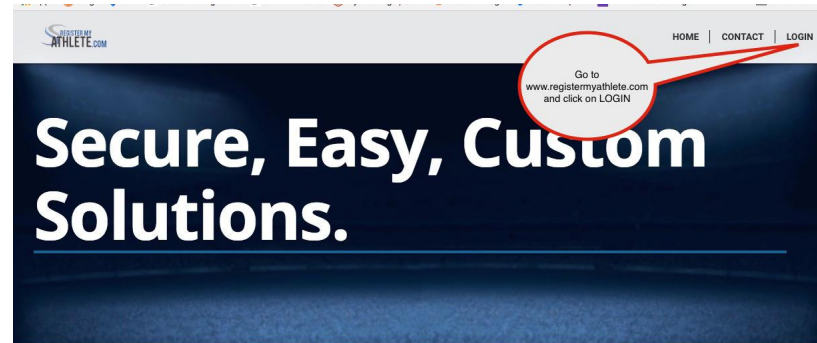


# Parent Training - Register My Athlete Users

Go to [www.registermyathlete.com](http://www.registermyathlete.com) and select Login



Request Demo

3400  
Schools Served

498 075  
Happy Customers

28  
States Served

### Cleaning Up Paperwork

RegisterMyAthlete is designed to streamline the process of student/athlete registration for students, parents, coaches and school administrators. From signing documents online to creating team rosters and tracking eligibility, RegisterMyAthlete provides a one-stop solution.



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.

The image shows a screenshot of a web form titled "Register My Athlete Login" with the subtitle "Parents. Coaches. Administrators." The form contains the following elements:

- A text input field for "Username or Email" with a yellow highlight and a "Forgot Email?" link below it.
- A text input field for "Password" with a "Forgot Password?" link below it.
- A "Login" button.
- A "Create Account" button.
- A link for "Athletic Training Check in?" at the bottom.

Two callout boxes provide instructions:

- A callout box on the left points to the "Create Account" button and contains the text: "If you are new to registermyathlete, DO NOT enter a username or password, just click CREATE AN ACCOUNT".
- A callout box on the right points to the "Login" button and contains the text: "Enter your username and Password and click LOGIN if you have already created an account. Do not create another account! If you need assistance contact support at 435-213-1601".

## 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.

Account Creation

Emily \_\_\_\_\_  
Steele \_\_\_\_\_

User Name (optional)  
Used for logging in  
emstele@gmail.com \_\_\_\_\_

✓ Confirmed:  
emstele@gmail.com \_\_\_\_\_

✓ Emails match:  
Backup Email (Optional)  
\_\_\_\_\_

✓  
\_\_\_\_\_

✓ Passwords match!  
(435) 230-5639 \_\_\_\_\_ Cell \_\_\_\_\_

Phone 2 (Optional) \_\_\_\_\_ Work \_\_\_\_\_

I would like to be able to receive communication via text messages.

Address

1234 Main street \_\_\_\_\_  
Street 2 (Optional) \_\_\_\_\_

Logan \_\_\_\_\_ Utah \_\_\_\_\_

84341 \_\_\_\_\_ Time Zone \_\_\_\_\_

Security Questions

Mother's Maiden Name \_\_\_\_\_  
EDWARD \_\_\_\_\_

First Pet's Nick Name \_\_\_\_\_  
oscar \_\_\_\_\_

City Where You Were Born \_\_\_\_\_

BILLINGS \_\_\_\_\_


I will be using this software primarily as a(n):  
 parent  
 coach  
 administrator

Create Account \_\_\_\_\_

Cancel \_\_\_\_\_

Once you have logged in/Created an account, click on Parent

Parent Register My Athlete Portal

 **Parent**

Tools

- Account Info
- Reset Password
- Request Coach/Admin Account
- Merge Another Account
- Manage Active Accounts
- Logout

The screenshot shows a web interface for 'Parent Register My Athlete Portal'. On the left, there is a logo for 'REGISTER MY ATHLETE.COM'. In the center, a large button labeled 'Parent' is circled in red. On the right side, there is a vertical column of buttons under the heading 'Tools', including 'Account Info', 'Reset Password', 'Request Coach/Admin Account', 'Merge Another Account', 'Manage Active Accounts', and 'Logout'.

# Agree to terms, and submit



Athlete Registration



## Terms of Use



**Please carefully read these Terms and Conditions of Use. You must respond to the question at the end of this page in order to continue.**

\*Show / Hide Terms of Use and Privacy Policy

Show  Hide

Do you agree to abide by these Terms of Use and Privacy Policy?

- I have read and agree to the Terms of Use and Privacy Policy.  
 I DO NOT agree to the Terms of Use or Privacy Policy.

Submit

Agree to Terms and  
click 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 for a sport, Complete a Started Registration, or go to Show Naviagtion

**REGISTER MY ATHLETE.COM**

Athlete Register My Athlete

Welcome Joseph\*!

What would you like to do?

- Start/Complete Registrations
- Athlete Information
- Store
- Messages
- Transfers

**Show Navigation**

**Announcements** View All

School	Date	Announcement
Ridgeline High School	08/16/2018	Attention! The home opening football game tomorrow August 17th against Spanish Fork will be a state ...
Ridgeline High School	08/09/2018	The Ridgeline Booster Club would like to announce there opening social. The opening social will take...
Ridgeline High School	07/30/2018	As of August 1st we are no longer using Register My Athlete to process athletic payments. All athle...
Ridgeline High School	07/26/2018	Updated Girls Soccer Try-out Schedule. July 30th - August 1st. Freshman/Sophomore- 4:30-6:00 pm J...
Ridgeline High School	07/09/2018	Fall Sports are just a few weeks away! Remember that in order to try-out you must have a current phy...
Ridgeline High School	05/18/2018	Reminder that the Spring OSPYS will be held on Monday May 21st starting @ 6:30 pm in the Ridgeline C...
NIAA High School	05/08/2018	Time to start registering for the 2018-2019 school year!!!
Ridgeline High School	05/08/2018	Ridgeline Athletic Physicals for 2018-2019 All athletes planning on playing a high school sport in ...
NIAA High School	05/07/2018	1
RMA High School	05/02/2018	test

**Parent Toolbox**

**NCSA**  
Next College Student Athlete™  
Does your athlete want to compete in college?

**ATHLINK**  
Better. Stronger. Faster...  
Setup Workout routine

**D1SHORTLIST**  
College Ready Highlight Films



# To Register for a sport, click Start/Complete Registrations under *What would you like to do?*

The image shows a user interface for a sports registration system. On the left, a sidebar titled "What would you like to do?" contains several options: "Start/Complete Registrations", "Athlete Information", "Store", "Messages", and "Transfers". The "Start/Complete Registrations" option is circled in red. A red arrow points from this option to a zoomed-in view of the same sidebar on the right, where the "Start/Complete Registrations" option is also circled in red.

The main content area displays a table of announcements:

School	Date	Announcement
Ridgeline High School	08/16/2018	Attention! The home opening football game tomorrow August 17th against Spanish Fork will be a state ...
Ridgeline High School	08/09/2018	The Ridgeline Booster Club would like to announce there opening social. The opening social will take...
Ridgeline High School	07/06/2018	As of August 1st we are no longer using Prosigner My Athlete to process direct payments for athle...
Ridgeline High School	07/26/2018	Updated Girls Soccer Try-out Schedule. July 30th - August 1st. Freshman/Sophomore- 4:30-6:00 pm J...
Ridgeline High School	07/09/2018	Fall Sports are just a few weeks away! Remember that in order to try-out you must have a current phy...
Ridgeline High School	05/18/2018	Reminder that the Spring OSPYS will be held on Monday May 21st starting @ 6:30 pm in the Ridgeline C...
NIAA High School	05/08/2018	Time to start registering for the 2018-2019 school year!!
Ridgeline High School	05/08/2018	Ridgeline Athletic Physicals for 2018-2019 All athletes planning on playing a high school sport in ...
NIAA High School	05/07/2018	1

On the right side of the interface, there is a "Parent Toolbox" section with logos for NCSA (Next College Student Athlete), ATHLINK (Better. Stronger. Faster...), and D1SHORTLIST (College Ready Highlight Films).

Now you can start a New Registration, Complete a Registration previously started, but not finished, or view a Complete registration.

The screenshot shows the 'Registration Management' interface. At the top left is the 'REGISTER MY ATHLETE.COM' logo with 'Athlete Registration' below it. At the top right is the 'SPORTSLINE SOFTWARE' logo. The main header is 'Registration Management'. Below the header is a 'Back to Home' button. A 'New Registration' button is circled in red, with the text 'Click Here to Start a New Registration' below it. Below this is the instruction 'Click on a registration below to continue working on it.' and the year '2018-2019'. A table of registrations is circled in red:

Baseball	Boys Cross Country	Boys Swimming
<u>Billy Tenny</u> NIAA High School Not Complete	<u>Joseph Tenny</u> Ridgeline High School Complete	<u>Joseph Tenny</u> Ridgeline High School Complete

# Click “Click Here to Start a New Registration” to begin a new registration

The screenshot shows the 'Registration Management' interface. At the top left is the 'REGISTER MY ATHLETE.COM' logo with 'Athlete Registration' below it. At the top right is the 'SPORTSLINE SOFTWARE' logo. The main header is 'Registration Management'. Below the header is a 'Back to Home' button. A large button labeled 'New Registration' is circled in red, with the text 'Click Here to Start a New Registration' below it. Below this is a message: 'Click on a registration below to continue working on it. 2018-2019'. There are three registration cards for 'Baseball', 'Boys Cross Country', and 'Boys Swimming'. Each card shows the athlete's name and school, and a status indicator.

Baseball	Boys Cross Country	Boys Swimming
<u>Billy Tenny</u> NIAA High School	<u>Joseph Tenny</u> Ridgeline High School	<u>Joseph Tenny</u> Ridgeline High School
Not Complete	Complete	Complete

# Step 1 - Select School

The screenshot shows the 'Registration Checklist' page on the Sportsline Athlete website. The page has a dark blue header with the 'SPORTSLINE ATHLETE.COM' logo on the left and the 'SPORTSLINE' logo on the right. Below the header, there are navigation links: 'Back to Home' and 'Go to Started Registrations'. The main content area is titled 'Registration Checklist' and contains a red box with the text 'Select School' and an unchecked checkbox. A speech bubble points to this box with the text 'You will select the school as part of the registration process'. To the right of the 'Select School' box is a table with columns for 'Primary' and 'Incomplete'. The table has rows for 'School', 'City', 'Athlete', 'Grade', 'Year', and 'Sport', each with a '-' sign in the 'Incomplete' column. Below the table is a 'Key' section with three items: 'Task is complete' (checked), 'Task in progress' (unchecked), and 'Task to complete' (unchecked). Below the key is a note: 'Click on each box to complete the required tasks. New tasks will be added as you go.'

SPORTSLINE ATHLETE.COM Athlete Registration

SPORTSLINE

Registration Checklist

Back to Home Go to Started Registrations

Registration Checklist

Select School

Primary Incomplete

School	-
City	-
Athlete	-
Grade	-
Year	-
Sport	-

Key

- Task is complete
- Task in progress
- Task to complete

Click on each box to complete the required tasks.  
New tasks will be added as you go.

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.

The screenshot displays the 'Registration Checklist' page on the Athlete Registration website. The page includes a navigation bar with 'Back to Home' and 'Go to Started Registrations' buttons. A sidebar on the left contains a 'Show Navigation' link and a 'Select School' button. The main content area is divided into two sections: 'Registration Checklist' and 'Registration Summary'. The 'Registration Summary' section contains a table with the following data:

Field	Value
Status	Incomplete
School	-
City	-
Athlete	-
Grade	-
Year	-
Sport	-

Below the table is a 'Key' section with the following items:

- Task is complete
- Task in progress
- Task to complete

A modal window titled 'Registration Checklist' is open, prompting the user to select a school. It shows a dropdown menu with 'Utah' selected and a search bar labeled 'Search to add a different school...'. A callout bubble points to the modal with the text: 'You can now choose the school you currently are with or choose a different school if you are transferring, etc.'

# Step 2 - Select Athlete

The screenshot displays the 'Registration Checklist' page. The top navigation bar includes the 'REGISTER MY ATHLETE.COM' logo and the 'SPORTSLINE' logo. The main header is 'Registration Checklist'. Below the header, there are two tabs: 'Back to Home' and 'Go to Started Registrations'. The checklist on the left has two items: 'Select School' (checked) and 'Select Athlete' (unchecked). A red speech bubble points to the 'Select Athlete' item with the text 'The next step is to select your athlete'. To the right, the 'Registration Summary' section shows a table with the following data:

Registration Summary	Incomplete
School	Ridgeline High School
City	Milville, UT
Athlete	-
Grade	-
Year	-
Sport	-

Below the summary is a 'Key' section with three items:

- Task is complete
- Task in progress
- Task to complete

Click on each box to complete the required tasks.  
New tasks will be added as you go.

If your athlete is already in the system, select them. Otherwise you will need to add them into the system.

The screenshot displays the 'Athlete Registration' interface. At the top, there are logos for 'SPORTSLINE ATHLETE.COM' and 'SPORTSLINE'. The main title is 'Registration Checklist'. Below this, there are two buttons: 'Back to Home' and 'Go to Started Registrations'. The left sidebar contains a 'Show Navigation' menu with two options: 'Select School' (checked) and 'Select Athlete' (unchecked). The main content area is divided into two sections: 'Registration Checklist' and 'Registration Summary'. The 'Registration Summary' section contains a table with the following data:

Status	Incomplete
School	Ridgeline High School
City	Milville, UT
Athlete	-
Grade	-
Year	-
Sport	-

Below the table is a 'Key' section with three items: 'Task is complete' (checked), 'Task in progress' (unchecked), and 'Task to complete' (unchecked). A note below the key states: 'Click on each box to complete a task. New tasks will be added as you progress through the registration process.'

A modal dialog titled 'Registration Checklist' is open in the foreground. It contains the text: 'Please select the athlete that will be registering'. Below this text, there is a search box containing 'Mary Steele'. There are three buttons: 'Use Selected Athlete', '-OR-', and 'Add New Athlete'. A 'Cancel' button is located at the bottom right of the dialog.

A red speech bubble points to the modal dialog with the following text: 'You can use an athlete you have already added, or add a new athlete. Keep in mind that if an athlete has already been added to a different account you will need to merge accounts to add that athlete.'

# Enter athlete information

❖ You only need to enter once!

REGISTER MY ATHLETE.COM  
Athlete Registration

SPORTSLINE

## Add a New Athlete

Cancel

Show Navigation

\*Full Legal Name (first middle last)  
Mary Steele (As found on a legal document such as a birth certificate, passport, etc.)

Suffix  
(None) (Jr., 3rd, etc.)

\*Documentation  
(Birth Certificate) (The document that has the full legal name)

\*Date Of Birth  
04/12/2001 MMDD/YYYY

\*First Name  
Mary

Middle Name

\*Last Name  
Steele

\*Gender  
(Female)

\*Address  
1234 Main street

Address 2

\*City  
Logan

\*State  
(Utah)

\*Zip  
84341

Email

\*Home Phone  
(435) 230-5639

Cell Phone

Receive communication via text messages?  
 Yes  No

Show phone on team contact list?  
 Yes  No

Please search and select the primary school at which this athlete will play sports.  
(Utah)

Ridge	Northridge High School	Layton, UT
West Ridge Academy	West Jordan, UT	
Skyridge High School	Lehi, UT	
Ridgeline High School	Milville, UT	

This is where you will enter in all of your athlete's information. You only have to do this once!

My information up-to-date. If any information changes I will update it within 2 weeks.



# Step 3 - Select Year/Sport

REGISTER BY ATHLETE.COM  
Athlete Registration

SPORTSLINE

## Registration Checklist

Back to Home | Go to Started Registrations

Registration Checklist

- Select School
- Select Athlete
- Select Year/Sport

Registration Summary

Incomplete
Ridgeline High School
Milville, UT
Mary Steele
-
-
-

Year  
Sport

Key

- Task is complete
- Task in progress
- Task to complete

Click on each box to complete the required tasks.  
New tasks will be added as you go.

Now you will choose the sport you would like to play

# Make sure to choose the correct year! This cannot be changed!

The screenshot shows a web application interface for 'Sport Selection'. At the top left, there is a logo for 'Ridgeline High School' and a 'SPORTSLINE SOFTWARE' logo at the top right. The main header area contains the text 'Sport Selection' and a 'Back' button. Below the header, the page title is 'Sport Selection'. A dropdown menu is open, showing the following options: '-Select-', '2017-2018', and '2018-2019'. A red circle highlights the dropdown menu, and a callout box points to it with the text: 'It is important that you choose the correct year you will be participating in!!'. A vertical sidebar on the left contains the text 'Show Navigation'.

Ridgeline High School

SPORTSLINE SOFTWARE

Sport Selection

Back

Sport Selection

What academic year will you be registering for?

- ✓ -Select-
- 2017-2018
- 2018-2019

It is important that you choose the correct year you will be participating in!!

Show Navigation

# Choose the sport

Ridgeline High School

Sportsline

## Sport Selection

Back Why is my sport not showing?

### Sport Selection

What academic year will you be registering for?  
2018-2019 (Grade: 9)

Please select the sport that you would like to play for the selected academic year.

- Band
- Baseball
- Boys Basketball
- Boys Cross Country
- Boys Golf
- Boys Soccer
- Boys Swimming
- Boys Tennis
- Boys Track
- Cheer
- Debate
- Debate NSDA
- Drama
- Drill Team
- Football
- Girls Basketball
- Girls Cross Country
- Girls Golf
- Girls Soccer
- Girls Swimming
- Girls Tennis
- Girls Track
- Marching Band
- Softball
- Volleyball
- Wrestling

Submit

**If the grade is wrong, you can change that at the athlete profile by clicking on Show Navigation, athlete's name, and editing the Athlete Profile**

**Select the sport. If you do not see the sport, you have either already registered for it, or it is not active and you will need to contact Support or your school**

# Confirm your Registration

Ridgeline High School

Sport Selection

SPORTSLAE

Back Why is my sport not showing?

Sport Selection

What academic year will you be registering for?  
(2018-2019) (Grade: 9)

Please select the sport that you would like to play for the selected academic year.

- Band
- Baseball
- Boys Basketball
- Boys Cross Country
- Boys Golf
- Boys Soccer
- Boys Swimming
- Boys Tennis
- Boys Track
- Cheer
- Debate
- Debate NSDA
- Drama
- Drill Team
- Football
- Girls Basketball
- Girls Cross Country
- Girls Golf
- Girls Soccer
- Girls Swimming
- Girls Tennis
- Girls Track
- Marching Band
- Softball
- Volleyball
- Wrestling

Submit

Show Navigation

**Confirm that your registration information is correct.**

**Confirm Selection**

School Ridgeline High School  
City Milville, UT  
Athlete Steele, Mary  
Grade 9  
Year 2018-2019  
Sport Drama

Please verify that you have selected the correct school, athlete, and sport.

After this point, we will gather the requirements to complete this registration, and you will not be able to change these previous selections.

I have selected the correct information. Cancel

# 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

The screenshot displays the Ridgeline High School registration interface. On the left, a 'Registration Checklist' sidebar shows 'Select School', 'Select Athlete', and 'Select Sport' as completed tasks, while 'Guardian Info', 'Insurance', and 'Medical Info' are pending. The main area is titled 'Guardian Info' and contains a form for entering guardian details. The form includes fields for First Name, Middle Initial, Last Name, Address, City, State, Zip, Day Phone, Night Phone, and Email. A 'Key' section indicates that 'Task is complete' is highlighted in green, 'Task in progress' in yellow, and 'Task to complete' in pink. The form also includes a section for 'Emergency Contact' with fields for Name, Relationship to Athlete, Day Phone, and Night Phone. A 'Save' button is located at the bottom of the form.

**Registration Checklist**

- Select School
- Select Athlete
- Select Sport
- Guardian Info
- Insurance
- Medical Info

**Registration Summary**

Status	Incomplete
School	Ridgeline High School
City	Millville, NJ
Athlete	Steele, Logan
Grade	8
Year	2018
Sport	Drama

**Key**

- Task is complete
- Task in progress
- Task to complete

Click on each box to complete the requirement.

New tasks will be added as you go.

**Guardian Info**

Guardian 1

\*First Name: Empty  
\*Middle Initial:   
\*Last Name: Steele  
\*Address: 1234 Main street  
\*City: Logan  
\*State: (Select) NJ  
\*Zip: 08411  
\*Day Phone:   
\*Night Phone:   
\*Email: lewis@ridgeline.com

\*This guardian is the student's:  Father  Mother  Legal Guardian  
Show guardian(s) phone on team contact?  Yes  No

Guardian 2

\*First Name:   
\*Middle Initial:   
\*Last Name:   
\*Address:   
\*City:   
\*State: (Select) NJ  
\*Zip:   
\*Day Phone:   
\*Night Phone:   
\*Email:

\*This guardian is the student's:  Father  Mother  Legal Guardian  
Emergency Contact (\*Must be different than the guardian)  
\*Name: (Day) State:   
\*Relationship to Athlete:   
\*Day Phone: (408) 230-9038  
\*Night Phone:

Save

**Next steps:** The next steps will be to make sure your Guardian, Insurance, and Medical Information is up to date

# 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

The screenshot displays a web application interface for registration. The top navigation bar includes the Ridgeline High School logo, the title "Registration Checklist", and a "Guardian" button. The main content area is divided into three sections:

- Registration Checklist:** A vertical list of tasks with checkboxes. "Select School", "Select Athlete", "Select Sport", and "Guardian Info" are checked (green boxes). "Insurance" and "Medical Info" are unchecked (pink boxes).
- Registration Summary:** A table showing registration details:

Status	Incomplete
School	Ridgeline High School
City	Milville, UT
Athlete	Steele, Mary
Grade	8
Year	2018-2019
Sport	Drama
- Key:** A legend for task completion status:

<input checked="" type="checkbox"/>	Task is complete
<input type="checkbox"/>	Task in progress
<input type="checkbox"/>	Task to complete

Below the key, it states: "Click on each box to complete the required tasks. New tasks will be added as you go."

The right side of the interface shows the "Mary's Insurance Info" form. It includes a "Cancel" button and a "Show Navigation" sidebar. The form is divided into "Primary Insurance" and "Secondary Insurance" sections. The "Primary Insurance" section contains fields for Holder's First Name (John), Holder's Last Name (Steele), Holder's Employer (GE Mapping), Employer's Phone (435) 235-9539, Insurance Company (USB), Insurance Group Number (0555555), Insurance Member Number (05555), Insurance Policy Number (12456789), and Insurance Effective Date (04/05/2018). The "Secondary Insurance" section has fields for Holder's First Name, Holder's Last Name, Holder's Employer, Employer's Phone, Insurance Company, Insurance Group Number, Insurance Member Number, and Insurance Policy Number. A "Hospital" section includes a "Hospital Preference" field and a checkbox for "Verify Insurance" (checked), with a "Save" button below.

A warning message is displayed on the right side of the form: "Enter in your insurance information, or make sure it is current. If you do not have insurance and it is required by the school and there is no option to waive this step, please contact your school."

# 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

The screenshot shows the 'Registration Checklist' page for Ridgeline High School. At the top right, a green notification box says 'Insurance saved successfully'. The main content area is divided into two columns. The left column, titled 'Registration Checklist', contains five items: 'Select School', 'Select Athlete', 'Select Sport', 'Guardian Info', and 'Insurance', all of which are checked with green boxes. Below these is 'Medical Info', which is unchecked and highlighted in pink. The right column, titled 'Registration Summary', contains a table with the following data:

Registration Summary	
Status	Incomplete
School	Ridgeline High School
City	Milville, UT
Athlete	Steinle, Mary
Grade	8
Year	2018-2019
Sport	Drama

Below the table is a 'Key' section with three items: 'Task is complete' (checked), 'Task in progress' (unchecked), and 'Task to complete' (unchecked). At the bottom, it says 'Click on each box to complete the required tasks. New tasks will be added as you go.'

The screenshot shows the 'Medical Information for Mary' form. At the top right, there is a 'SPORTS' logo. The form is titled 'Medical Information for Mary' and has a 'Back' button. The first section is 'Doctor's information' with fields for 'Doctor's Name' (Dr T) and 'Doctor's Phone' ((122) 456-7890). Below this is a section 'Do any of the following apply to Mary?' with a list of medical conditions and 'Yes/No' radio buttons. The text 'Enter or update medical info' is centered in this section. The conditions listed are: Allergies, Asthma, Carry an EpiPen, Diabetes, Epilepsy, Head/Neck or Back Injuries, Hearing Loss, Heart Condition, Inhaler, Kidney Condition, Medical Conditions/Injuries, Other Significant Injuries, Previous Concussions, Previous Heat Related Problems, Previous Medical Conditions, Previous Significant Injuries, Severe Headaches, Sickle Cell Anemia, Sickle Cell Trait, Take OTC/Prescription Medication, and Vision Loss. At the bottom, there is a field for 'Other Medical Concerns' and a 'Save' button.

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

The screenshot displays the 'Registration Checklist' interface for Ridgeline High School. At the top right, a green button indicates 'Medical Information Updated'. The main header includes the school logo and name, and navigation links for 'Back to Home' and 'Go to Started Registrations'. A vertical 'Show Navigation' sidebar is on the left. The checklist items are: 'Select School', 'Select Athlete', 'Select Sport', 'Guardian Info', 'Insurance', 'Medical Info', and 'Utah Questionnaire'. The 'Utah Questionnaire' item is highlighted in red and has a callout bubble. To the right, a 'Registration Summary' table provides details for the current student.

Registration Summary	
Status	Incomplete
School	Ridgeline High School
City	Millville, UT
Athlete	Steele, Mary
Grade	8
Year	2018-2019
Sport	Drama

**Students from Utah will need to fill out this questionnaire to determine if they need to fill out a transfer form.**



# Step 8 - Additional Opportunities gives athletes and parents a chance to sign up for other services

Ridgeline High School | SPORTSLINE

## Registration Checklist

Back to Home | Go to Started Registrations

Registration Checklist

- Select School
- Select Athlete
- Select Sport
- Guardian Info
- Insurance
- Medical Info
- Utah Questionnaire
- Additional Opportunities

Registration Summary

Status	Incomplete
School	Ridgeline High School
City	Milville, UT
Athlete	Steele, Mary
Grade	8
Year	2018-2019
Sport	Drama

Key

- Task is complete

This is the next bar to click on.

Ridgeline High School | SPORTSLINE

Back

Mary wants to compete in college and receive a FREE scouting profile.  
 Yes  No

Mary would like to begin physically preparing now to be competitive and stay injury free during the season.  
 Yes  No

Continue

If you choose yes, you will be redirected to another website. If you are not interested, please select No and Continue

# Step 9 - School Requirements: the last step!

Ridgeline High School

## Registration Checklist

SPORTSLAE ONLINE

Back to Home | Go to Started Registrations

Show Navigation

### Registration Checklist

- Select School
- Select Athlete
- Select Sport
- Guardian Info
- Insurance
- Medical Info
- Utah Questionnaire
- Additional Opportunities
- School Requirements

### Registration Summary

Status	Incomplete
School	Ridgeline High School
City	Milville, UT
Athlete	Steele, Mary
Grade	8
Year	2018-2019
Sport	Drama

### Key

- Task is complete
- Task in progress
- Task to complete

complete the required tasks.  
if you go.

**This will take you to the registration checklist**

# If your school has electronic documents, you will need to read the documents and agree

**School Requirements**

Mary Registration For Drama - Grade 9 (2018-2019)

Status: Not Complete

All requirements must be completed to be eligible for Drama

**Your Registration Checklist**

**You will need to complete all of the steps on the Registration Checklist. Any uploaded documents will have a Pending Verification status until the school approves them.**

- Registration Form:  Pending
- Electronic Documents:  Not Complete
- Additional Requirements/Topics:  Not Complete
- Fee(s):  Not Complete

**Electronic Documents**

For each document (document), you will need to click on the "Read Document" button. After you have read through the document, you will see an "I Agree" checkbox on this page. Click on the checkbox to show that you have read and agree to the document.

Name	Read	Agree	Date Document
Activities Policy	<input type="button" value="Read Document"/>	<input type="checkbox"/>	Not Complete
Consent Form	<input type="button" value="Read Document"/>	<input type="checkbox"/>	Not Complete
JPM&A Typist Checklist	<input type="button" value="Read Document"/>	<input type="checkbox"/>	Not Complete
Consent to Travel	<input type="button" value="Read Document"/>	<input type="checkbox"/>	Not Complete
Drug Testing Consent Form	<input type="button" value="Read Document"/>	<input type="checkbox"/>	Not Complete

**Document Questions**

Document(s) have not yet been reviewed. Print, complete, and deliver them to your athletic administrator.

**Additional Requirements/Topics**

Name	Review	Amount	Payment
Physical Form A	<input type="checkbox"/>	Not Complete	<input type="checkbox"/>

**Fee(s) Not Required Before Topics**

Name	Status	Amount	Payment
Registration For Drama	Not Required	\$99.00	<input type="button" value="Add To Cart"/>

1.

**In House Activities Policy for MCHS**

1. PURPOSE: The purpose of this policy is to provide a safe and secure environment for all students and staff members.
2. SCOPE: This policy applies to all students and staff members who are present on campus during school hours.
3. POLICY: All students and staff members must adhere to the following rules and regulations:
  - a. All students and staff members must arrive on campus on time.
  - b. All students and staff members must dress appropriately.
  - c. All students and staff members must follow all school rules and regulations.
  - d. All students and staff members must respect the rights of others.
  - e. All students and staff members must maintain a safe and secure environment.

2.

**School Requirements**

Mary Registration For Drama - Grade 9 (2018-2019)

Status: Not Complete

All requirements must be completed to be eligible for Drama

**Your Registration Checklist**

- Registration Form:  Pending
- Electronic Documents:  Not Complete
- Additional Requirements/Topics:  Not Complete
- Fee(s):  Not Complete

**Electronic Documents**

For each document displayed, you will need to click on the "Read Document" button. After you have read through the document, you will see an "I Agree" checkbox on this page. Click on the checkbox to show that you have read and agree to the document.

Name	Read	Agree	Date Document
Activities Policy	<input type="button" value="Read Document"/>	<input checked="" type="checkbox"/>	Not Complete
Consent Form	<input type="button" value="Read Document"/>	<input type="checkbox"/>	Not Complete
JPM&A Typist Checklist	<input type="button" value="Read Document"/>	<input type="checkbox"/>	Not Complete
Consent to Travel	<input type="button" value="Read Document"/>	<input type="checkbox"/>	Not Complete
Drug Testing Consent Form	<input type="button" value="Read Document"/>	<input type="checkbox"/>	Not Complete

**Document Questions**

Document(s) have not yet been reviewed. Print, complete, and deliver them to your athletic administrator.

**Additional Requirements/Topics**

Name	Review	Amount	Payment
Physical Form A	<input type="checkbox"/>	Not Complete	<input type="checkbox"/>

**Fee(s) Not Required Before Topics**

Name	Status	Amount	Payment
Registration For Drama	Not Required	\$99.00	<input type="button" value="Add To Cart"/>

3.

# After reading and agreeing to documents and answering any document questions, the parent and athlete will need to e-sign.

**School Requirements**

Mary: Registration For Drama - Grade 9 (2018-2019)  
Status: Not Complete  
All requirements must be completed to be eligible for Drama.

### Your Registration Checklist

1. Registration Started:	2018/04/12
2. Electronic Documents:	Complete
3. Guardian E-Signature:	Complete
4. Athlete E-Signature:	Complete
5. Additional Requirements/Physicals:	Incomplete
6. Fee(s):	Incomplete

Not Required Before Tryouts

Print Student Profile

### 2. Electronic Documents

For each document displayed, you will need to click on the "Read Document" button. After you have read through the document, you will see an "I Agree" check-box appear on this page. Click on the check-box to show that you have read and agree to the document.

Name	Read	Agree	Date Completed
Activities Policy	<input type="button" value="Read Document"/>	<input type="checkbox"/> I Agree	4/12/2018
Consent Form	<input type="button" value="Read Document"/>	<input type="checkbox"/> I Agree	4/12/2018
UHSAA Tryout Checklist	<input type="button" value="Read Document"/>	<input type="checkbox"/> I Agree	4/12/2018
Consent to Treat	<input type="button" value="Read Document"/>	<input type="checkbox"/> I Agree	4/12/2018
Drug Testing Consent Form	<input type="button" value="Read Document"/>	<input type="checkbox"/> I Agree	4/12/2018

### Document Questions

Boundary:	Do you live in Ridgeline's boundaries?	<input type="checkbox"/> Yes <input type="checkbox"/> No
School History:	Did you attend or play sports at a HIGH school other than Mountain Crest during 2015-16 school year? Select no if you only attended and played at a junior high.	<input type="checkbox"/> Yes <input type="checkbox"/> No

### 3. Guardian E-Signature

I am the parent or legal guardian of this athlete, and I fully accept and agree to the terms of participation as outlined in the registration documents and corresponding questions.

Only Sign:

Successful signature

### 4. Student E-Signature

As an athlete, I fully accept and agree to the terms of participation as outlined in the registration documents.

Mary Stone:

Successful signature



# 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 approves the physical this would say Complete for Tryouts because this school does not make you pay before you make the team.**

**After you have uploaded your physical it will have a Pending Verification status until the school approves it.**

Name	Read	Agree	Date Completed
Activities Policy	<a href="#">Read Document</a>	<input type="checkbox"/> I Agree	04/12/2018
Consensus Form	<a href="#">Read Document</a>	<input type="checkbox"/> I Agree	04/12/2018
LHSAA Tryout Checklist	<a href="#">Read Document</a>	<input type="checkbox"/> I Agree	04/12/2018
Consent to Treat	<a href="#">Read Document</a>	<input type="checkbox"/> I Agree	04/12/2018
Drug Testing Consent Form	<a href="#">Read Document</a>	<input type="checkbox"/> I Agree	04/12/2018

Question	Yes	No
Boundary: Do you live in Rogeline's boundaries?	<input type="checkbox"/>	<input type="checkbox"/>
School History: Did you attend or play sports at a HIGH school other than Mountain Crest during 2015-16 school year? Select no if you only attended and played at a junior high.	<input type="checkbox"/>	<input type="checkbox"/>

Name	Status	Amount	Payment
Registration For Drama	Not Received	\$99.00	<a href="#">Add To Cart</a>

# After the school admin approves all uploads, you are Complete for Tryouts!

Regeline High School **School Requirements** 5 JUN 2018

Registrations

Joseph: Registration For Boys Cross Country - Grade 10 (2018-2019)  
 Status: Completed On 08/15/2018  
 Print Certificate of Completion

**Your Registration Checklist**

1. Registration Start:	2018/05/01
2. Electronic Documents:	Complete
3. Guardian E-Signature:	Complete
4. Athlete E-Signature:	Complete
5. Additional Requirements/Physicals:	Complete
6. Fee(s):	Complete

[Print Student Profile](#)

**2. Electronic Documents**  
 For each document displayed, you will need to click on the "Read Document" button. After you have read through the document, you will see an "I Agree" check-box appear on this page. Click on the check-box to show that you have read and agree to the document.

Name	Read	Agree	Date Completed
Activities Policy	<a href="#">Read Document</a>	<input checked="" type="checkbox"/> I Agree	05/02/2018
Concussion Form	<a href="#">Read Document</a>	<input checked="" type="checkbox"/> I Agree	05/02/2018
LHSA Typist Checklist	<a href="#">Read Document</a>	<input checked="" type="checkbox"/> I Agree	05/02/2018
Consent to Treat	<a href="#">Read Document</a>	<input checked="" type="checkbox"/> I Agree	05/02/2018
Drug Testing Consent Form	<a href="#">Read Document</a>	<input checked="" type="checkbox"/> I Agree	05/02/2018

**Document Questions**

Boundary	Do you live in Regeline's boundaries?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
School History	Did you attend or play sports at a HIGH school other than Mountain Crest during 2015-16 school year? Select no if you only attended and played at a junior high.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

**3. Guardian E-Signature**  
 I am the parent or legal guardian of this athlete, and I fully accept and agree to the terms of participation as outlined in the registration documents and accompanying questions.  
 Joseph Terry  
 Registration successfully signed on 08/15/2018. [Print](#)

**4. Student E-Signature**  
 As an athlete, I fully accept and agree to the terms of participation as outlined in the registration documents.  
 Joseph Scott Terry  
 Registration successfully signed on 08/15/2018. [Print](#)

**5. Additional Requirements/Physicals** [View Previous Requirements](#)

Name	Status	Actions
Physical Form A	Complete	<a href="#">E</a> <a href="#">D</a>

**6. Fee(s)**

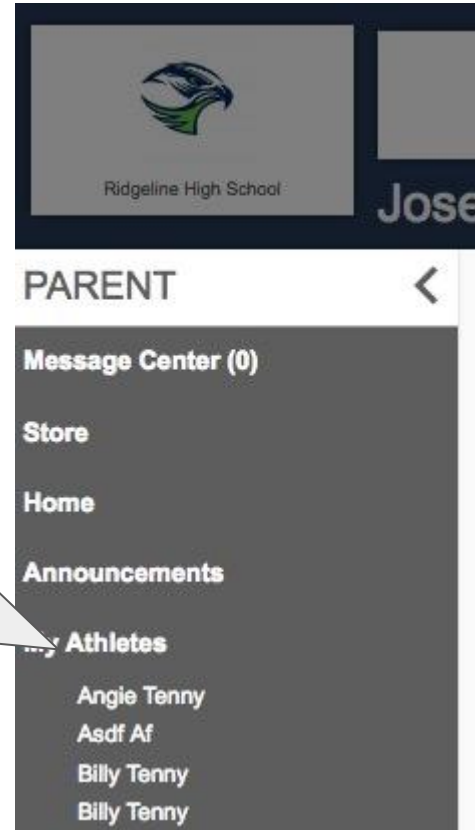
Fee	Status	Amount	Payment
Registration For Boys Cross Country	Received On 08/15/2018	\$99.00	\$99.00 (Invoice #104142)

# If you ever need to make changes to your athlete's profile due to...

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

1. Click Show Navigation
2. Click on your athlete's name

Go to Show Navigation and Under "My Athletes" click on your athlete's name to access the Athlete Profile Page





# Athlete Profile Page

Here you can:

- ❖ Register for a Sport
- ❖ View current registrations
- ❖ View and edit Athlete info

The screenshot displays the Athlete Profile Page for Mary Steele. The page includes a navigation bar with 'Back to Home' and 'New Registration' links. A callout points to the 'New Registration' link, stating: 'Click here to Start a New Registration'. Below the navigation bar, there is a 'Registrations' section with a dropdown menu for the year '2017-2018'. A callout points to this dropdown, stating: 'You can change the year to the current year or next year to see registrations'. The 'Registrations' section also includes a message: 'Mary has no registrations for the 2017-2018 year. Any previously started registrations will show here'. Below the 'Registrations' section is the 'Athlete Options' section, which includes links for 'Delete This Athlete', 'Fees Paid', 'Eligibility', and 'View Documents Signed'. A callout points to the 'Show All' button in the 'Athlete Profile' section, stating: 'Click on each bar to show the information or click Show All to see all information at once.' The 'Athlete Profile' section includes links for 'Athlete Summary', 'Medical Information', 'Primary Insurance', 'Secondary Insurance', 'Guardian 1', 'Guardian 2', and 'Emergency Contact'.

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

Athlete Registration **Mary Steele's Profile** SPORTSLINE

Back to Home New Registration Note that this information is unique to the school where you are registering.

Select a row to view a registration or team.

Registrations	2017-2018	Teams	2017-2018
Mary has no registrations for the 2017-2018 year.		Mary is on no teams for the 2017-2018 year.	

**Athlete Options**

Delete This Athlete	Removing this athlete is only possible if the athlete has no registrations.
Fees Paid	View a summary of fees paid for registrations
Eligibility	View this athletes current academic eligibility.
View Documents	Documents given for this athlete.

**Athlete Profile**  
Click on a subject to view/edit it [Show All](#)

**Athlete Summary**

[Click Here to Edit \(Last Updated 04/12/2018\)](#)

Full Legal Name	Mary Steele
Documentation	Birth Certificate
Address	1234 Main street
Email	
Cell Phone	
Home Phone	(435) 230-5639
Gender	Female
Date Of Birth	2001-04-12
Grade	8
Graduation Year	2022
Show phone on contact list	Yes
Admin Notes	

**Medical Information**

Primary Insurance

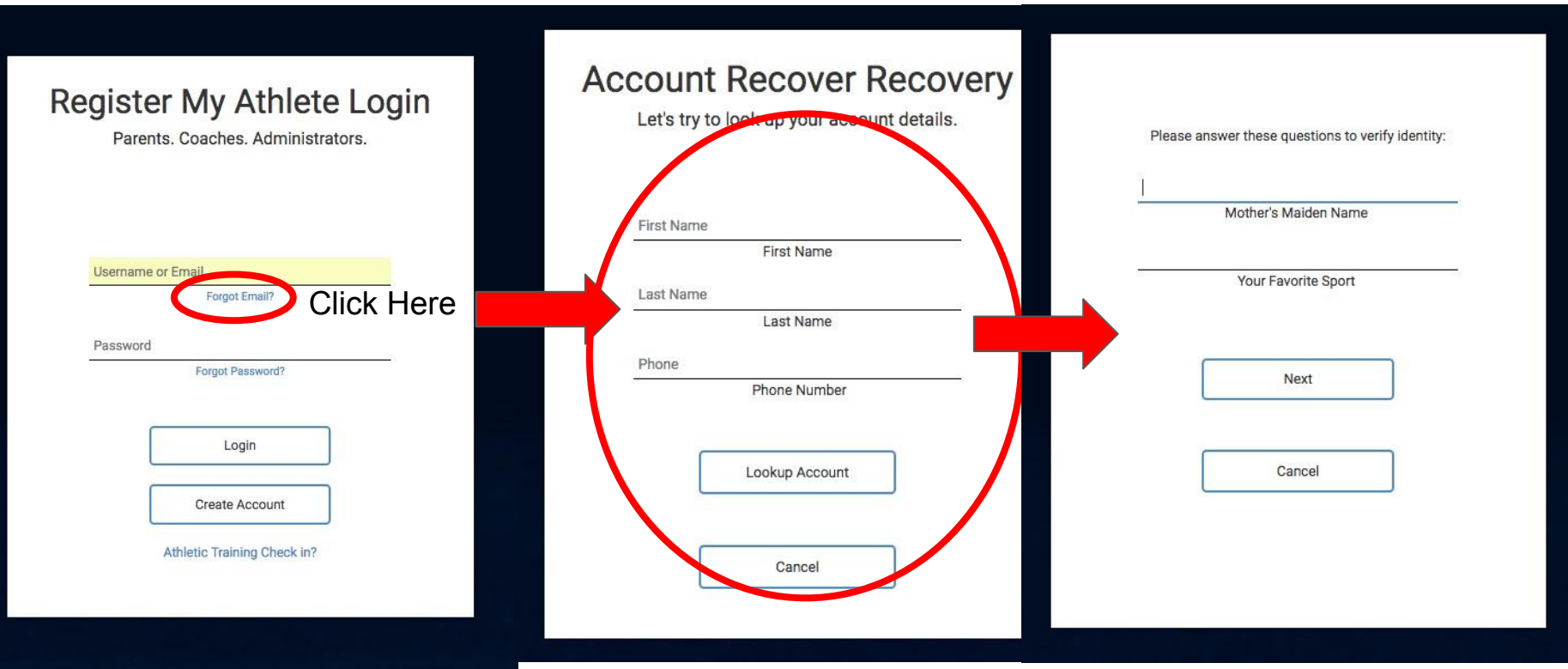
Secondary Insurance

Guardian 1

Guardian 2

Emergency Contact

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](mailto: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](mailto:support@registermyathlete.com) with the name of your athlete and the school they attend and ask for assistance with your user password.

## Register My Athlete Login

Parents. Coaches. Administrators.

If you haven't visited us since April 8th 2018 please read [this release statement](#) about your account!

Username or Email

[Forgot Email?](#)

Password

[Forgot Password?](#)

Login

Create Account

[Athletic Training Check in?](#)

## Password Recovery

To receive a password recovery link, please provide the account email or cell phone number.

Account Email

-OR-

(435) 230-5639

Verizon

Send Recovery Link

Your school administrator also can reset your password.

Cancel

Please enter the code sent to your cell phone:

Code

**Please note:** the code is only valid for 10 minutes.

Submit

Back

## Tools

Account Info

Reset Password

Request Coach/Admin  
Account

Merge Another Account

Manage Active  
Accounts

Logout



Missing accounts? Click here.

If your Missing Accounts? Button is RED, you may have accounts that need to be merged. Click on the Missing Accounts? button

# Merge Accounts

Do you have any other registermyathlete.com accounts?

This may be if you have students at multiple schools, or use both the coach and athlete registration products.

Here we can add them to your current login, so that you only have one account.

Type the email for the other account

Password for the other account

[Forgot Password?](#)

(If you have more than one account to be merged, you will have the option to come back here.)

Submit

I don't have any other accounts. Skip ahead.

**Matched Accounts (Click to Merge):**  
joejessicatenny@gmail.com  
joejessicatenny@gmail.com  
joejessicatenny@gmail.com  
joejessicatenny@gmail.com  
joejessicatenny@gmail.com  
joejessicatenny@gmail.com  
joejessicatenny@gmail.com  
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joejessicatenny@gmail.com  
joejessicatenny@gmail.com  
joejessicatenny@gmail.com  
joejessicatenny@gmail.com

Click here if you do not need to merge any accounts

Any accounts that match and need to be merged are found to the right and you can click on them to merge. You can also enter in emails and passwords for accounts you know are associated with your account. If you still need assistance, email [support@registermyathlete.com](mailto:support@registermyathlete.com) with the name of your athlete and the school they attend and ask for assistance with merging accounts.