

REGISTER MY ATHLETE.COM

Online Athletic Form Submittal Information Sheet

Over the last few years many schools have begun moving toward an online submittal process of athletic forms. Moving to an online system makes sense. Parents can register multiple family members faster as well as storing information for future use. Coaches are no longer “chasing forms” and are provided access to a lot of time-saving and useful information. For schools, fast and efficient processing of forms and storage in the cloud for long term use and easy access is invaluable. For the parent, the best way to begin the submittal process is to complete ALL of the Circle and FHSAA required forms first before starting *Register My Athlete*. The registration will begin with general family, athlete, medical history, insurance, and contact information before moving to the required form submittal. Some of the forms are now E-signatures while other forms will be the typical signed paper copies. All forms submitted will need to be either a scanned PDF image or photo images taken with your smartphone or camera. Before going online to begin *Register My Athlete*, please read the following Circle “Parent Information Sheet” and then start the step-by step instructions from *Register My Athlete*.

- On the Athlete Registration for *Register My Athlete* there will be a request for a Student ID Number. Please input your athlete's Circle School Student Number. If you do not have a number put “N.A.”.
- **ALL** forms must be compiled and submitted at the **SAME TIME**. You are not able to submit one form and then come back the next day to submit another. ALL forms must be completed and then either scanned or picture images taken and submitted together (all submitted forms must all be scanned PDF's or a picture images but can not be both)
- Annual Sport Physicals (FHSAA Form EL02) **MUST** be included in the form submittal group. No longer will you be able to use the 365 day “window” for physical submittals. For those with one (1) physical per year with your insurance carrier, you will need to take on the burden for 1 year to establish a new cycle. Centura Care and the like offer low cost physicals during the sport seasons.
- All forms must be submitted prior to the athlete's first sport practice date. Athletes will not be eligible to practice until all forms are submitted **AND** approved by the Athletic Department. The Director of Athletics will automatically be notified by email upon your submittal of the forms. Subsequently, families and coaches will be notified by email automatically from the Athletic Department once the forms have been reviewed and approved. Athletes are encouraged to submit your forms well in advance of the first practice date to insure timely approval.
- Included in the Forms Section on *Register My Athlete* is a Circle document that lists the required forms. The list describes 5 different “groups” of student-athletes relative to what FHSAA and Circle Christian School forms are required to submit. Please review this section carefully and answer all 5 questions with a “Yes” or “No” answer.
- Two of the forms are E-Signature Forms (Circle Handbook Agreement and Circle Consent and Release), are updated forms with new requirements. In particular, the Student / Parent Athletic Handbook is a complete overhaul from years past and must be read by every parent and athlete.
- Please take note of the new and additional requirements on the FHSAA Consent and Release of Liability Form (EL03). There are 3 National Federation of High School (NFHS) Videos that the athlete **MUST** review and print out the Certificates of Completion. Please insure that these videos have been viewed prior to certifying your compliance on the EL03 form.



Instructions For Parents

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

1. **Create an account:** Go to <https://www.registermyathlete.com> Enter an email and password and then select “Create Account.” The “Account Creation” will appear where you will enter in the information asked for. At the bottom of this page, be sure to select “parent” from the options of the type of user you will be. Select the “Create Account” button when you have completed the form.
 - a. Your account has now been created. You will be able to see a page called “**Parent Register My Athlete Portal.**” Click on the large button called “Parent” and you will be directed to a “Terms of Use” page. Complete the page and select “Submit.”
 - i. **Register My Athlete Page Tutorial:** A grey box will appear that says “Welcome to your Register My Athlete landing page. We would love to show you around!” Please select the button “Ok Let’s Go!” to receive a tutorial on how to navigate the page to complete your athlete’s registration.
 - b. On the same page, you will see your “Tools” on the right side with the following options:
 - i. **Account Info:** This will show you the information you entered when creating the account like name, number, address, and security questions. Use this page to update/change the information as needed and then select the “Save” button.
 - ii. **Reset Password:** Use this button to change your password. Enter your new password and then select the “Save Password” button.
 - iii. **Request Coach/Admin Account:** If you are also an Administrator or Coach, and do not already have an Administrator/Coach account, then you can use this button to add that account to your Register My Athlete Portal.
 - iv. **Merge Another Account:** This button will allow you to add any other existing account you have to this Register My Athlete Portal page.
 - v. **Manage Active Accounts:** This button will allow you to view the schools where you have athletes and previous schools. Click “Remove” to change

a current school from active to inactive. To activate or deactivate email announcements.

- vi. **Logout:** This button will log you out of your account and take you back to the main “registermyathlete” page.

2. **Add a new Athlete:** On your main page you will see a grey banner that says “What would you like to do?” Select the button “Register for a Sport.” You will be taken to the “Registration Checklist” where you will click “select a school” and then click “select an athlete.” A box will appear where you will click on “Add new Athlete.” Complete the form and press “Submit” at the bottom of the page.
3. **Complete a Started Registration:** On your main page you will see a grey banner that says “What would you like to do?” Select the button “Complete Started Registrations.” Click on and complete any in progress or incomplete tasks.
4. **Register for a Sport:** On your main page you will see a grey banner that says “What would you like to do?” Select the button “Register for a Sport.” You will be taken to the “Registration Checklist” where you will click on and complete each button as it appears.
 - a. Red button: task to complete
 - b. Yellow button: task in progress
 - c. Green button: task is complete
5. **After registration:** After registration is complete, you can login at any time to view the Status of your athlete and their participation on the team.

Register My Athlete Tech Support

Email Support: support@registermyathlete.com

Phone Support: 435-213-1601

Support Hours: Monday-Friday 8:00am-5:00pm