

INSTRUCTIONS FOR PARENTS

1. **Find Your School** : Find your school by going to <http://registermyathlete.com/schools/> and select Arizona, then find Bogle Junior High. Click on the school to continue to the next step. There is also a direct link from the Bogle Athletics page at <https://www.cusd80.com/domain/785>
2. **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.
3. **Add a New Athlete** : The next step is to add an athlete. You can do so by clicking the “My Athletes” tab on the left-hand side of the page or by clicking “Add Athlete” underneath the “My Athletes” tab. This only needs to be done once during your athlete’s entire career at each school. The information entered here will carry over from year to year. This information includes your athlete’s contact information and medical information.
4. **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 information and involvement.
5. **Register for a Sport** : Click “Register For a Sport” to begin registration. You will be asked to choose which sport your athlete is registering for. ((You can check ALL the sports for the school year that your athlete will be trying out for))
6. **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 and completing the physical. ((Each document MUST be viewed and AGREED to))
7. **Physicals** : Physical documents must be completed by the parents and medical professionals where appropriate. Parents have the ability to upload these physical documents to the system. Uploaded documents will need to be verified by an Admin at Bogle prior to being accepted as complete. ((If a document is rejected for any reason, the parent will receive an email with the rejection reason. After the error has been corrected, parents will be able to re-upload the document for verification at Bogle))
8. **Complete Registration** : Your registration is complete once all items on the checklist have been completed ((Tabs will show in green on your athlete’s page when complete))
9. **After Registration** : After registration is complete, you can login at any time to view the status of your athlete and their participation. ((Admin at Bogle will finish the completion process to add student to the Try-Out roster for the sport))

ADDITIONAL ATHLETES IN THE FAMILY : Under the same account, repeat steps 3-9 to register each individual

FUTURE SEASONS AND YEARS : A new physical packet will need to be completed EACH new school year

Register My Athlete Tech Support

Email Support : support@registermyathlete.com

Phone Support : 435-213-1601

Phone Support Hours : Monday – Friday 8:00 am to 5:00 pm