

 **Register My Athlete- Instructions**

*Register My Athlete allows parents to register their student-athlete for sports online. Here are some basic steps to follow when registering your athlete for the first time:*

1. **Find Your School:** find your school by going to <http://registermyathlete.com/schools>

Selecting your state, and finding your school. Click on the school to continue to the next step.

1. **Create an account:** now begin creating your account by clicking the “Create An Account” button. After filling in the required information the system will automatically log you in and you will be required to accept the terms of use.
2. **Add a new athlete**: the next step is to add an athlete. You can do so by click the “My Athletes” tab on the left-hand side of the page or by clicking “Add Athlete” underneath the “My Athlete’s” tab. This only needs to be done once during your athlete’s entire career. The information entered here will carry over from year to year. This information includes your athlete’s contact information and medical information.
3. **The athlete’s profile:** after you’ve created your athlete you will be brought to their profile page. This page is a summary of their info and involvement.
4. **Register for your sport:** click “+Register for a Sport” to begin registration, you will be asked to choose which sport your athlete is registering for.
5. **Your registration checklist**: this page shows the status of your athlete’s registration. You will be asked to complete several steps to complete registration including agreeing to documents, completing the physical, and answering the UHSAA’s tryout checklist.
6. **Physicals:** the UHSAA requires physical exams annually. The physical form has three components: (1) Participant and Parent Consent Document, (2) Health and History form, and (3) Physical Examination Form. The parent completes the Consent and Health History forms and then their doctor completes, signs and dates the exam form. All three physical forms need to be uploaded on Register My Athlete.
7. **Uploading forms:** Please scan your participation payment receipt, a copy of the last grading period report card and the three physical forms.
8. **Complete registration**: your registration is complete once all items on the checklist have been completed.
9. **After registration:** after steps are complete once all items on the checklist have been completed.
10. **After Registration:** you can login at any time to view the status of your athlete and their participation on the team.

**Future Seasons and Years:** during the following years, once your athlete has been added to your account, you only need to follow steps 5-8 to register for sports.