



Payne Jr. High School

Expecting Educational Excellence

Athlete Registration Instructions **registermyathlete.com**

1. Go to registermyathlete.com and select “Login”
 - a. First-time users will enter nothing, just click “Create Account”
 - i. The email you use will be your login
 - ii. Remember your password!
 - iii. Make sure to select “Parent” and click to “Submit”
 - b. 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

2. Terms of Use
 - a. Agree to terms and “Submit”
3. From the Main Page you can register for a sport, complete a started registration, or view the Navigation bar.
4. To **register for a sport, click “Start/Complete Registrations”**
5. From the “Registration Management” page, you can choose to start a new registration or continue a previous registration.
 - a. 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 from this section.
 - b. Step 2 – Select Athlete – if your athlete is already in the system, select their name; otherwise, you will need to add them in this section and enter their information.
 - c. Step 3 – Select Year/Sport – make sure you **choose the correct academic year and your student’s grade for the school year you’re choosing!** This cannot be changed! Pick any and all sports you think your student would like to try! Confirm your registration.
 - d. Step 4 – Guardian Information – you will need to enter all information the first time you register, all subsequent registrations will be auto-filled.
 - e. Step 5 – Insurance Information – you will need to enter all information the first time you register, all subsequent registrations will be auto-filled.
 - f. Step 6 – Medical Information - you will need to enter all information the first time you register, all subsequent registrations will be auto-filled.
 - g. Step 9 – School Requirements/Electronic Documents – provides electronic documents that you will need to read and agree. After reading and agreeing to

documents and answering any document questions, the parent and athlete will need to provide an e-signature.

- h. Step 10 – School Requirements/Additional Requirements and Physicals – forms must be downloaded, completed and uploaded for submission. Files must be PDF or JPEG. All pages must be in one file per requirement. You can take pictures of the forms and log in with your phone, but you **MUST** use the Google Chrome app on the mobile device to upload your documents.
 - a. The school must approve all uploads. Each registration will show “Not Complete” until the school admin approves the physicals and other uploads.
 - b. Once approved, you are complete for tryouts!
6. If you ever need to make changes to your athlete’s profile, you can do so by clicking on the athlete’s name in “Show Navigation” under “My Athletes.”
7. Use the Athlete Profile Page to register for a sport, view current registrations and view/edit athlete information.
8. Use the Athlete Summary section to edit guardian, insurance, medical, or emergency contact information. Choose “Click Here to Edit” to change information.

Technical Support is available for further assistance:

support@registermyathlete.com or

<https://registermyathlete.com/login/login.support.php>

Monday through Friday:

8:00am - 6:00pm MST

(Closed on Major Holidays)