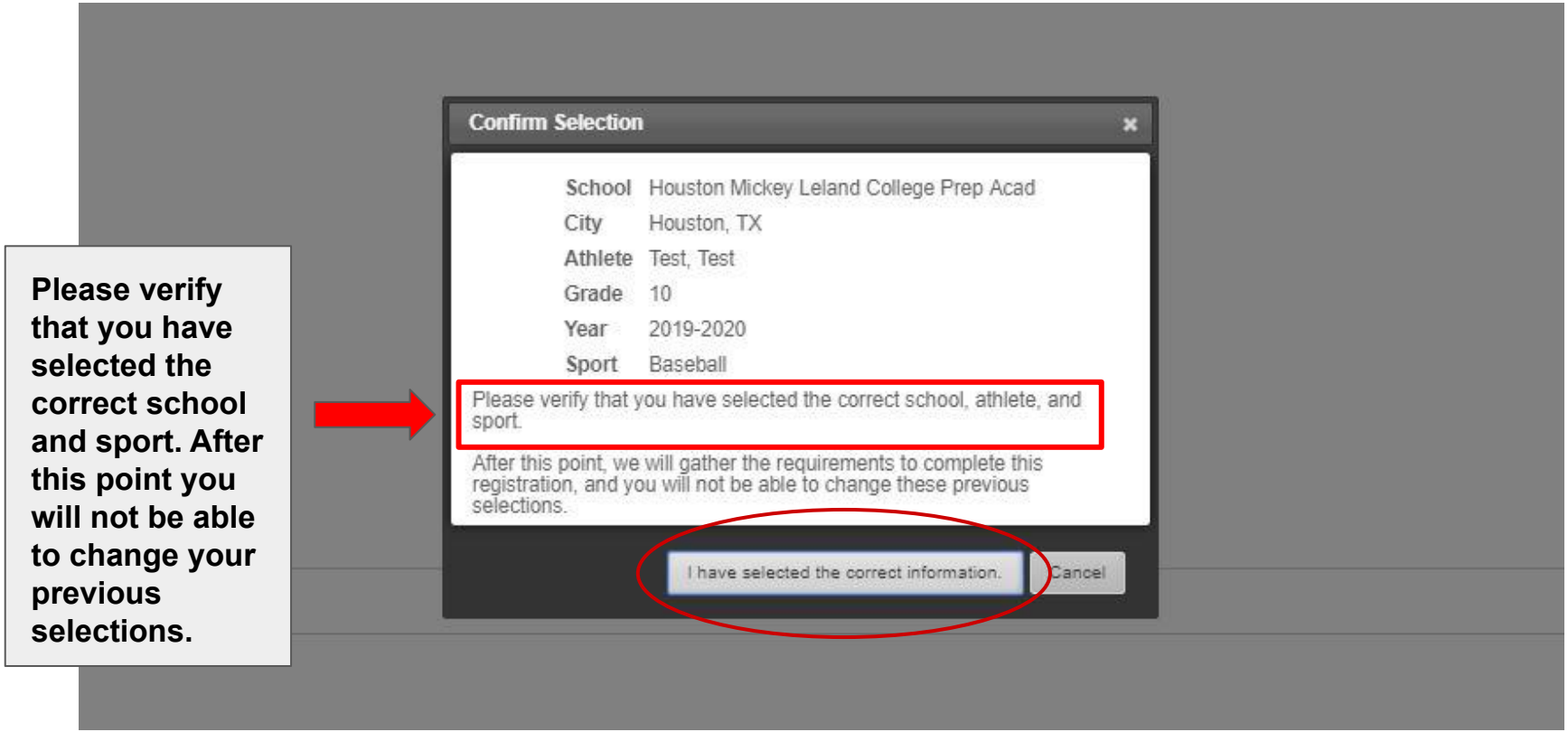
Select the correct academic year, and sports you will be registering for, and click “Submit”

Multiple sports can be registered for at one time.

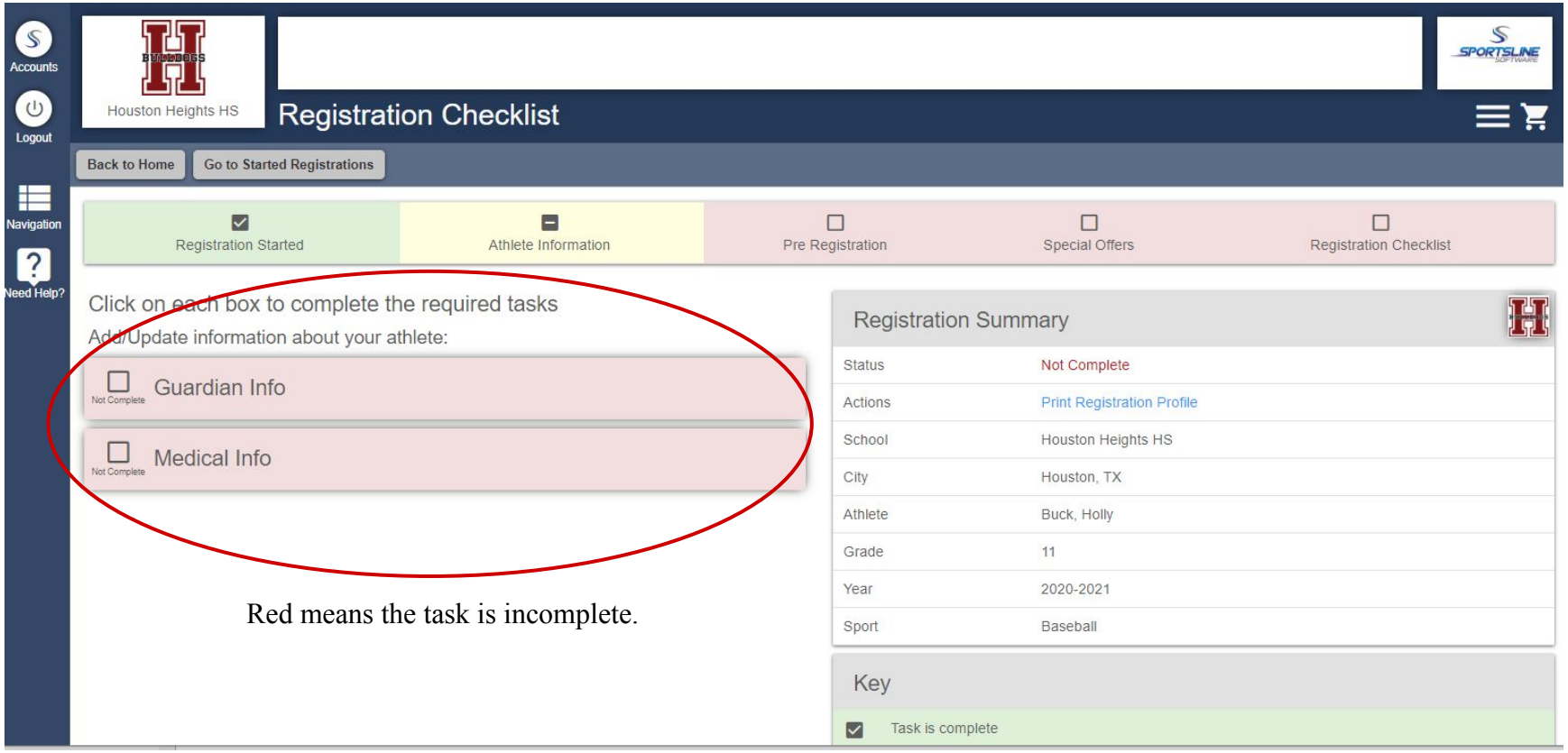




Verify you have selected the correct information, and click “I have selected the correct information”. This will start your registration.

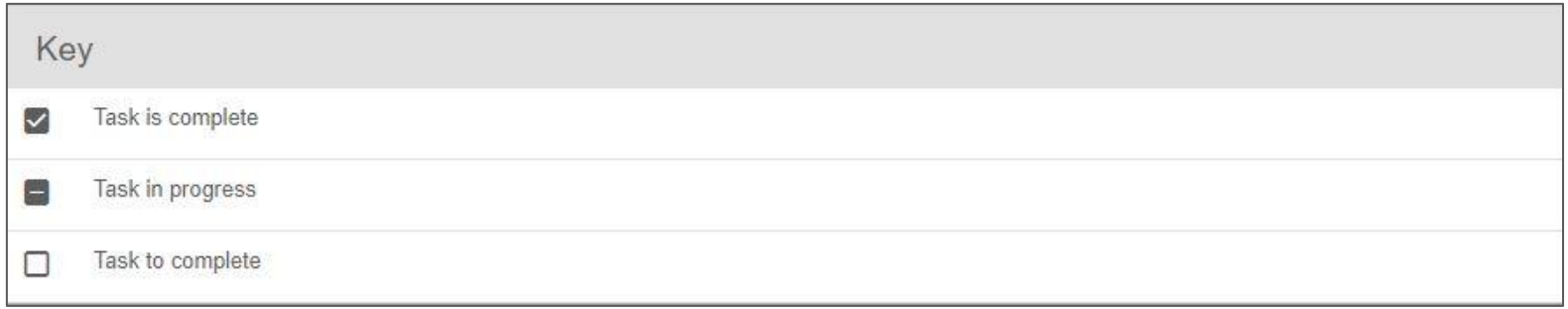


After starting your registration, it will continue taking you through your “Registration Checklist” Click into and complete all **RED** boxes.

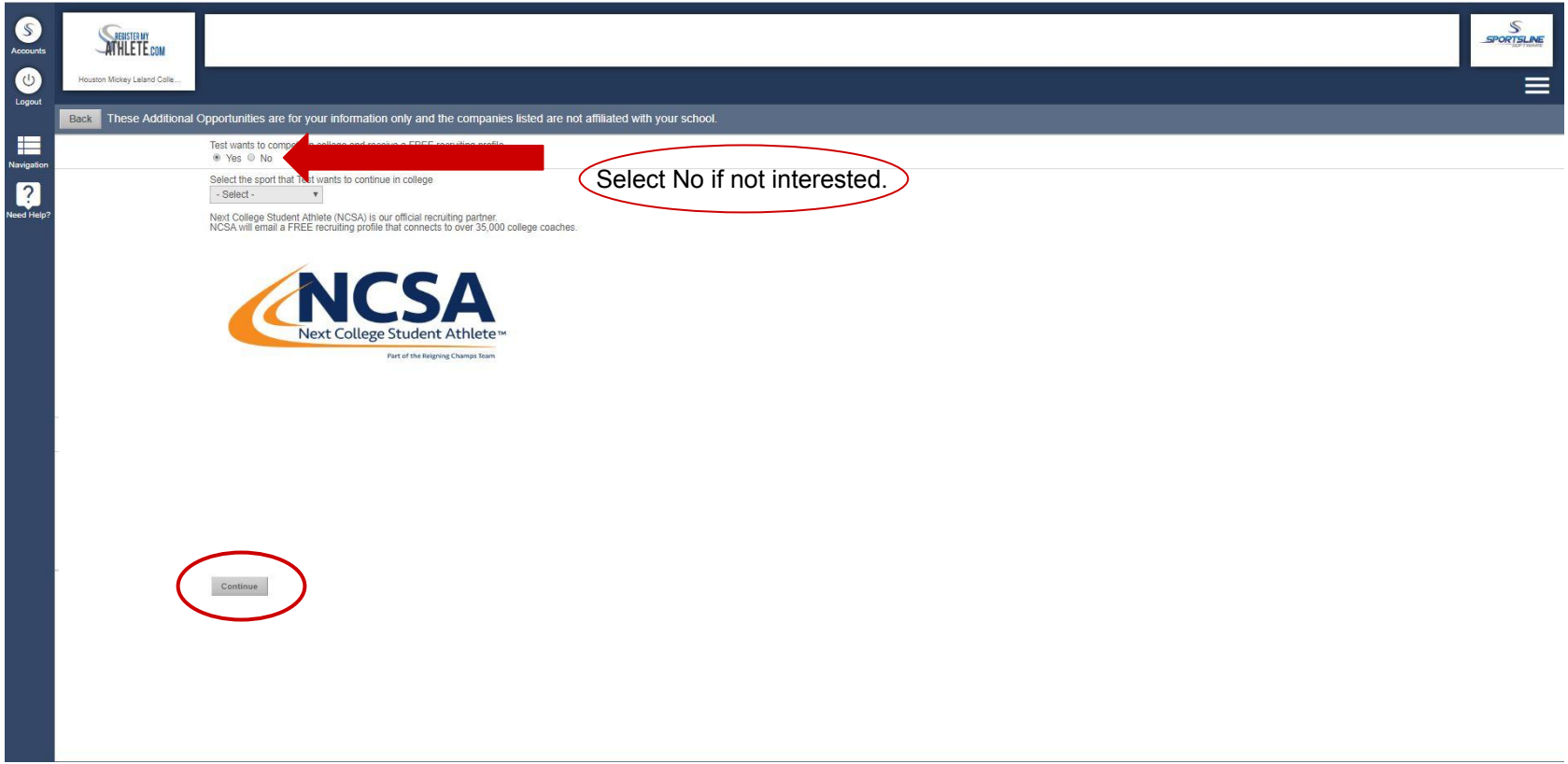


Red means the task is incomplete.

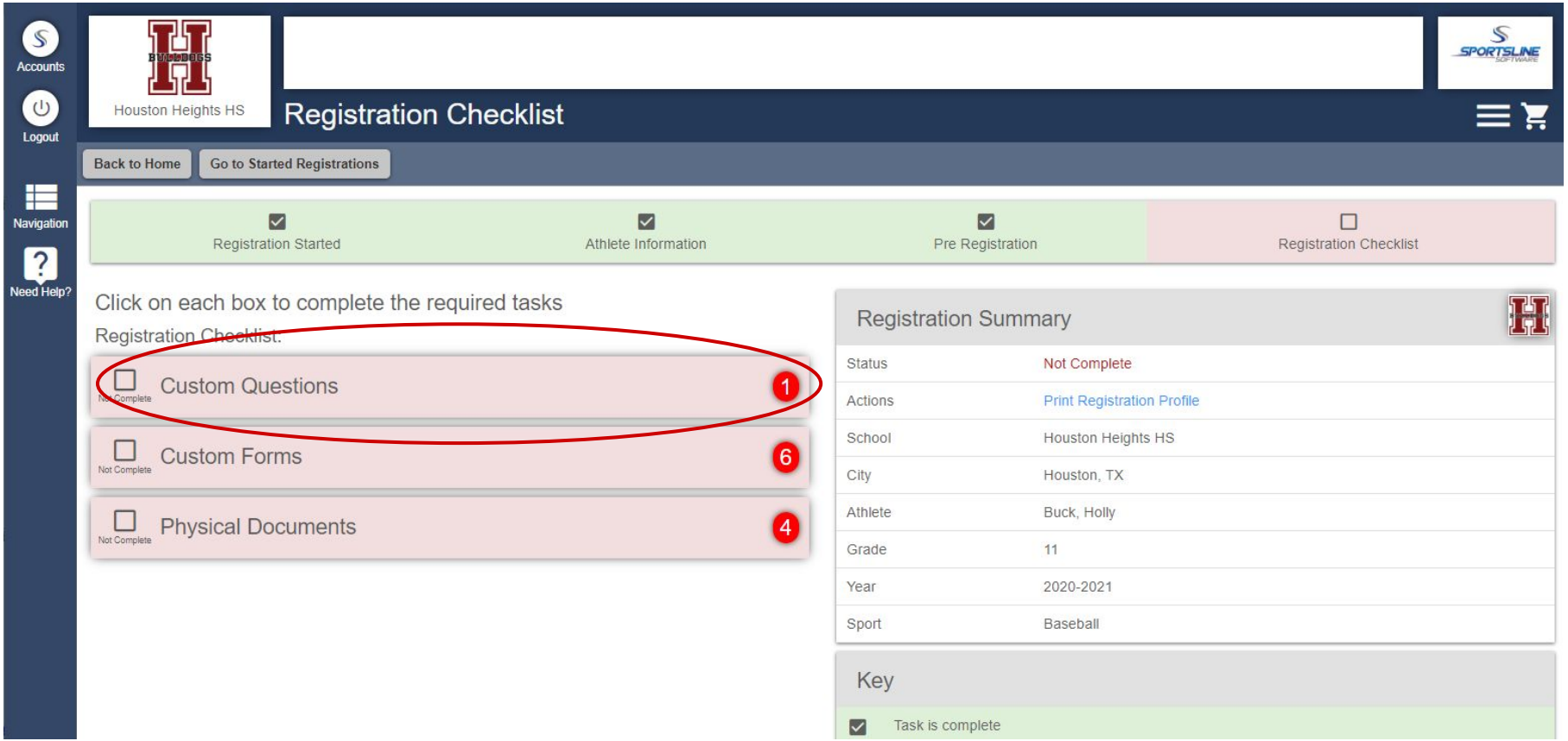
While registering you can track your progress towards completion. Your “Registration Checklist” will either appear, complete, in progress or to complete.



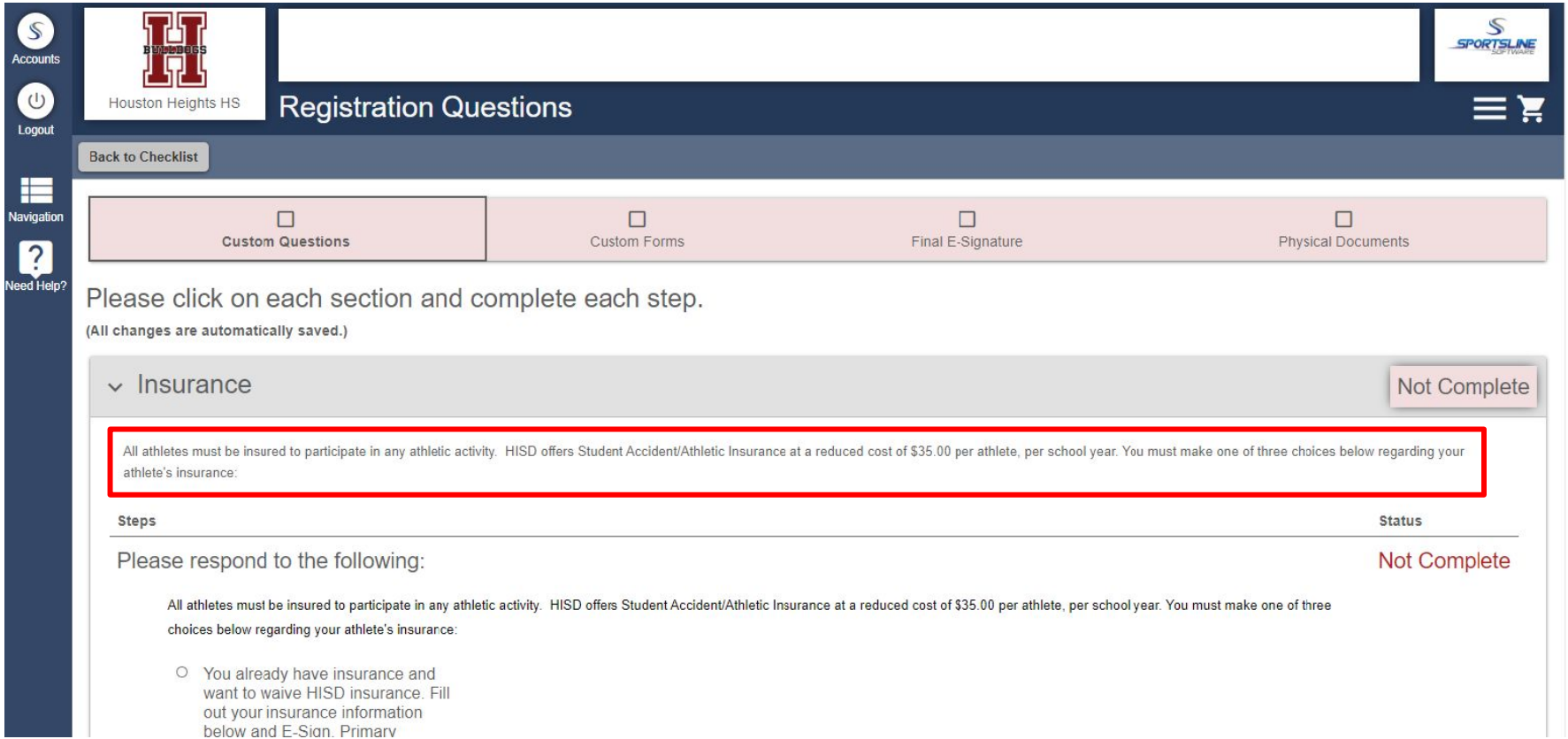
Additional Opportunities gives athletes and parents a chance to sign up for other services. If you choose yes you will be redirected to another site. If you are not interested, please select no and click “Continue”



Custom Questions allows you to enter your insurance information.



ALL athletes must be insured to participate in any athletic activity.



You will be given three options to choose from.

Accounts

Logout

Navigation

Need Help?

Steps	Status
Please respond to the following:	Not Complete

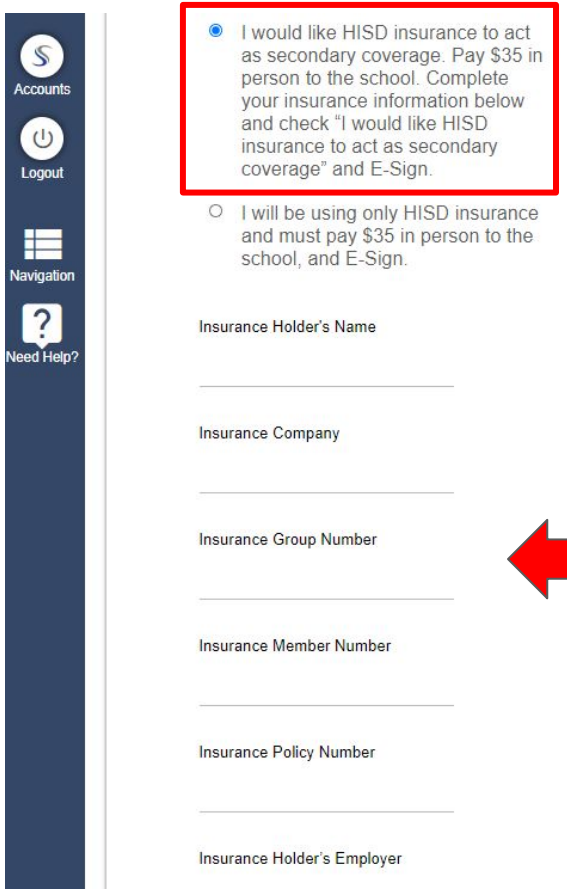
All athletes must be insured to participate in any athletic activity. HISD offers Student Accident/Athletic Insurance at a reduced cost of $35.00 per athlete, per school year. You must make one of three choices below regarding your athlete's insurance:

- ○ You already have insurance and want to waive HISD insurance. Fill out your insurance information below and E-Sign. Primary Insurance must be current for the current school year. Submit a copy of your insurance card and a complete HISD Insurance waiver to the "Physical Documents" section of the registration checklist. (A download is available in the "Physical Documents" section)
- ○ I would like HISD insurance to act as secondary coverage. Pay $35 in person to the school. Complete your insurance information below and check "I would like HISD insurance to act as secondary coverage" and E-Sign.
- ○ I will be using only HISD insurance and must pay $35 in person to the school, and E-Sign.

Submit

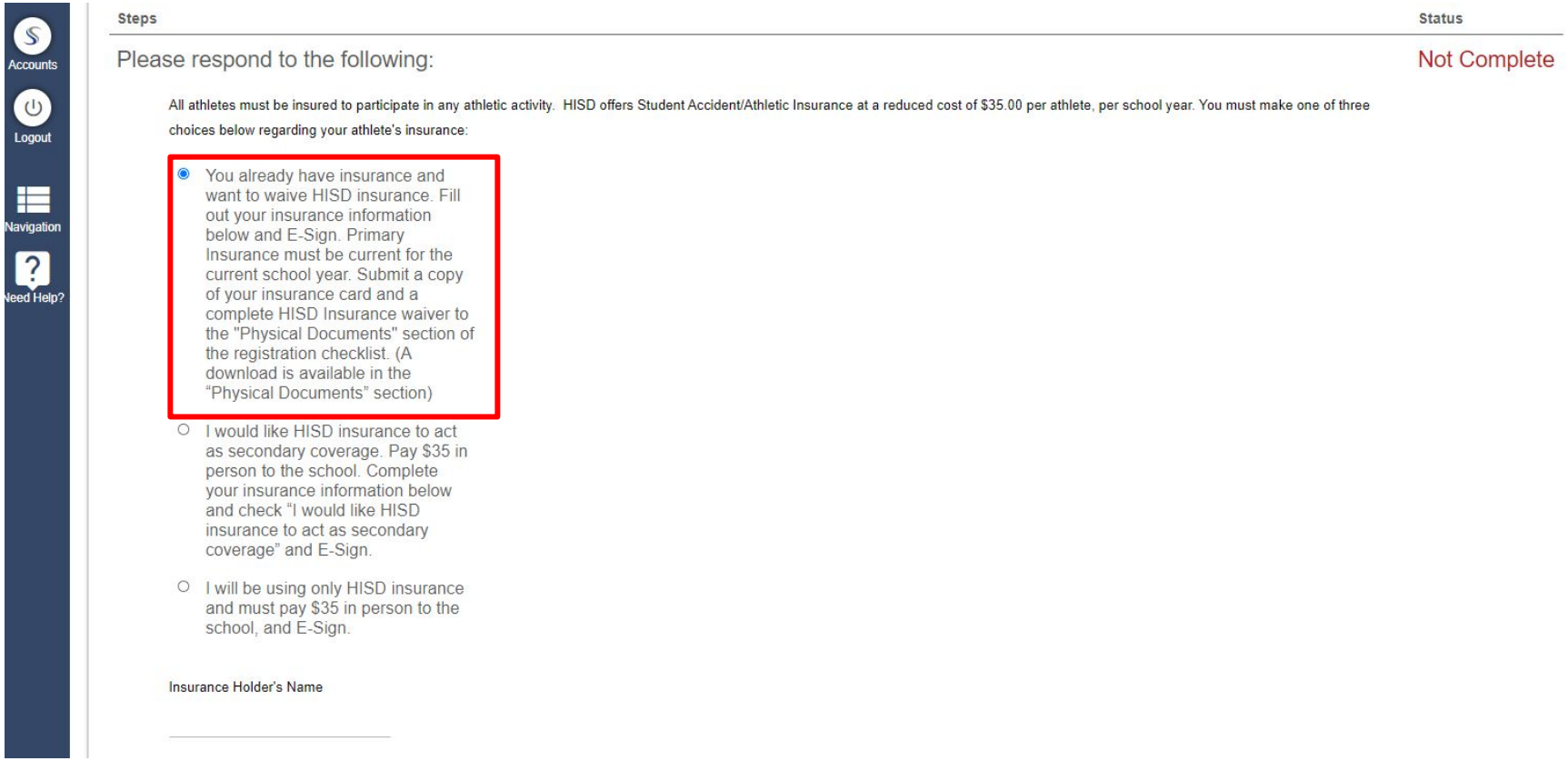
(All changes are automatically saved.)

You will be given three options to choose from.

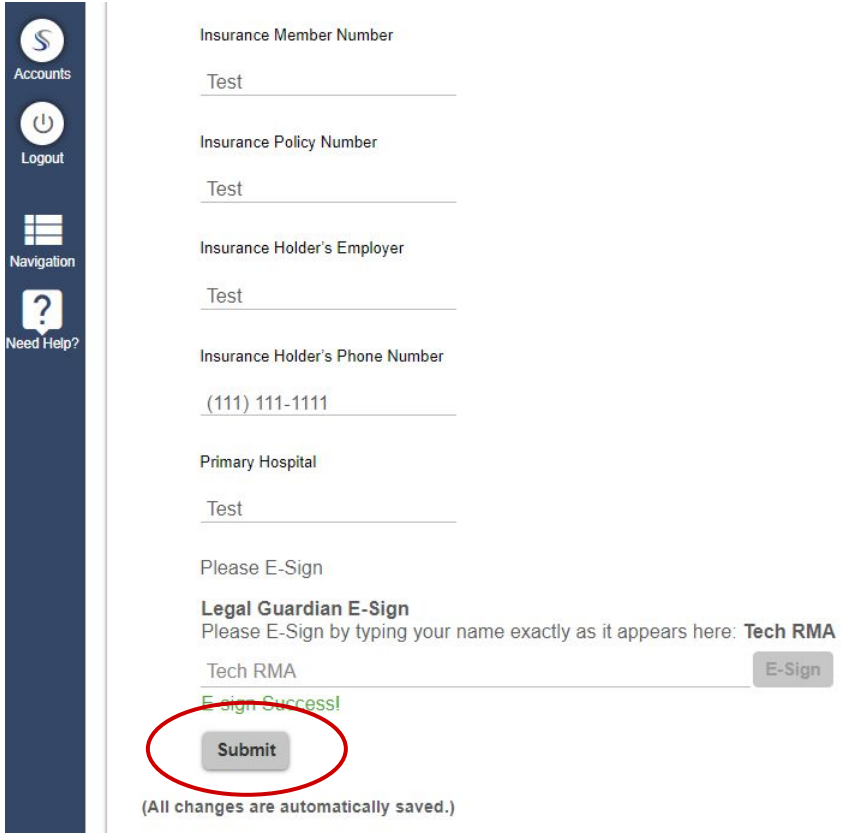


When you've chosen the option that applies to you, further questions will open. Please fill them in completely.

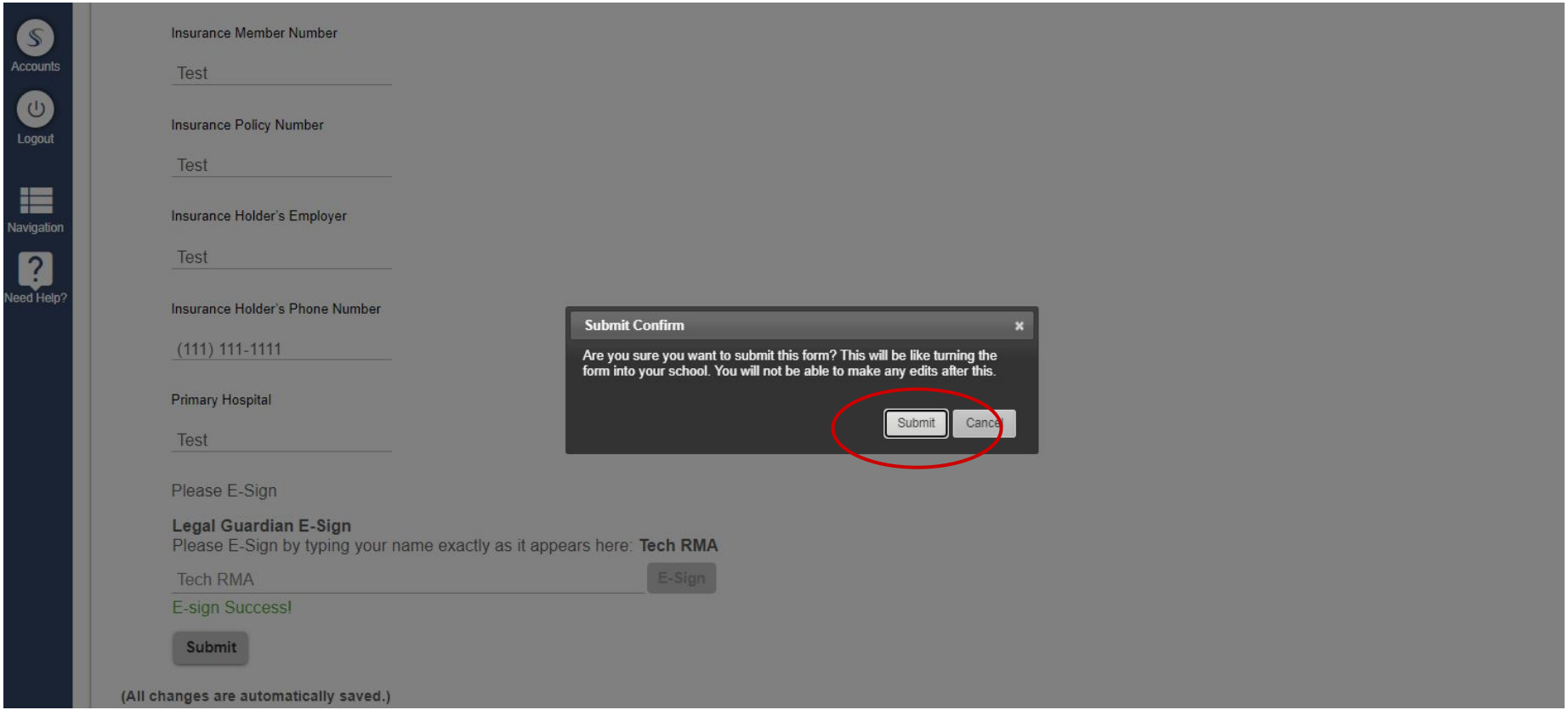
If you chose **option 1**, you will need to download, print, fill out and upload the HISD Insurance Waiver to the "Physical Documents" Section of your registration checklist, as well as a copy of your insurance card. Click here for Instructions on how to do so: (Page 39)



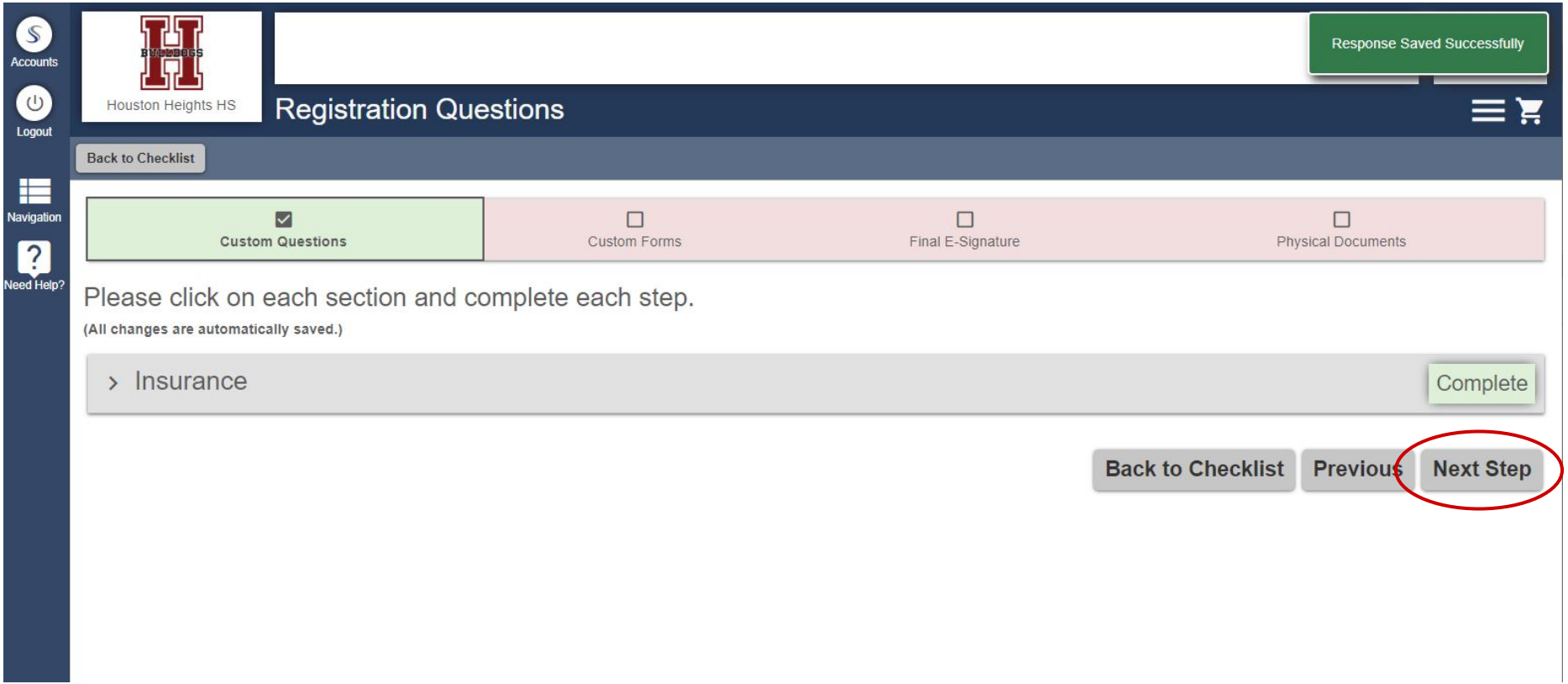
Once you have entered all of your insurance information, and E-Signed, click “Submit”



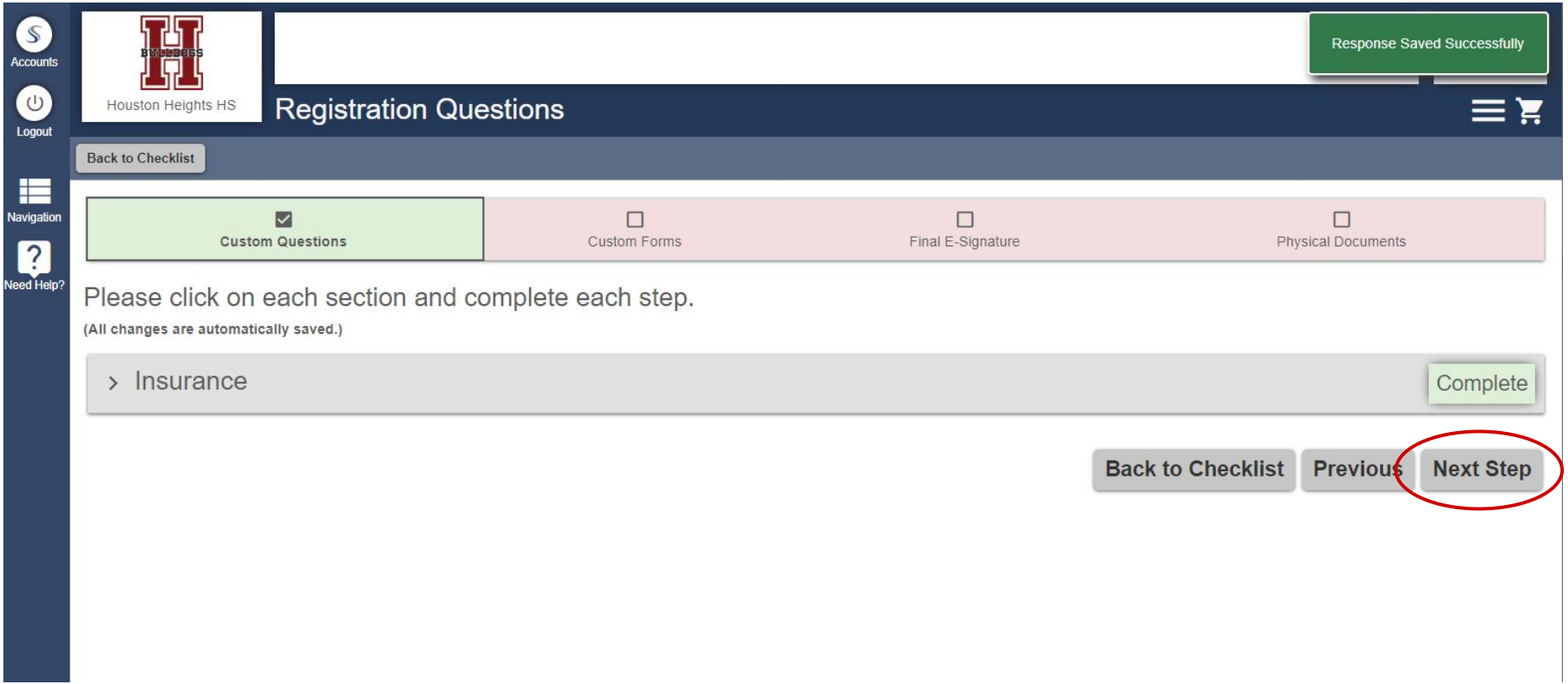
Once you submit your insurance form, it will be electronically turned in to the school and you will not be able to make changes.
To confirm, click “Submit”



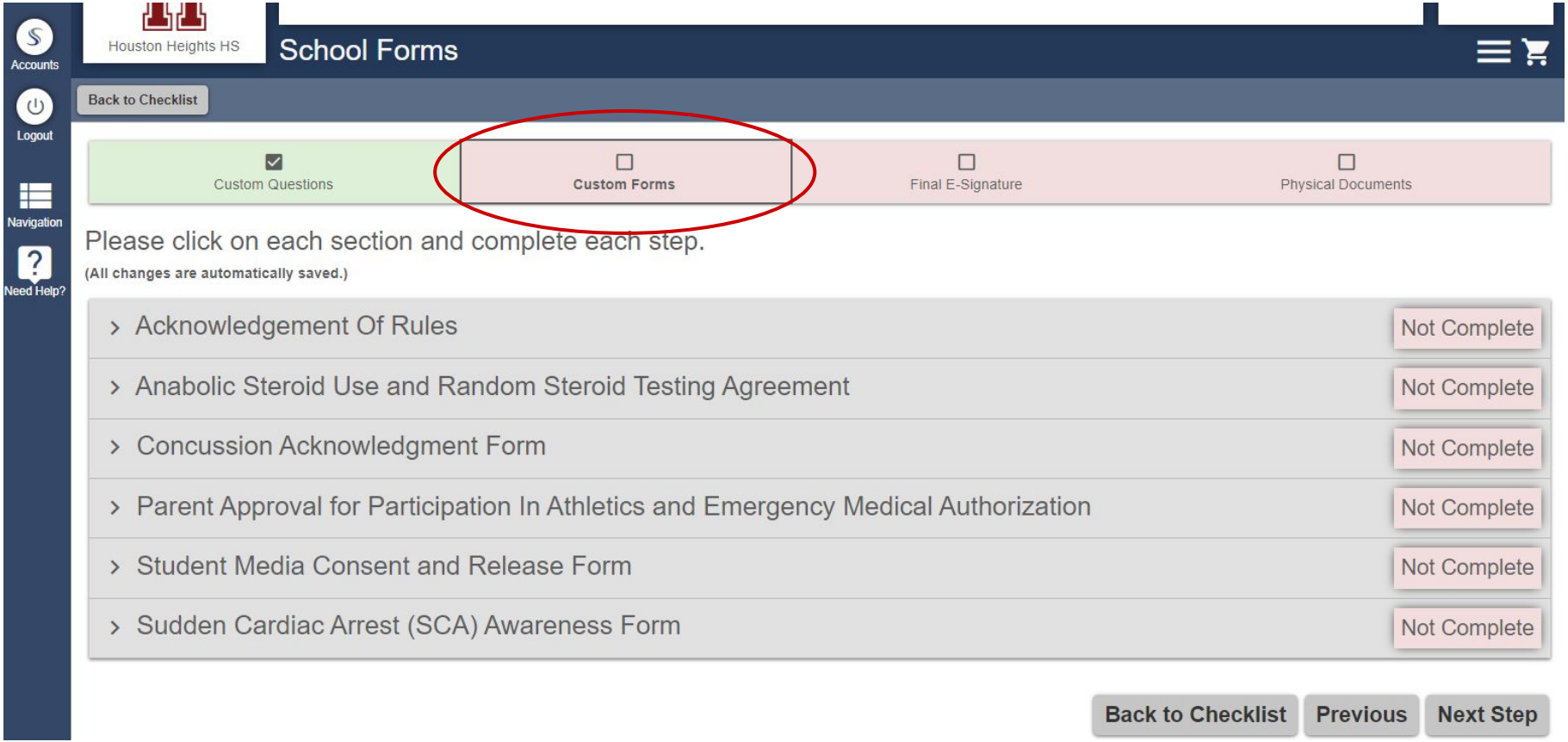
Click “Next Step” to move on to the “Custom Forms” section.



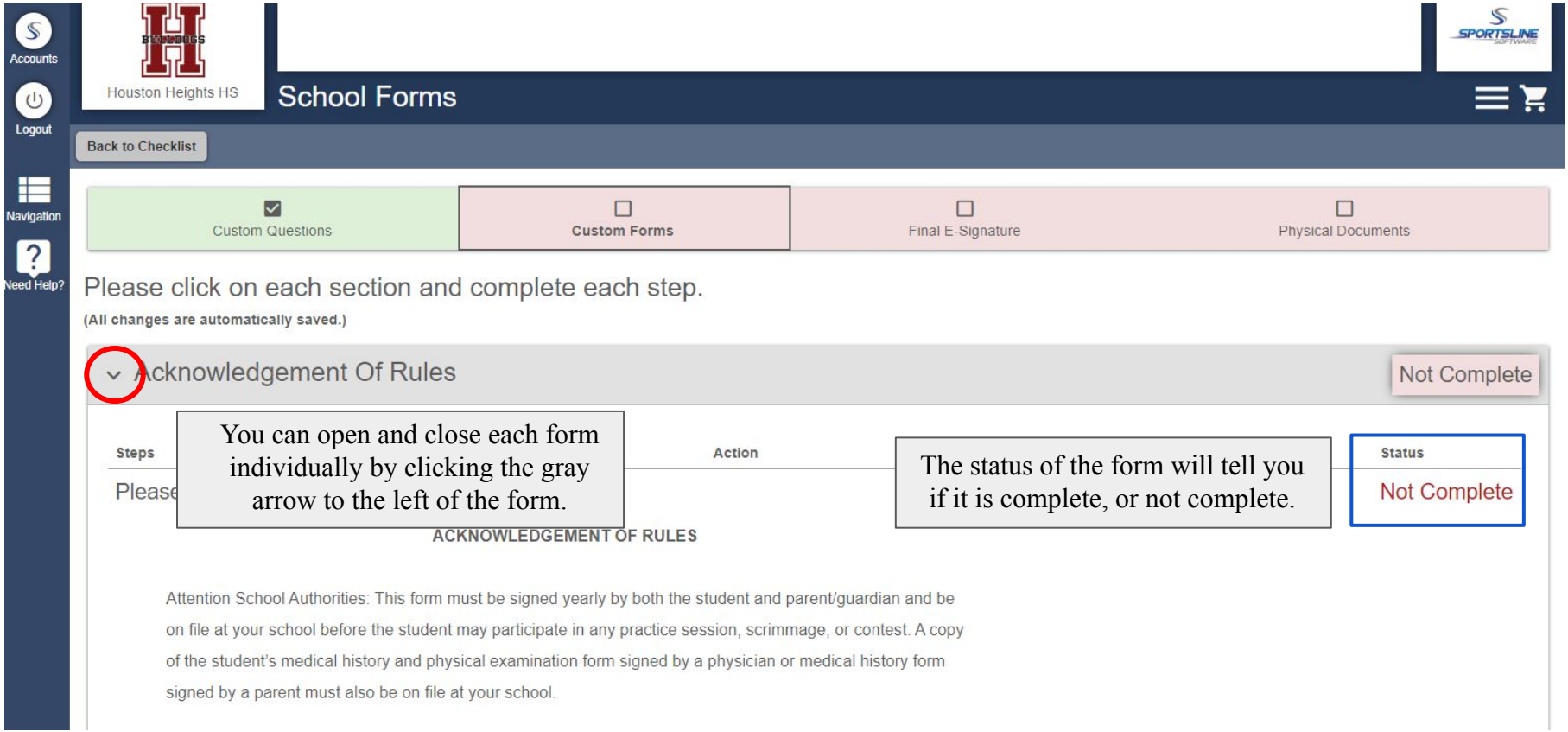
Click “Next Step” to move on to the “Custom Forms” section.



Custom Forms allows you to **electronically** fill out and complete school forms required for registration.



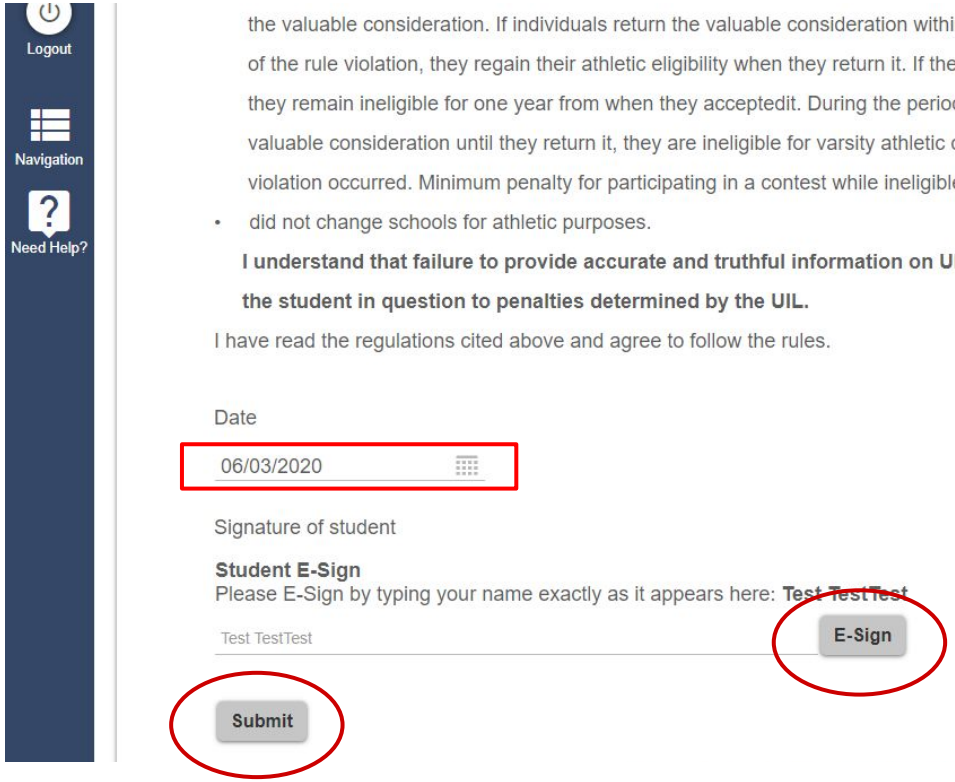
You will need to fill out and complete each form individually.



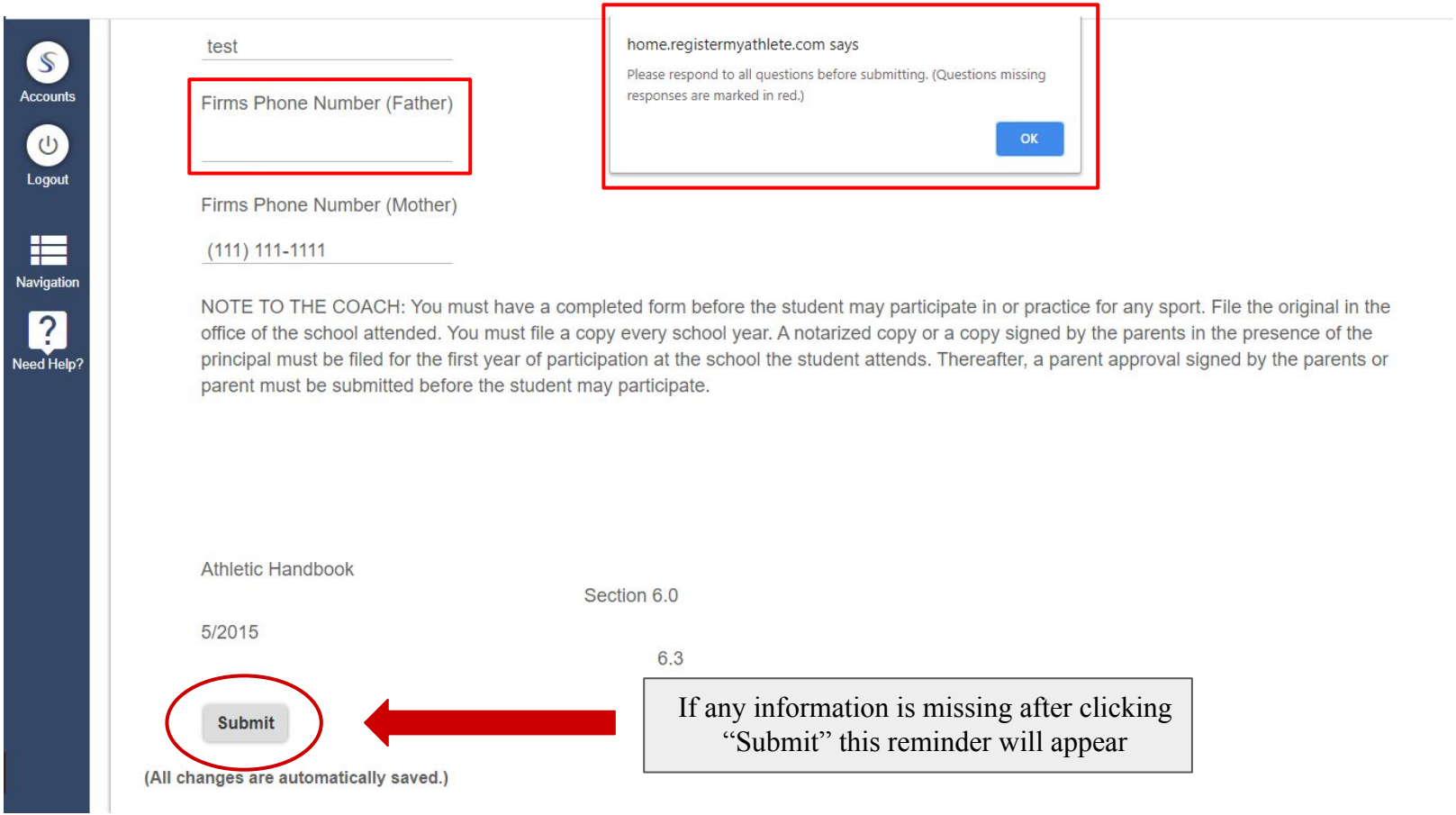
You can open and close each form individually by clicking the gray arrow to the left of the form.

The status of the form will tell you if it is complete, or not complete.

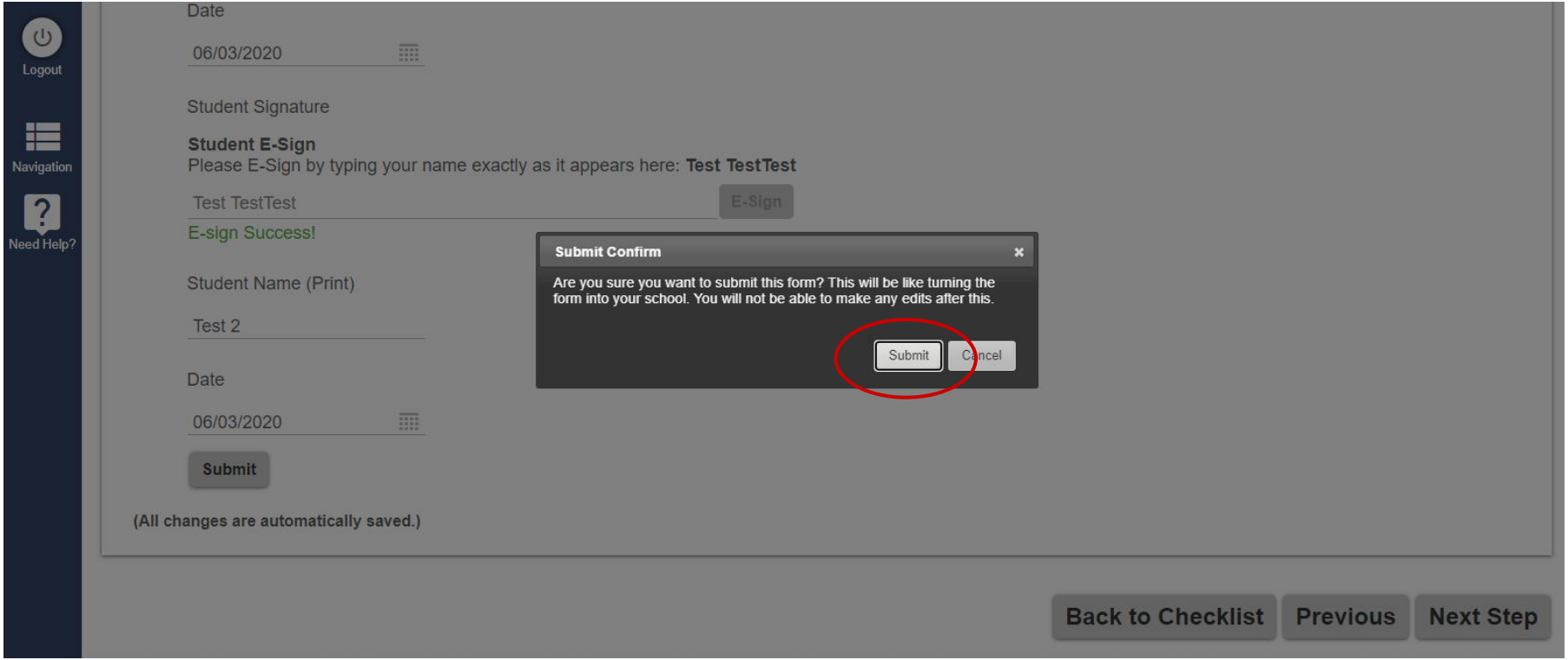
Scroll through filling out all required information, E-Signing and clicking “Submit”



Custom Forms cannot be submitted until ALL information required is entirely filled out. If you have any questions regarding how to answer any of the questions on the forms, please contact your school.



After ALL information within the form is filled out, click “Submit” at the bottom of the form. Please verify everything is correct and you are ready to turn it into the school. After submitting your forms, you will not be able to go in and make changes without school approval.



Reminder: E-Signatures must match Exactly to what is shown in the box for both parent and student.

Signature of student

Student E-Sign
Please E-Sign by typing your name exactly as it appears here: **Test TestTest**

Test TestTest | E-Sign

Signature of student

Student E-Sign
Please E-Sign by typing your name exactly as it appears here: **Test TestTest**

Test Testtest | E-Sign

Names Do Not Match

Submit

Signature of student

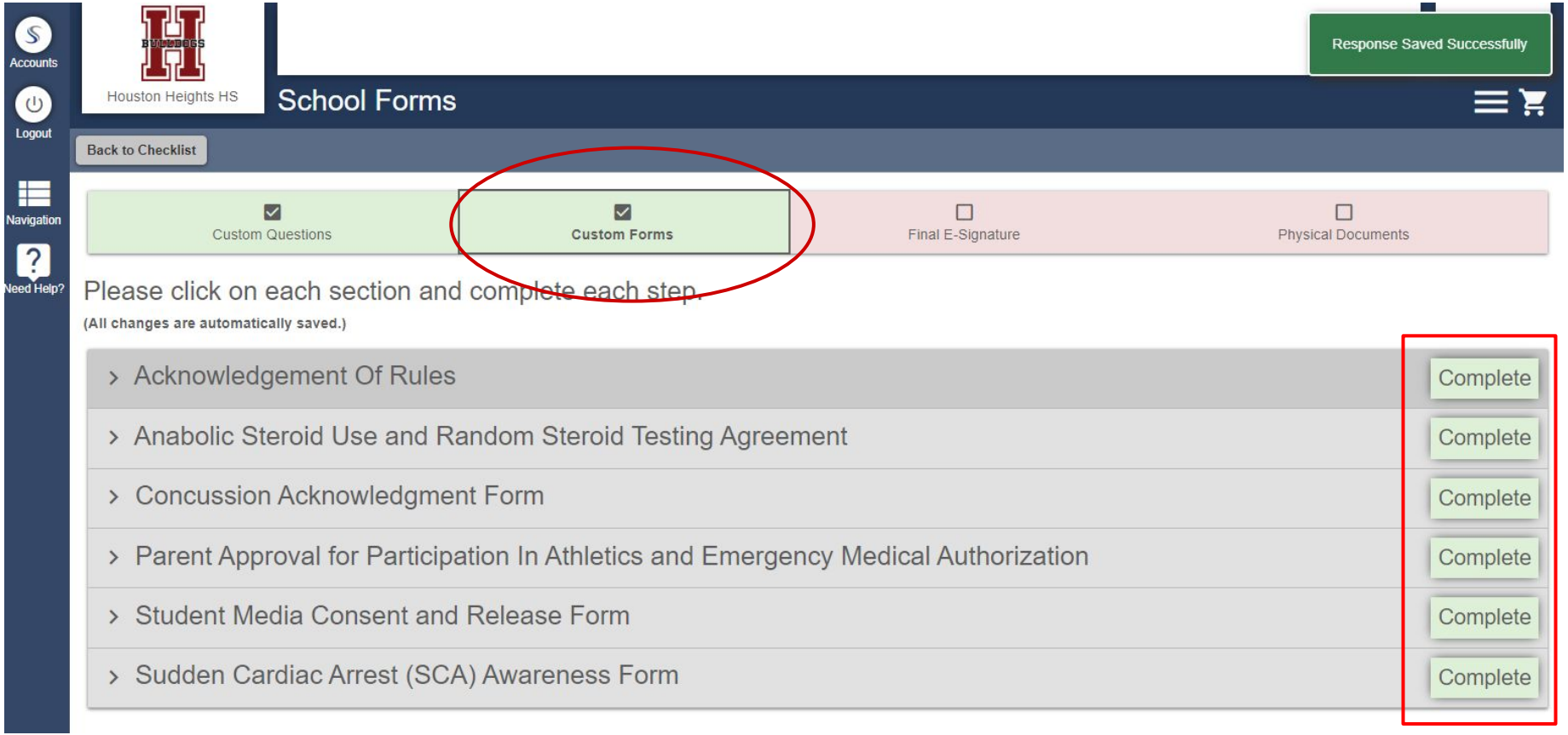
Student E-Sign
Please E-Sign by typing your name exactly as it appears here: **Test TestTest**

Test TestTest | E-Sign

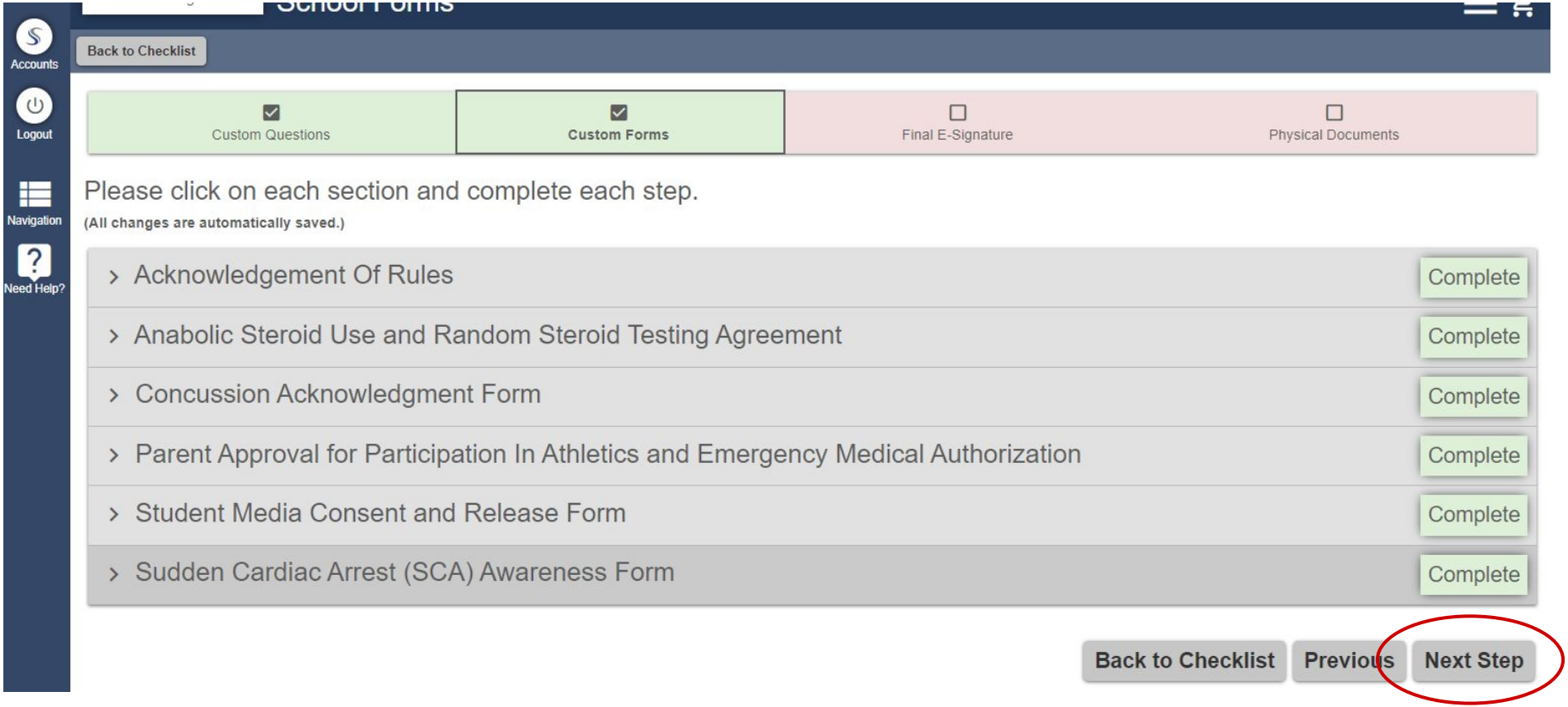
E-sign Success!

Submit

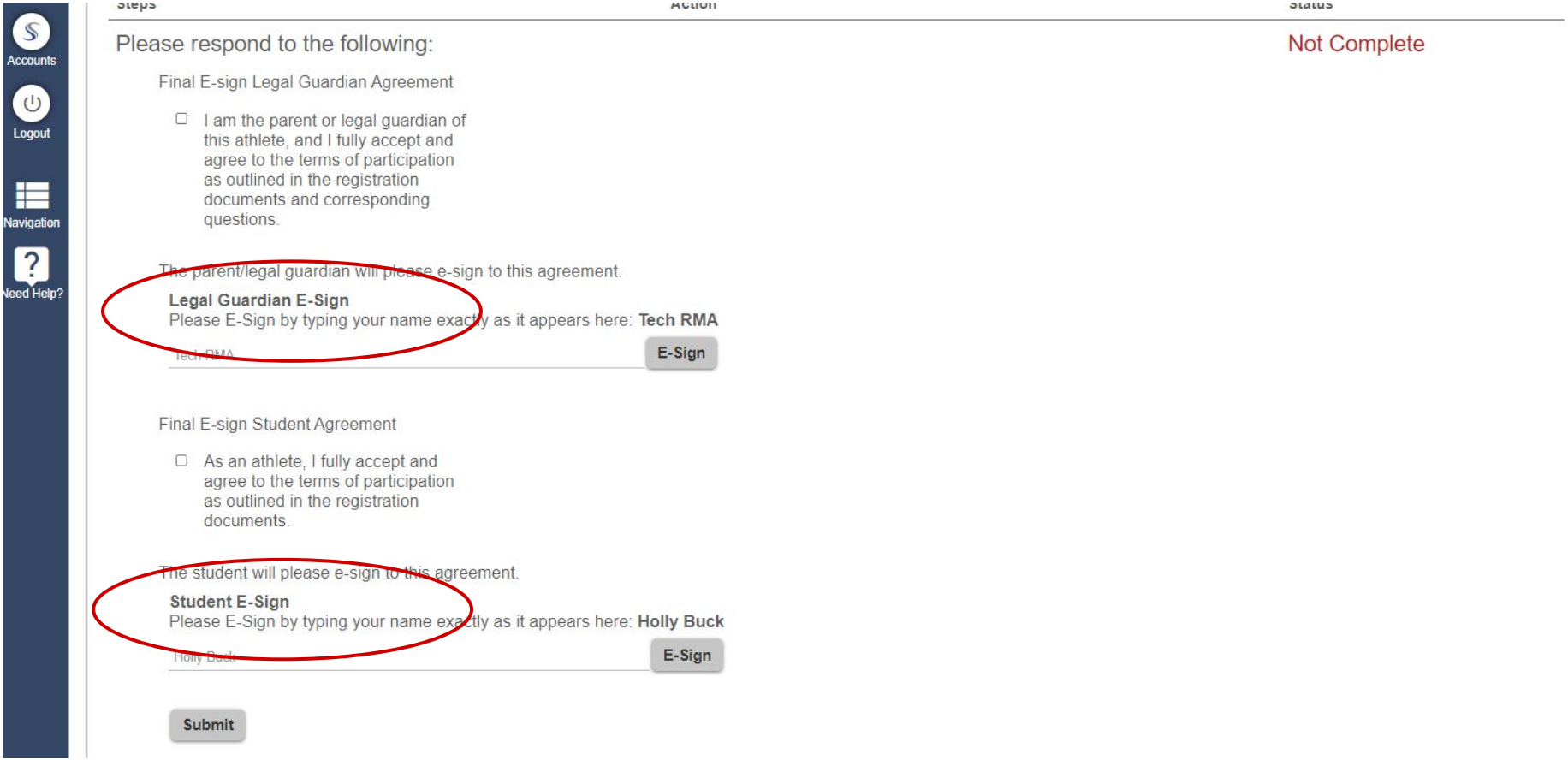
Once all forms are complete, Custom Forms will show “Green/Complete” on the “Custom Forms” section of your registration.



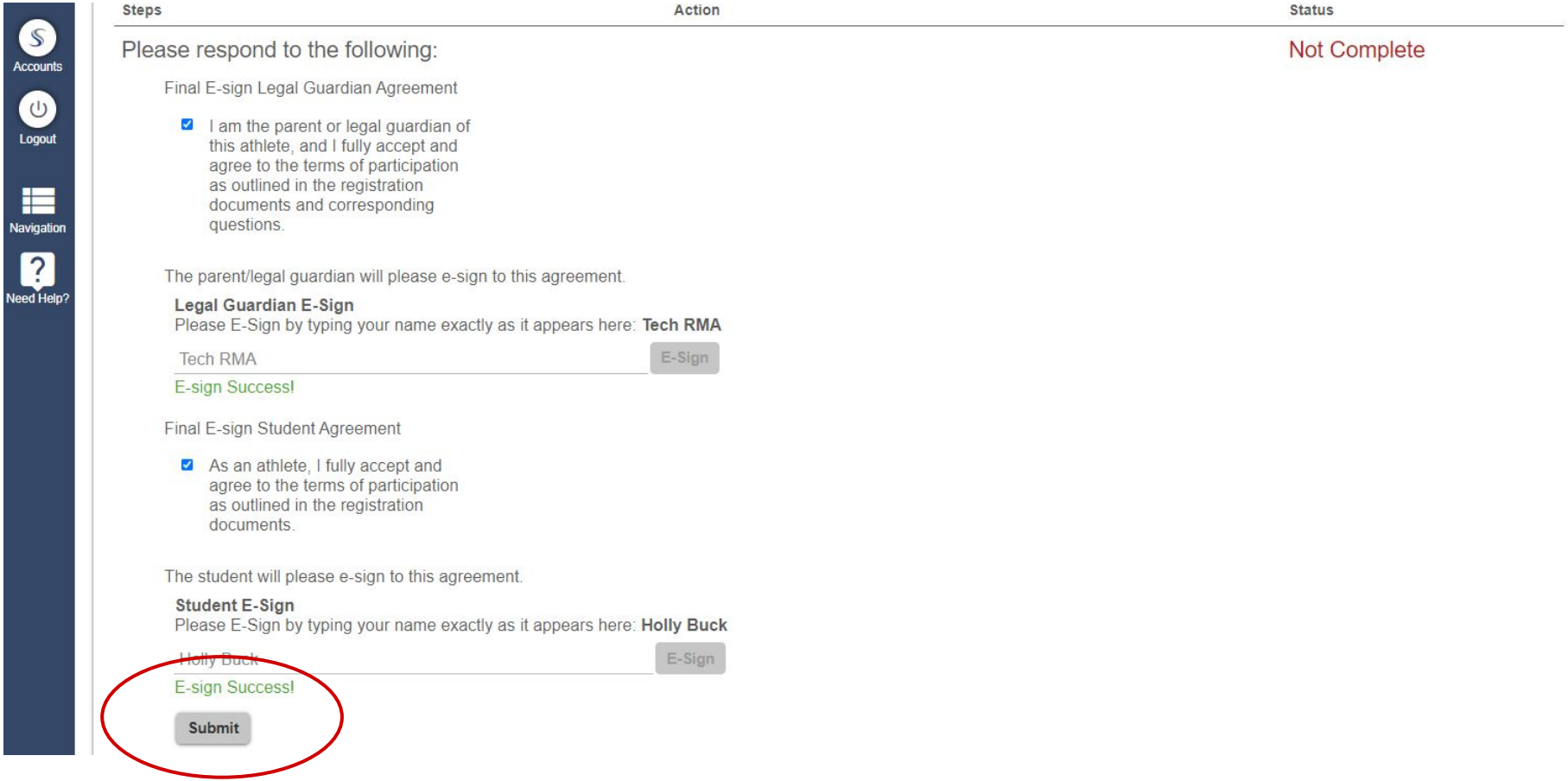
At the bottom of the page, click “Next Step” to move on to the “Final E-Signature” section of the registration.



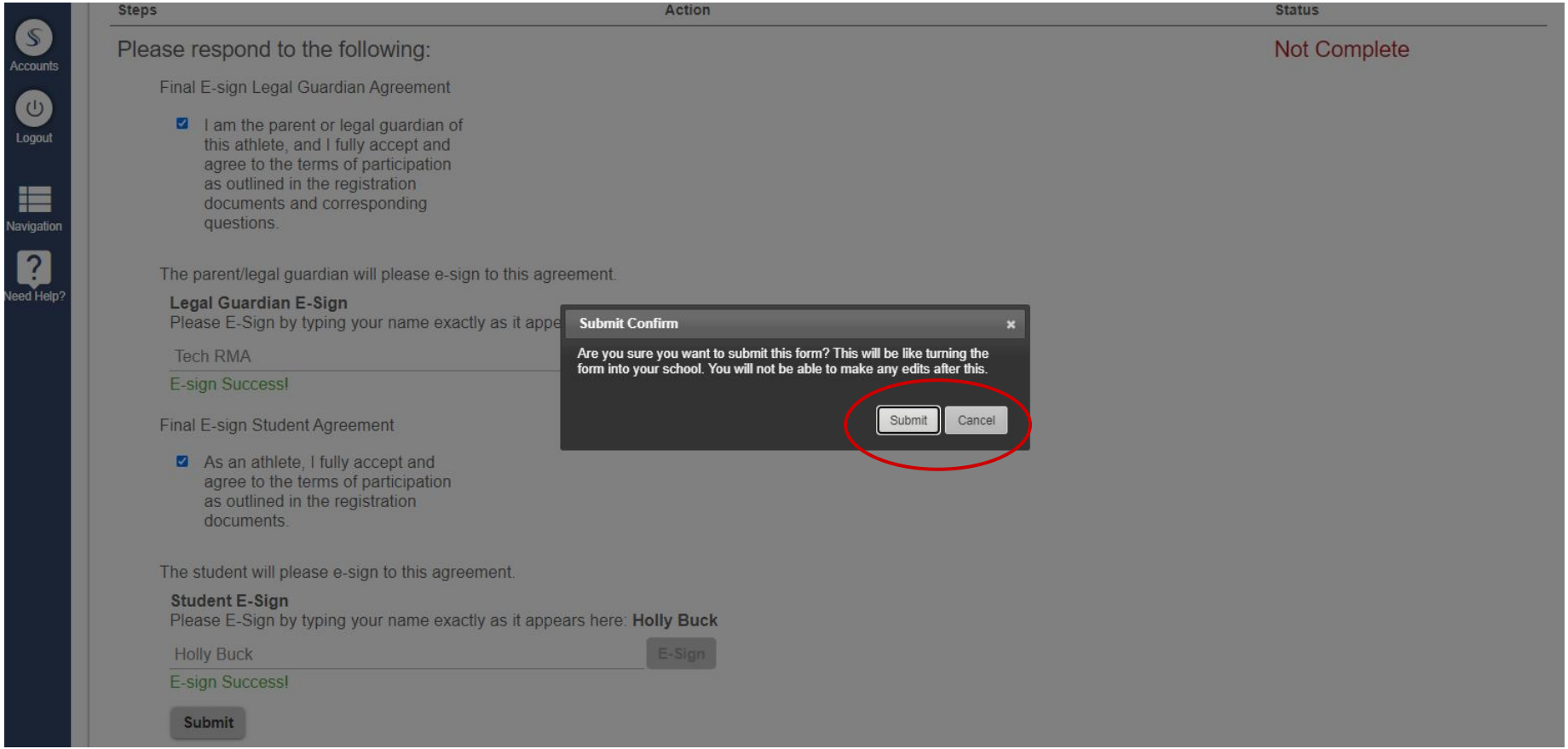
Here you will complete two final E-Signatures completing your registration.



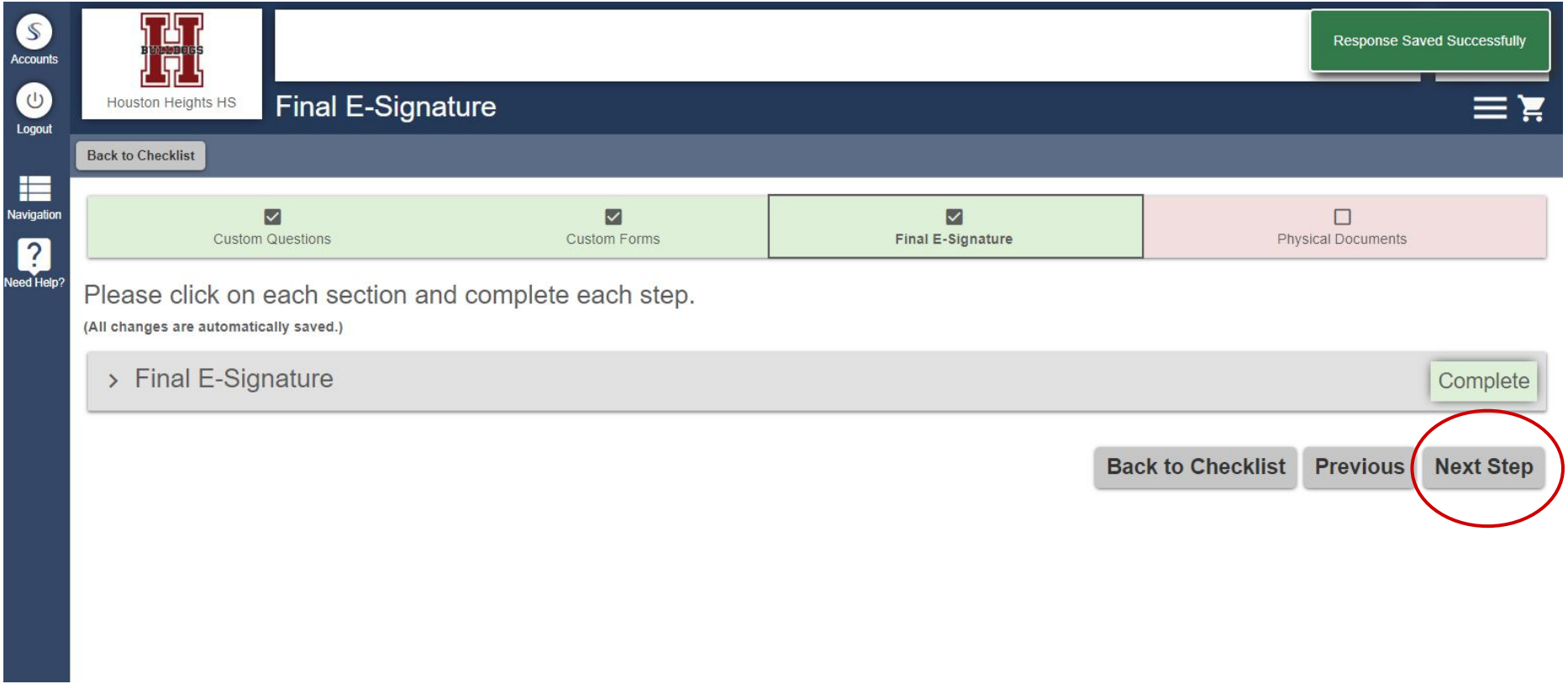
After completing both the parent, and athlete E-Signature's, click "Submit"



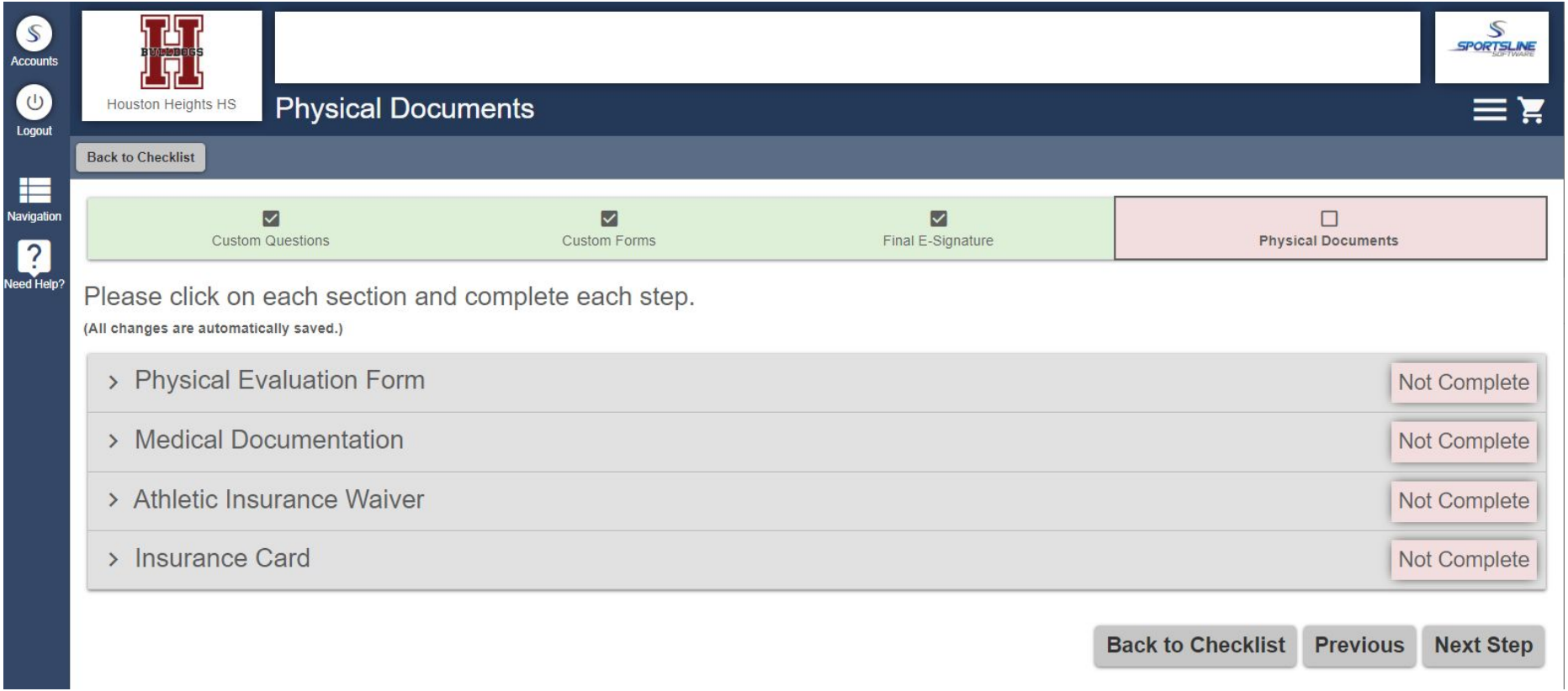
Confirm you want to submit the form, and click “Submit” again.



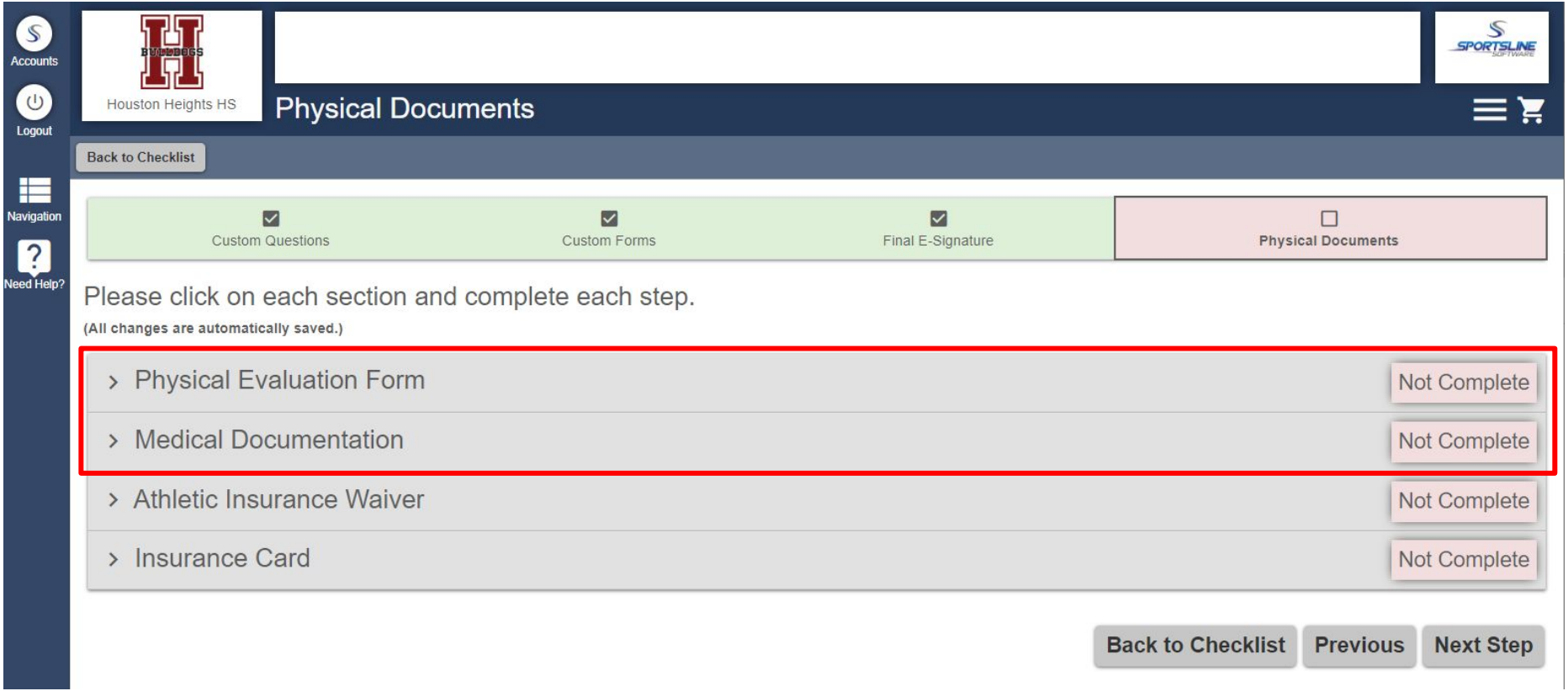
At the bottom of the page, click “Next Step” to move on to the “Physical Documents” section of the registration.



The physical documents section allows you to upload required school forms. **Please read the following slides carefully.**



The Physical Evaluation form, and Medical Documentation forms are required for EVERY athlete and to complete a registration.



Accounts

Logout

Navigation

Need Help?

Houston Heights HS

Physical Documents

Back to Checklist

Custom Questions	Custom Forms	Final E-Signature	Physical Documents

Please click on each section and complete each step.

(All changes are automatically saved.)

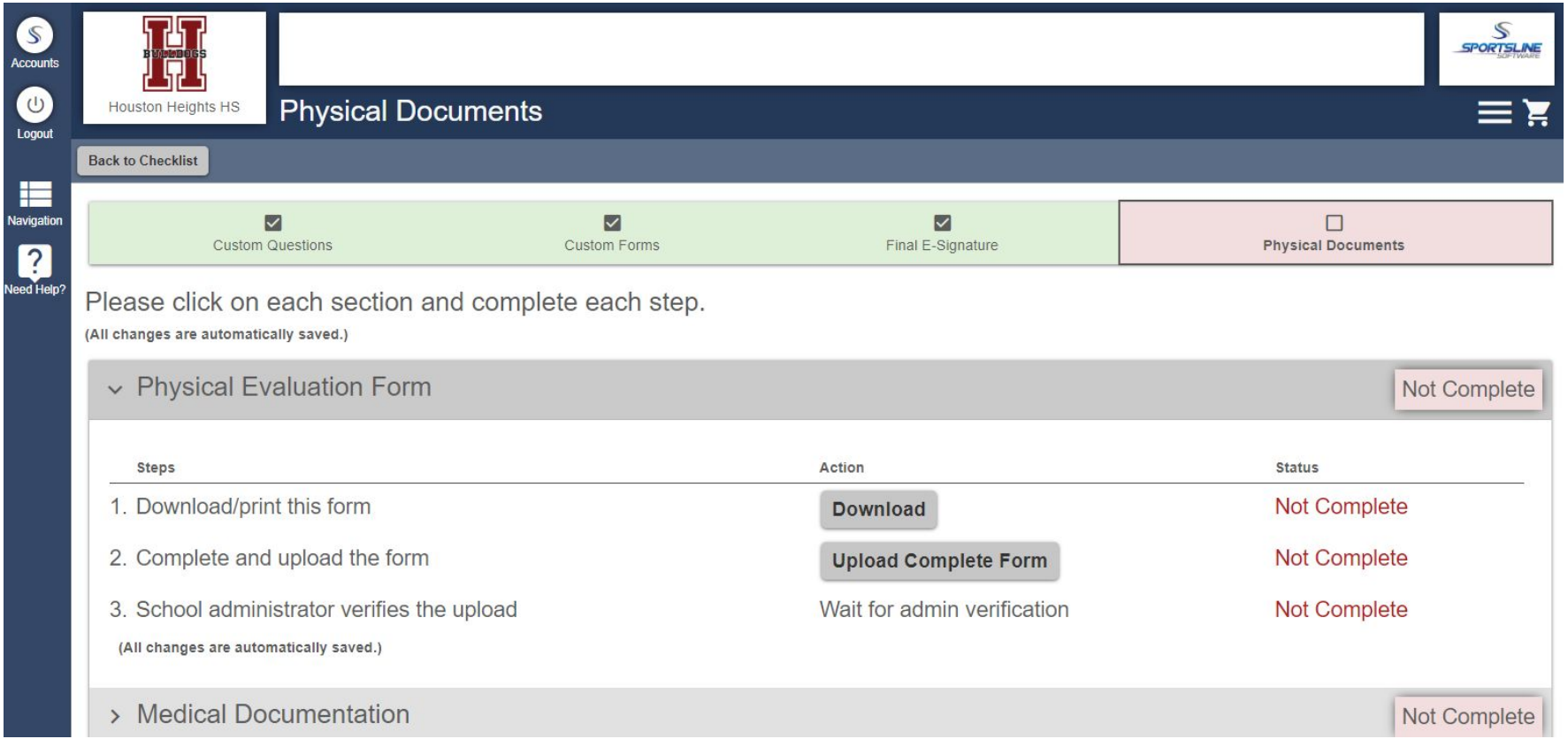
You can open and close each requirement individually by clicking the gray arrow to the left of the form.

>	Not Complete
>	Not Complete
> Athletic Insurance Waiver	Not Complete
> Insurance Card	Not Complete

Back to Checklist | Previous | Next Step

Uploading the Physical Evaluation Form

You will first need to “Download” the physical form provided by your school. This form will need to be taken to the doctor, filled out and then uploaded to your athletes registration.



Uploading the Physical Evaluation Form

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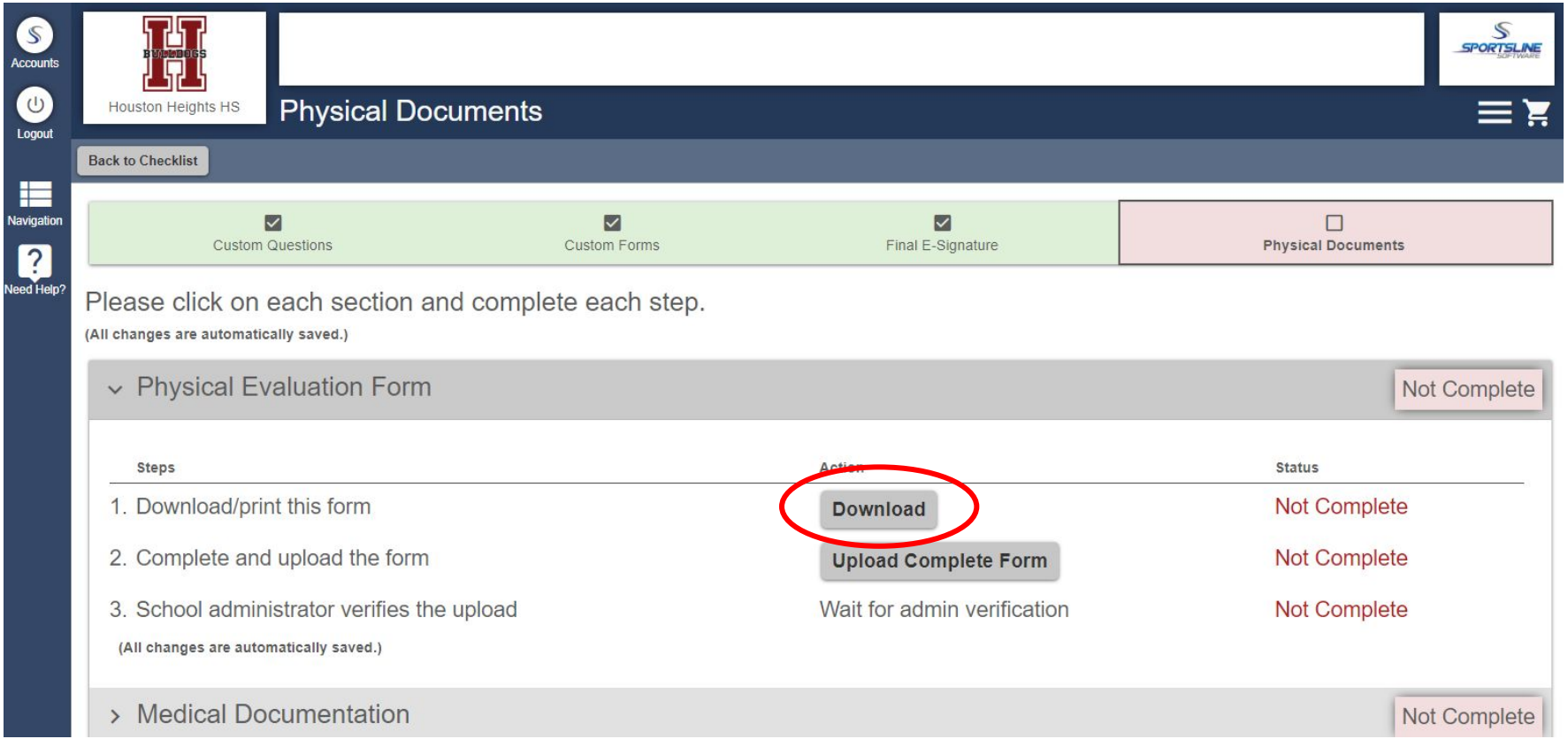
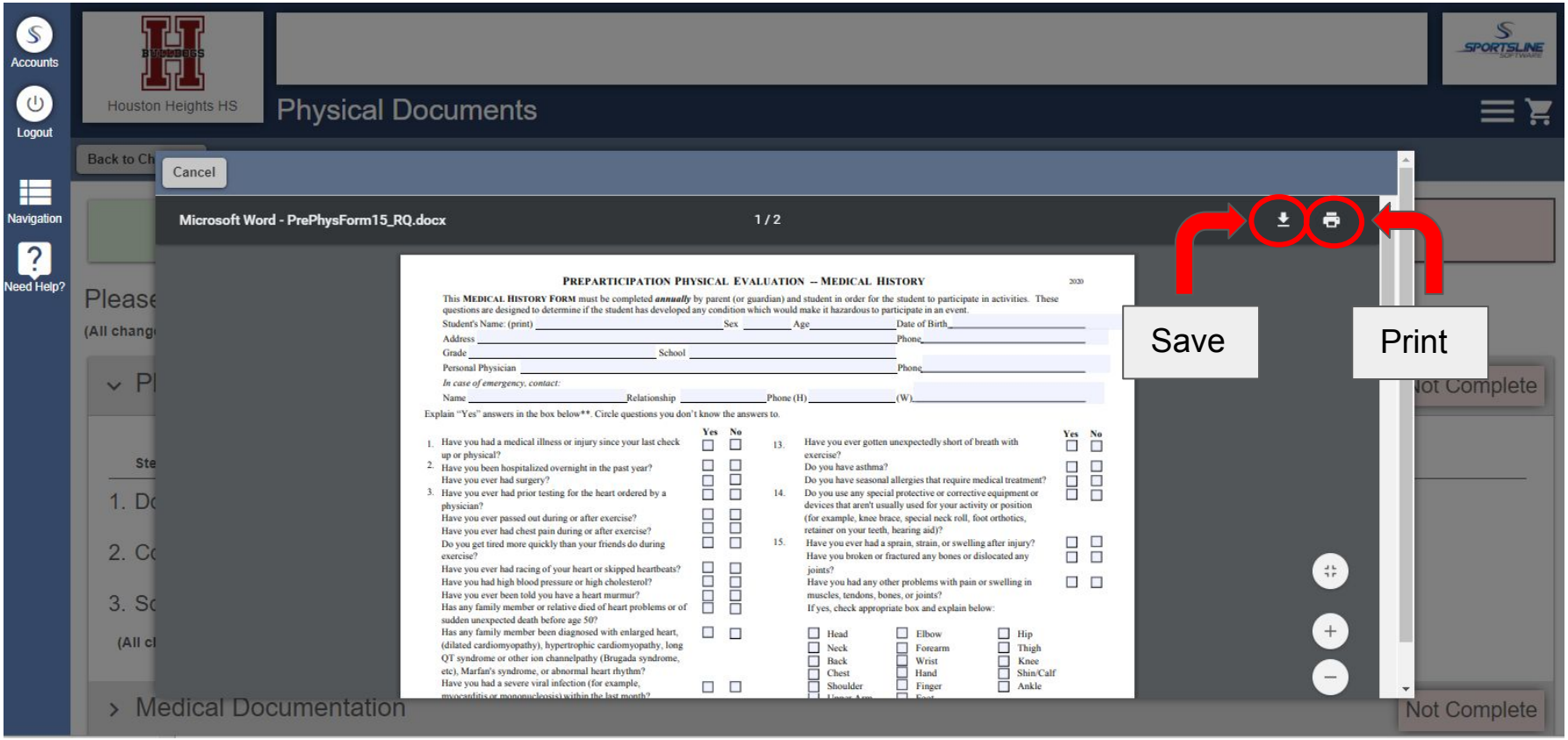


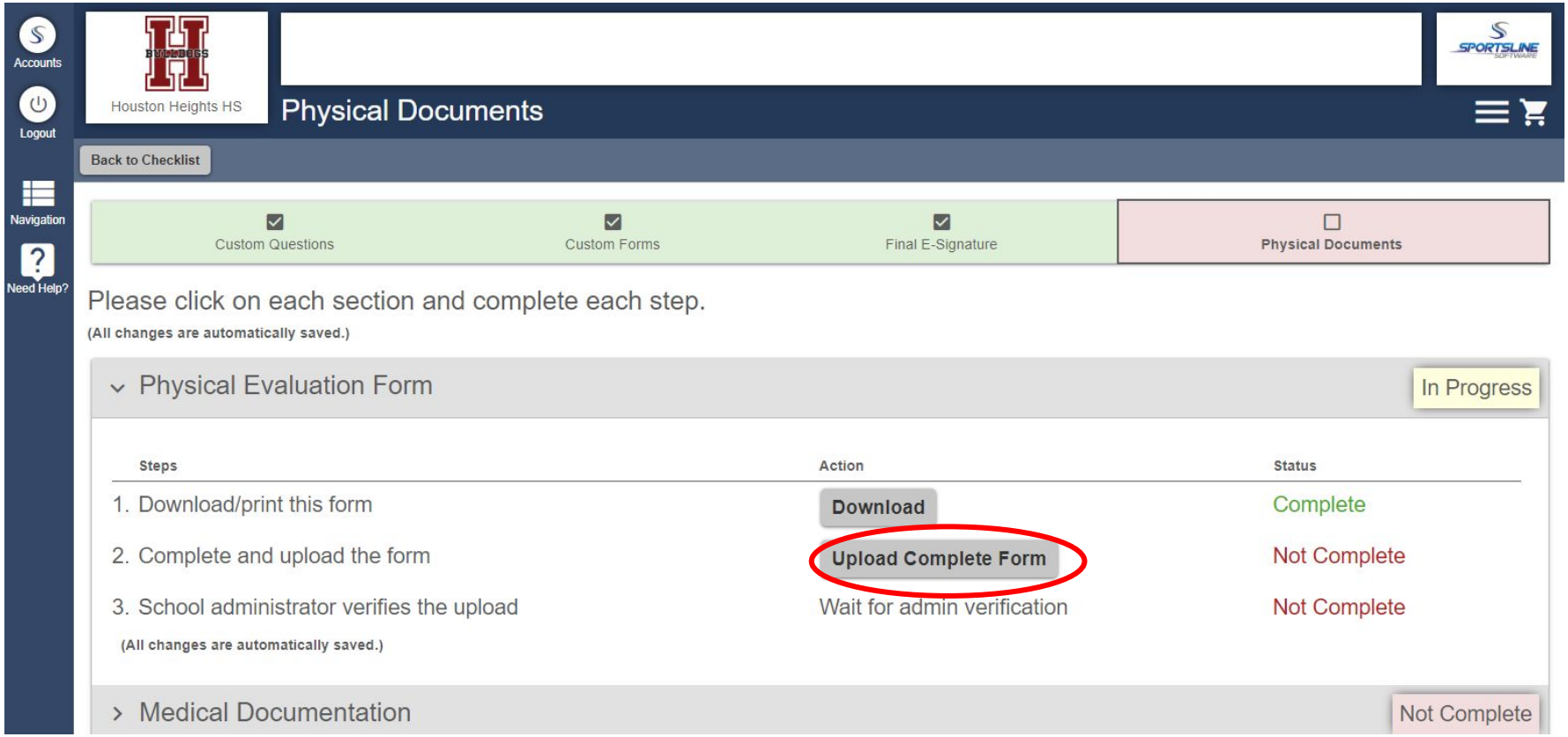
Uploading the Physical Evaluation Form

Clicking “Download” will open the physical form. Here you have the ability to save or print.



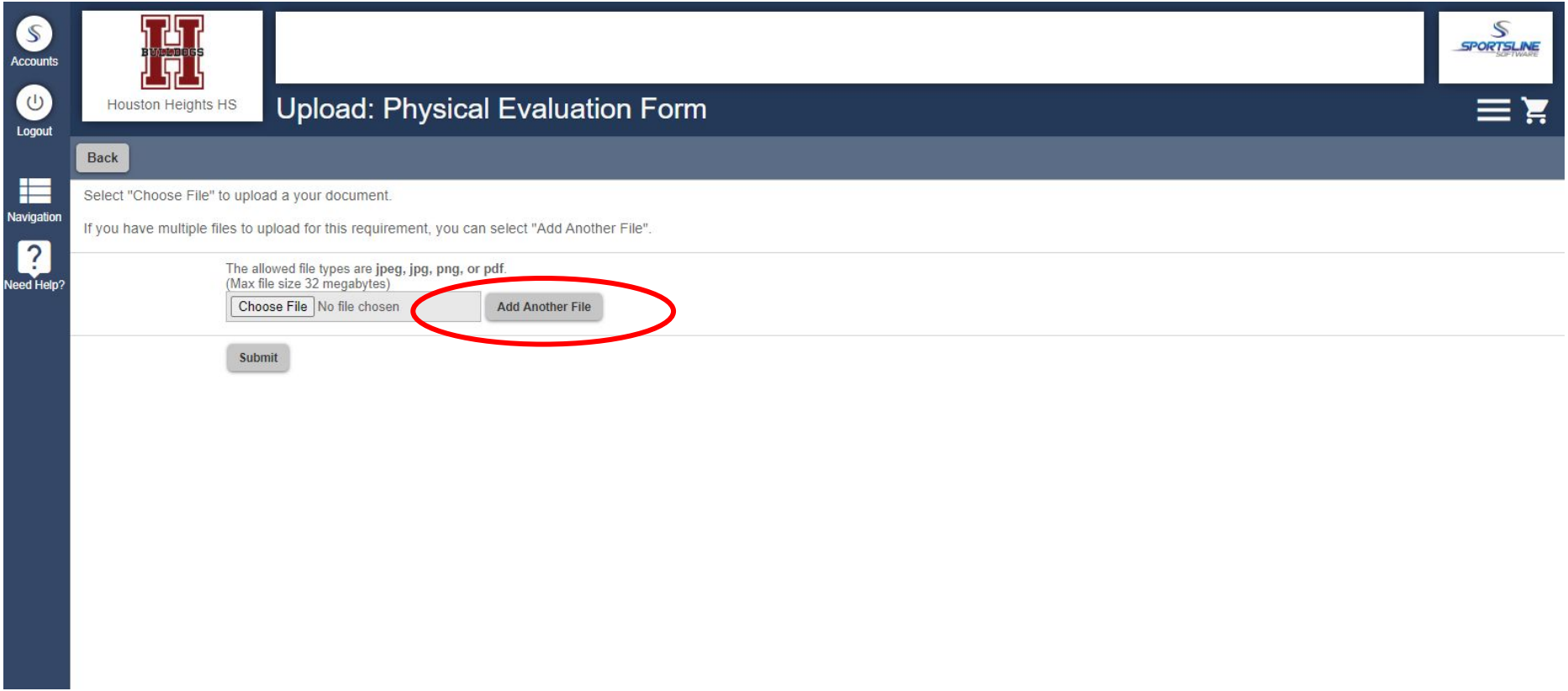
Uploading the Physical Evaluation Form

Once your Physical Form is filled out and completed by your doctor, you will need to upload it. You can either take a photo with your phone or scan it. File types that are allowed are: jpeg, jpg, png, or pdf.



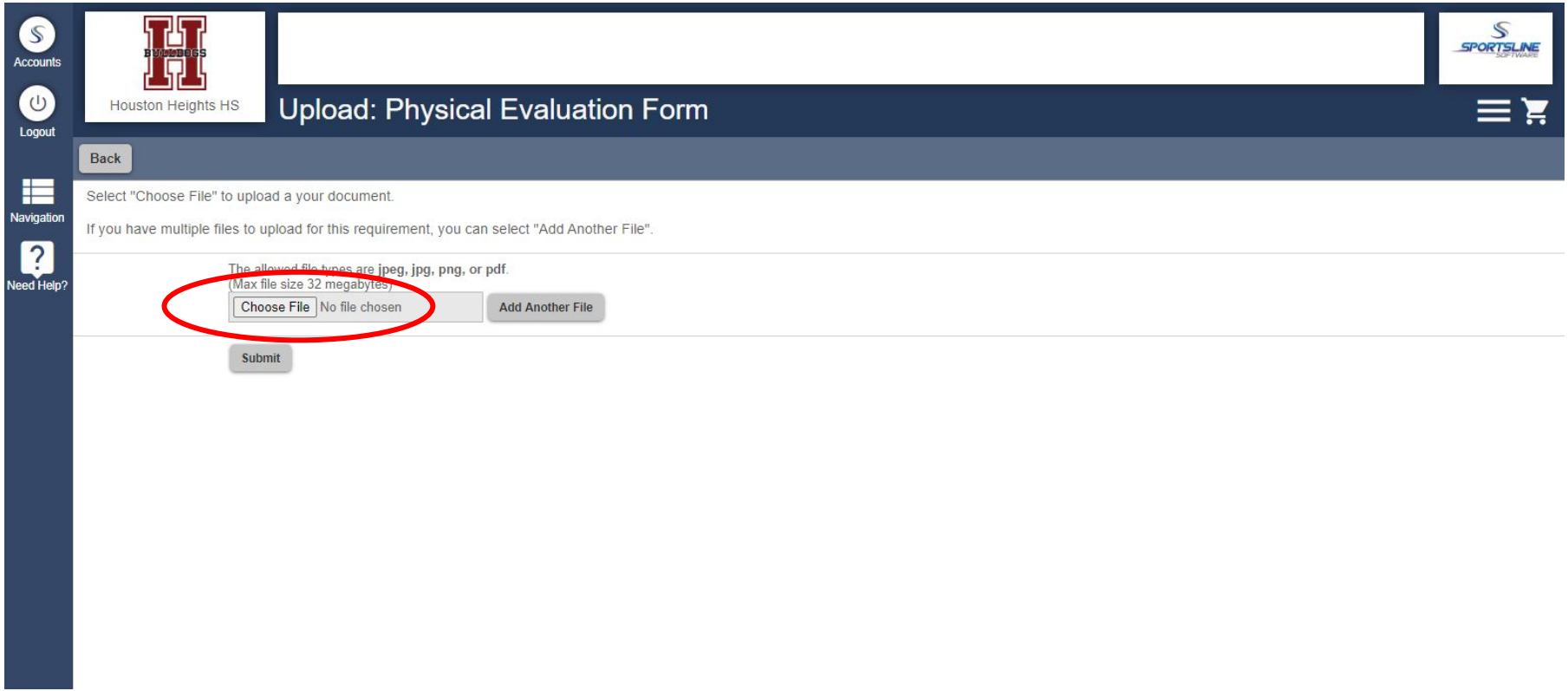
Uploading the Physical Evaluation Form

You can add more files by clicking the “Add Another File” button if your photos were taken individually of both pages. Or you can upload one single PDF with both pages of the form.



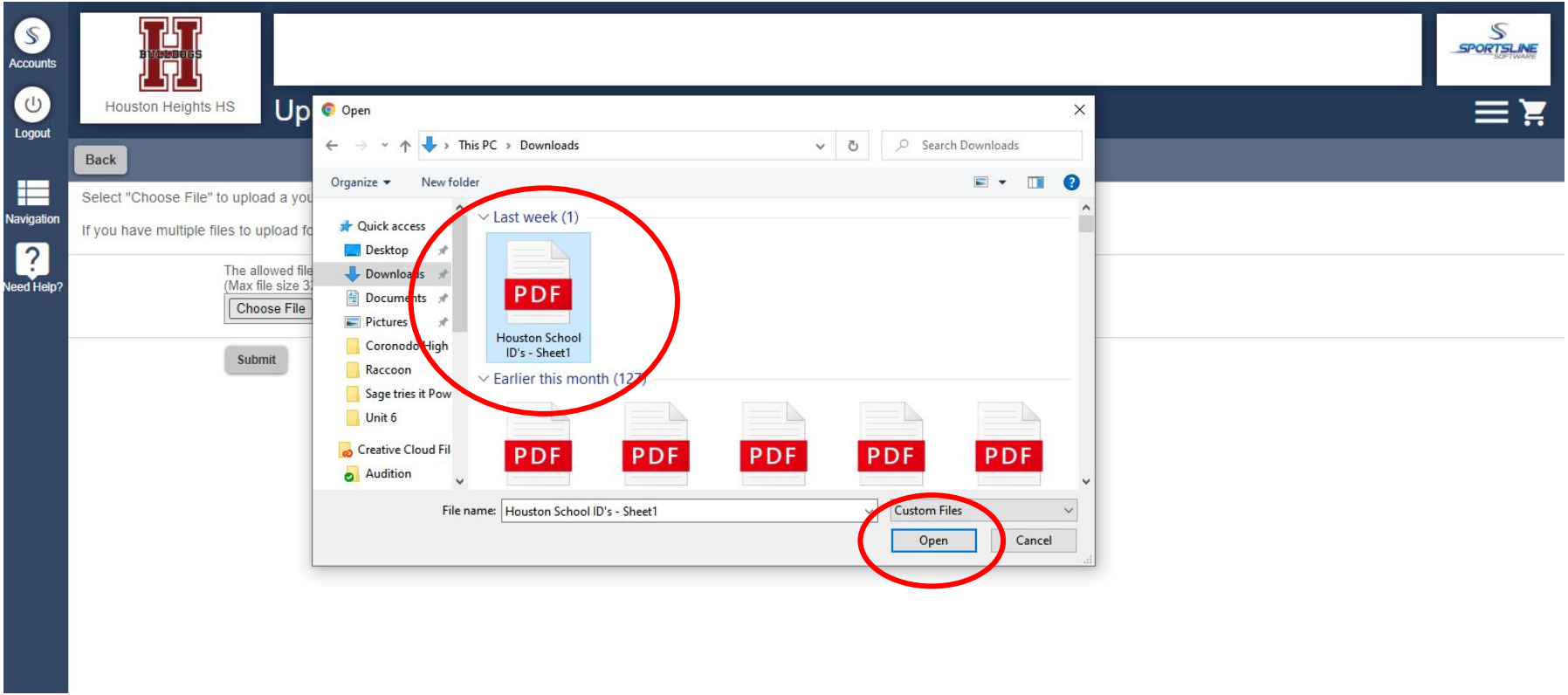
Uploading the Physical Evaluation Form

Click “Choose File”



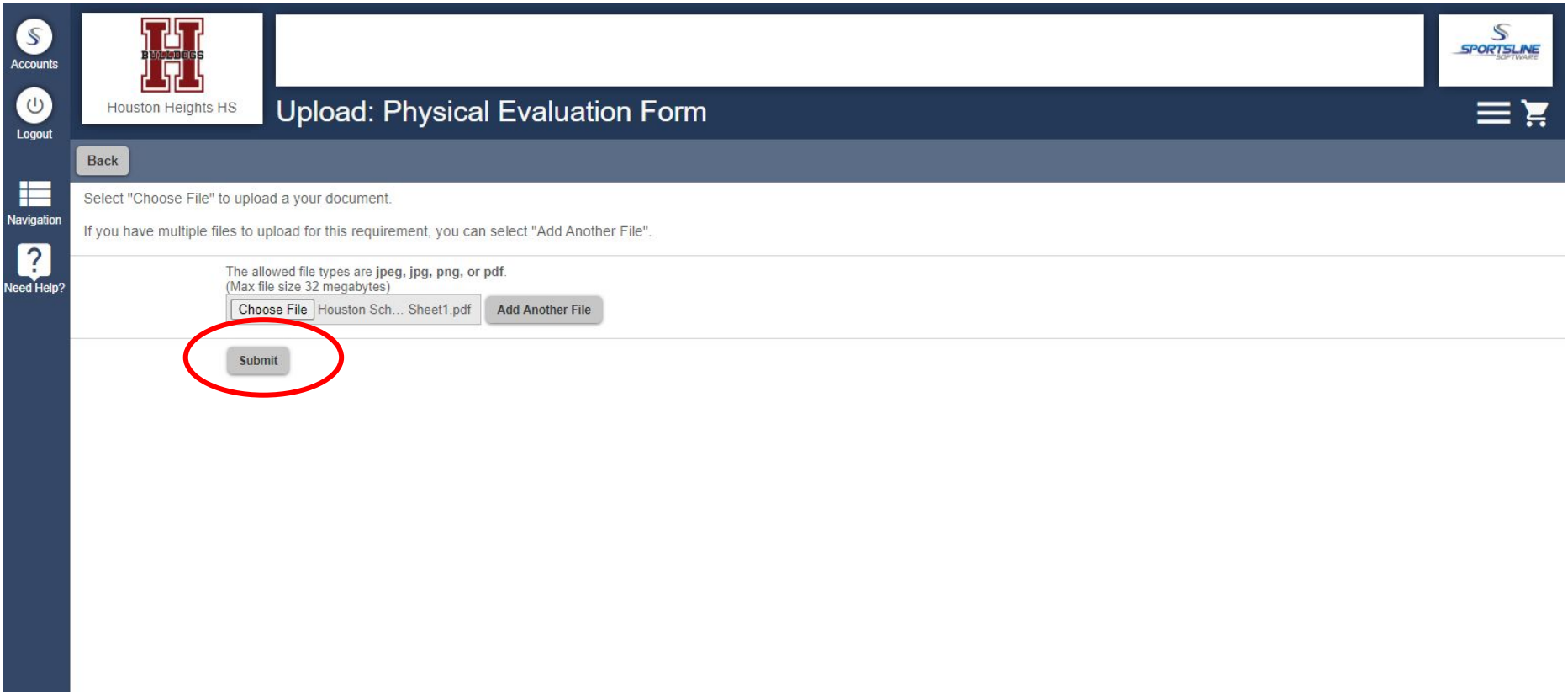
Uploading the Physical Evaluation Form

Locate your file, click on it, click “Open”
Here I chose to upload a PDF, but any of the following file types are accepted:jpeg, jpg, png, or pdf.



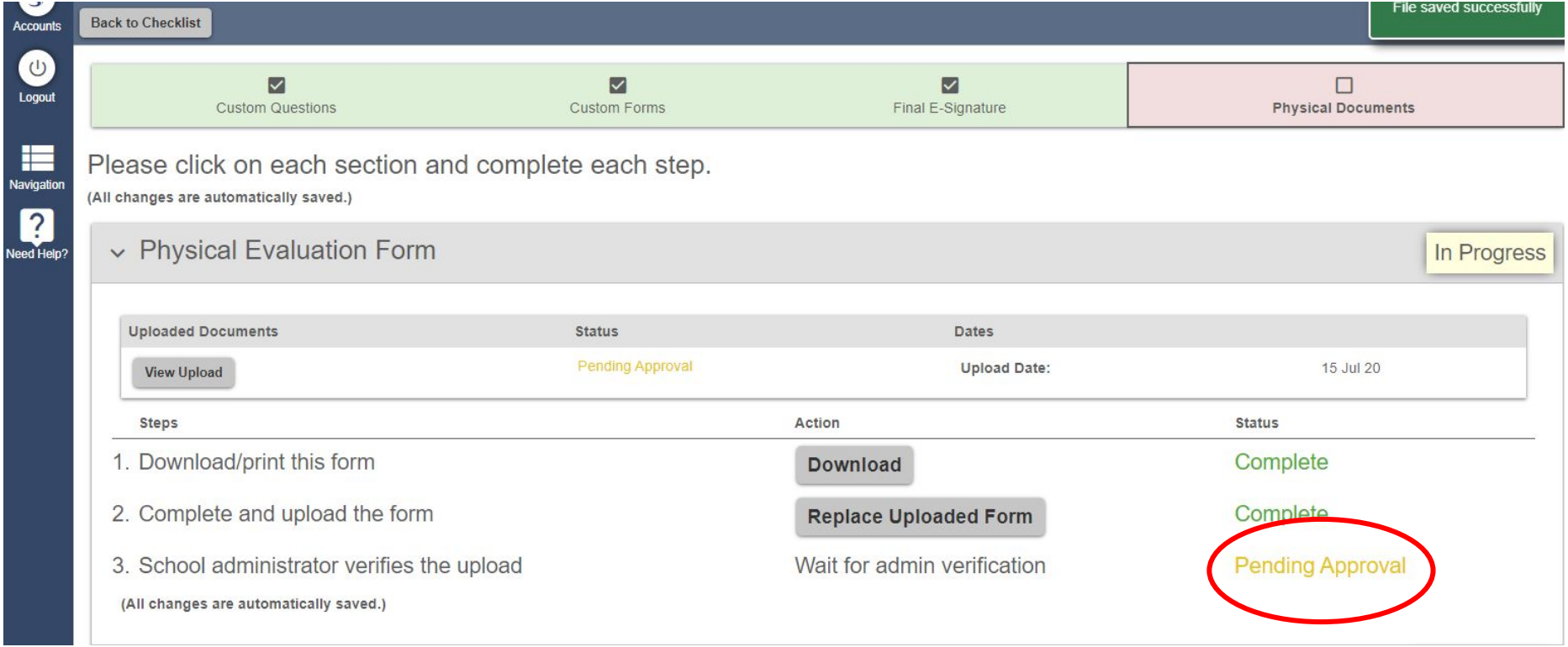
Uploading the Physical Evaluation Form

Click “Submit”



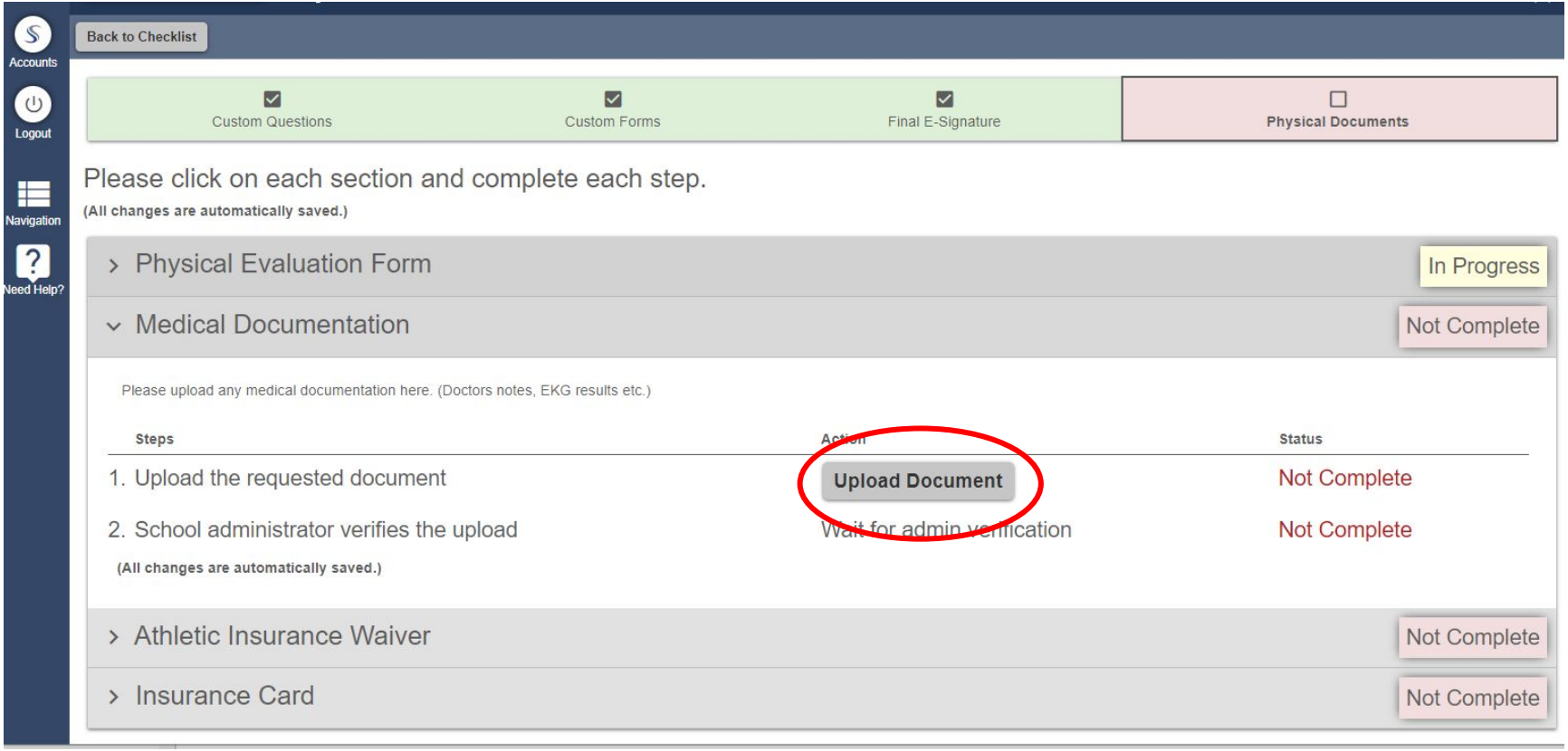
Uploading the Physical Evaluation Form

Your Physical Evaluation Form will then show “Pending Approval”. Someone at the school, in athletics will review your upload and either approve or reject it. You will receive an email when it was approved or rejected. Once it has been approved, it will show “Complete” changing the status from “In Progress” to complete.



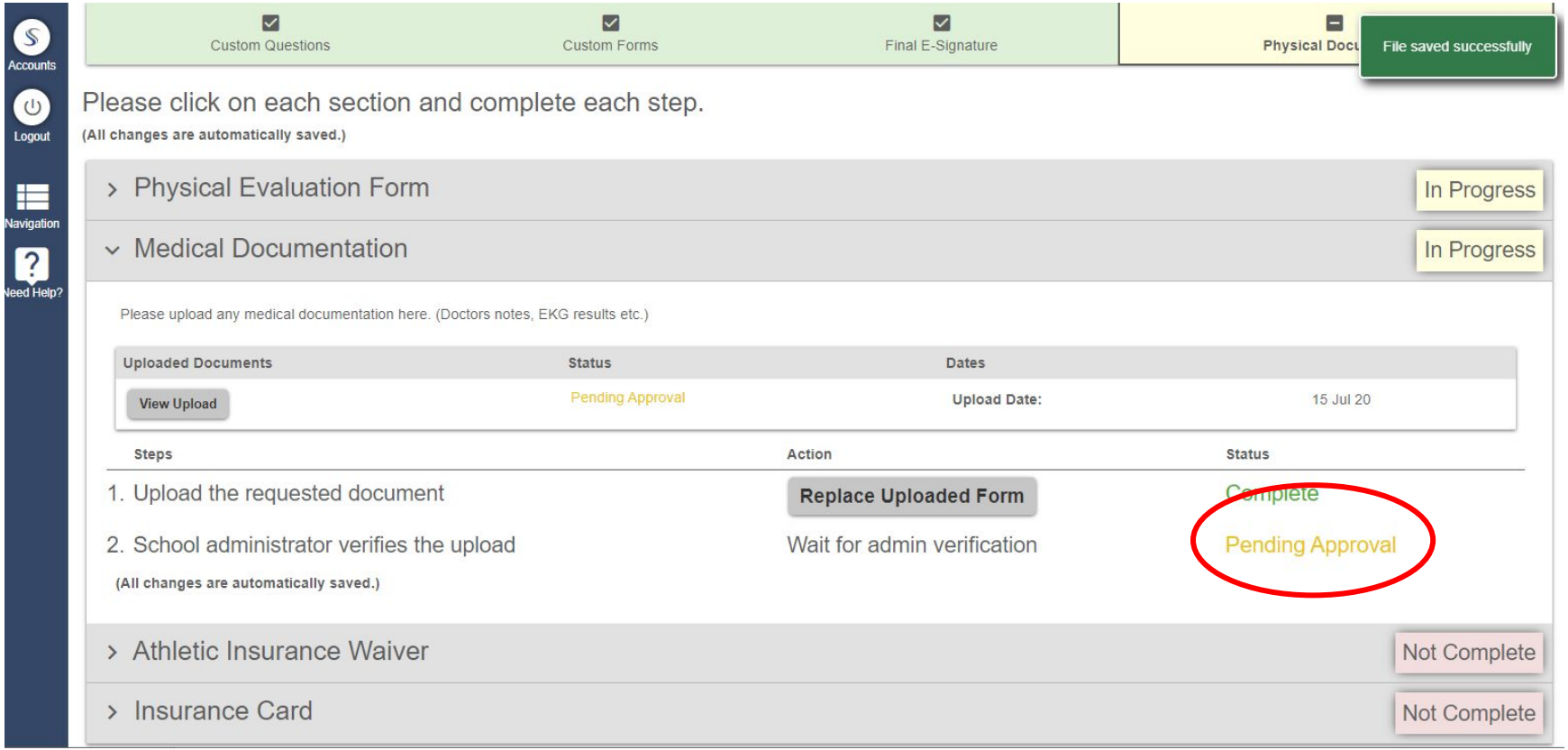
Uploading Medical Documentation

The process for completing Medical Documentation is the same of the physical evaluation form, other than there isn't a form for you to download. You will need to upload any medical documentation here including Doctors notes, EKG results etc.



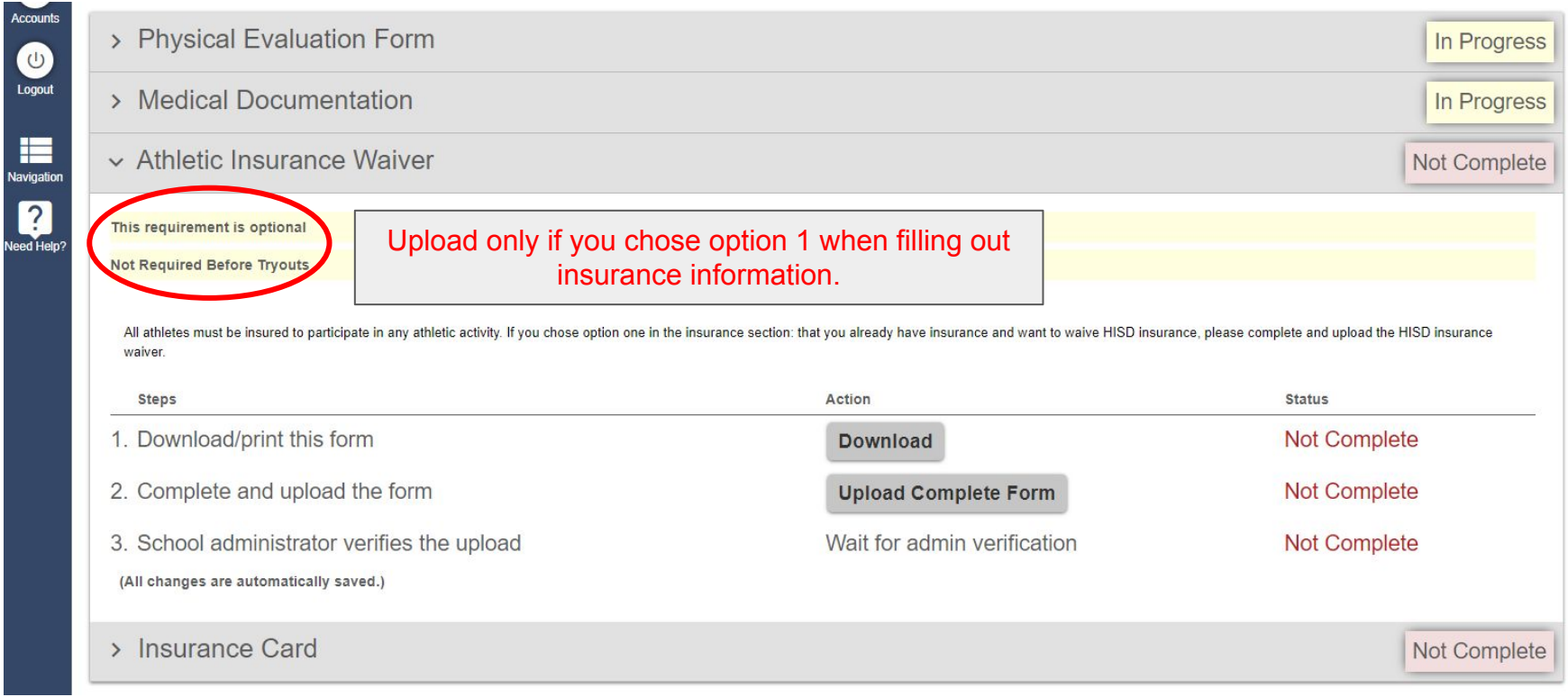
Uploading Medical Documentation

Your medical documentation will also need to be approved by someone at the school in athletics.



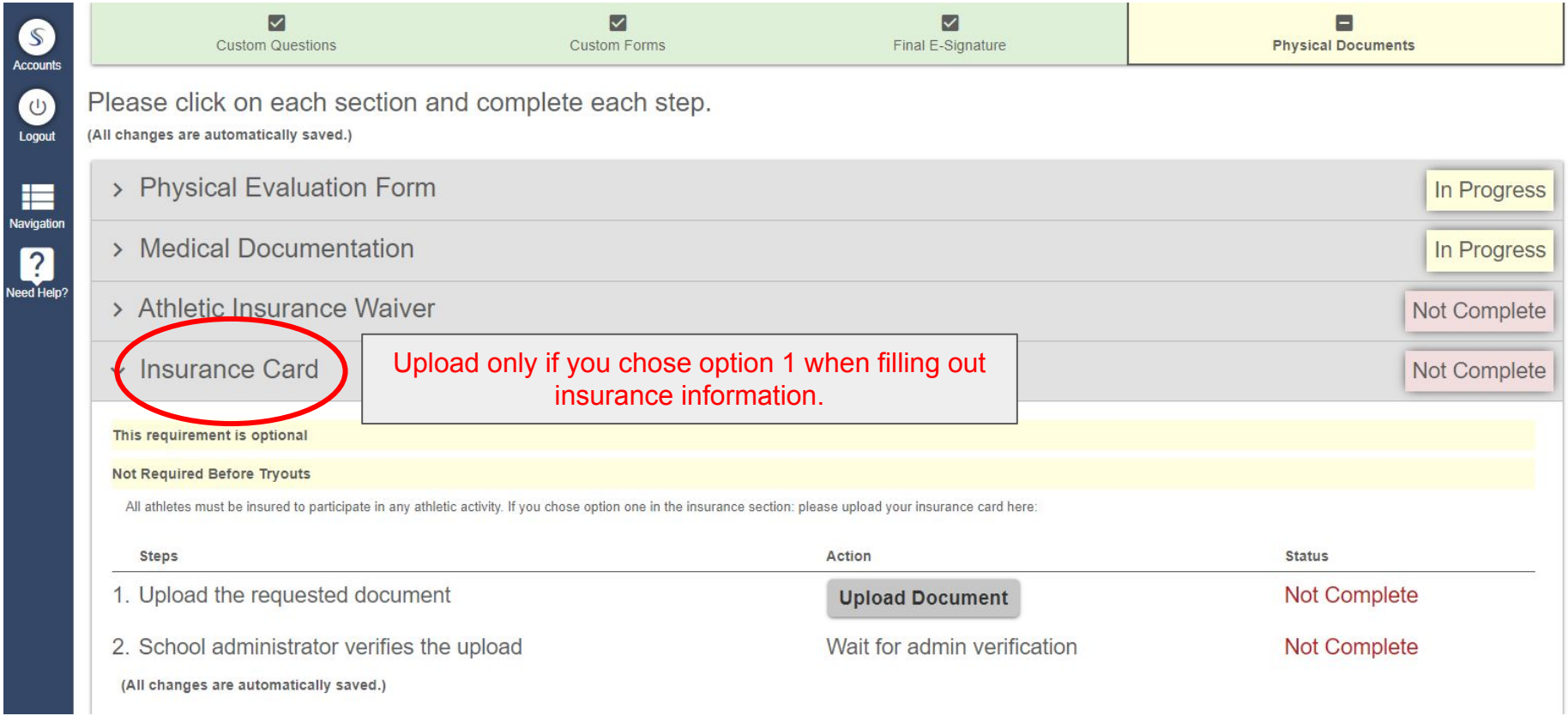
Uploading Athletic Insurance Waiver

If you chose option one when filling out your insurance information, you will need to download, fill out and upload the insurance waiver. The process it the same as both the physical and medical documentation. Download, upload and wait for approval from the school. Questions about option 1 of the insurance section? Click here.

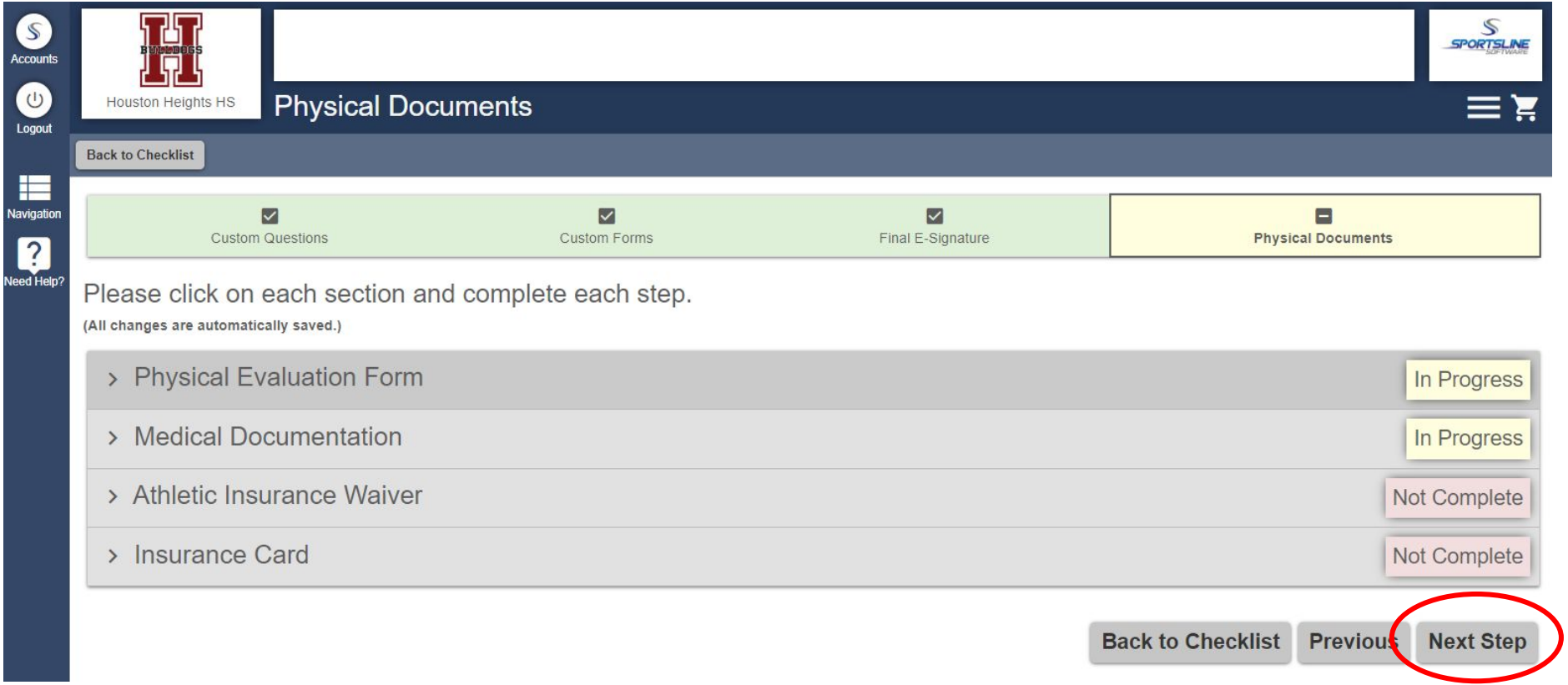


Uploading Insurance Card

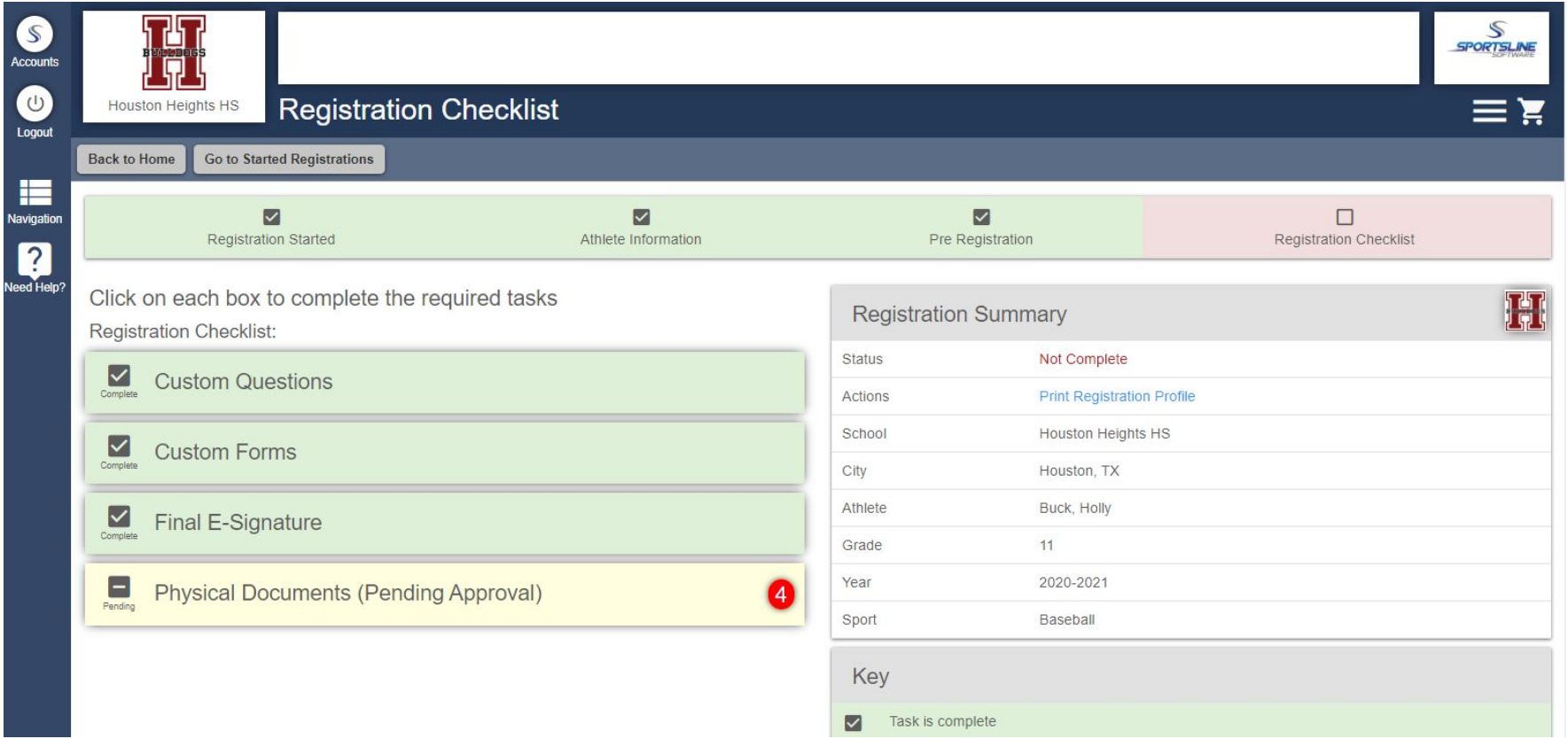
If you chose option one when filling out your insurance information, upload a copy of your insurance card. The process it the same as both the physical, medical documentation and insurance waiver. Upload and wait for approval from the school. Questions about option 1 of the insurance section? Click here.



After completing all physical document requirements that apply to you, click “Next Step”



The status of your athlete's registration will show "Not Complete" until all physical documents have been approved.



You will receive an email when your documents have been approved.

Houston Heights HS

Houston Heights HS

Dear Tech RMA,

We are writing to inform you that the requirements to register Holly for 2020-2021 Baseball have been completed.

Be aware, however, that it is still the responsibility of your school to verify compliance with all applicable eligibility rules for athletic participation. This email does not guarantee your athlete's ability to participate.

You can click HERE to login in to Register My Athlete and view this registration.

Thanks,

Register My Athlete

Click here to login Unsubscribe

This email was sent by Houston Heights HS via Register My Athlete

You will also receive an email if your document was rejected along with an explanation of why. You will then need to go in and re-upload making the changes requested by the administrator at your school.

Houston Heights HS

Houston Heights HS

Hello Tech RMA,

The document Medical Documentation, which was uploaded for Holly, was not accepted by one of your school administrators. You you will need to upload it again on your account for www.registermyathlete.com and go to your registration for Holly.

The administrator left the following explanation:

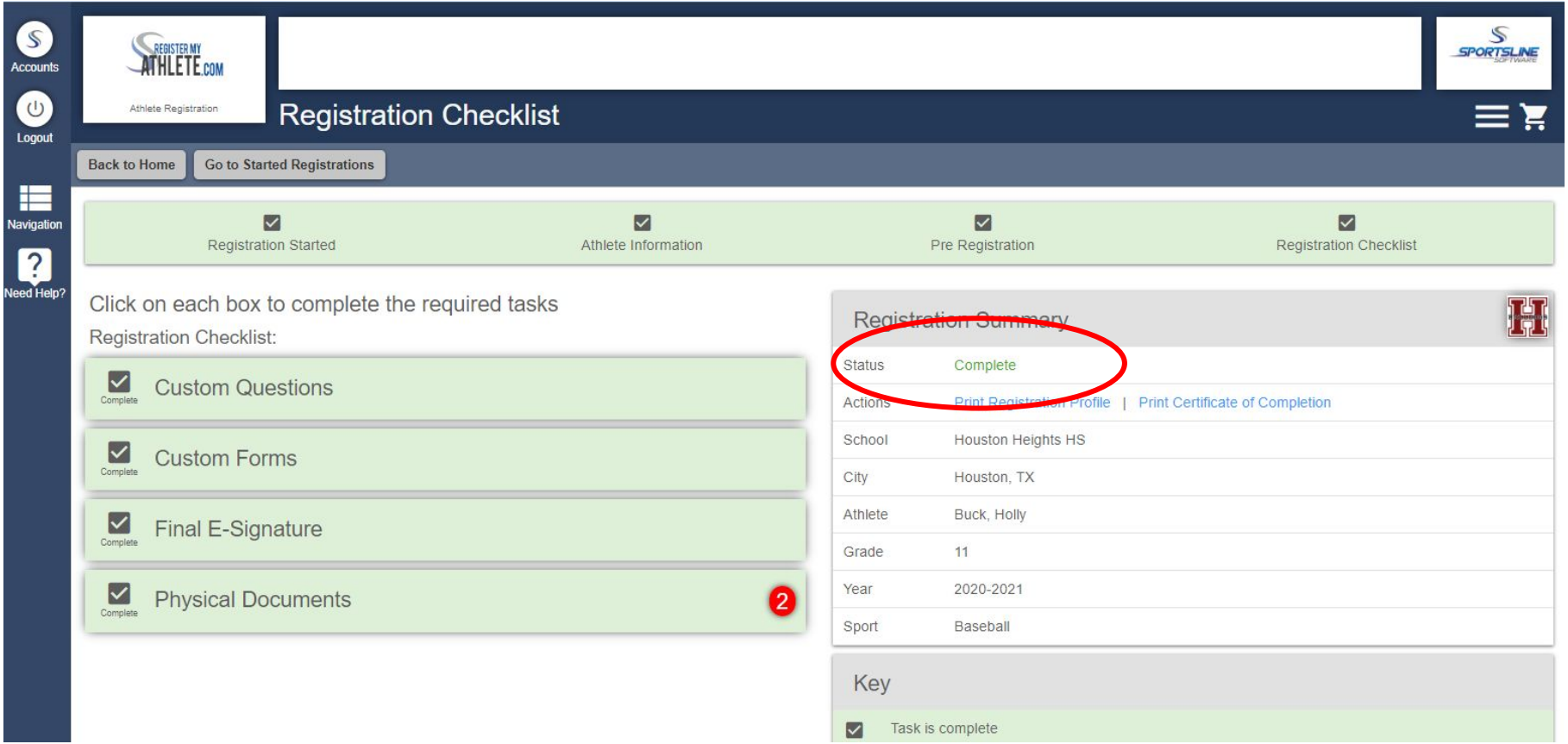
Please re-upload, the image was blurry.

If you have any questions, please contact your school.

Thanks,

Register My Athlete

After all physical documents have been approved, your athlete's registration will then show "Complete"



Questions?

https://registermyathlete.com/login/login.support

Use the link above to submit a ticket to our customer support team.

REGISTER MY
ATHLETE.COM