

Register My Athlete (RMA) for CCS Middle Schools

1. Visit <https://www.registermyathlete.com/login/> or go to your schools webpage and hover over athletics to select required forms. Click “REGISTER AN ATHLETE” box on the right hand side.
2. Select “Create Account”
 - a. If you already have an account with another Carmel School you can simply select add student
3. Complete the Account Creation form and select “create account”
4. Start the registration process by clicking on the Parent portal
5. Complete terms of use
6. On the left panel select “Start/Complete Registrations”
7. Select School - **You must select the correct school:**
Carmel Middle School - Clay Middle School - Creekside Middle School
8. Select Athlete - Add New Athlete - Complete new athlete form
9. Select Year/Sport - Please select **all** sports that your child might be interested in for this academic school year.
10. Enter Guardian Information
11. Enter Medical Information
12. Electronic Documents - **Athletic Handbook & Athletic Consent Form**
 - a. For each document click “Read”. After reviewing the document select “I have read the document” in the upper left hand corner.
 - b. Then you will need to check the “I agree” box and click submit. Select submit on the pop up window.
 - c. You will need to follow these steps for all electronic documents.
13. All electronic forms should have a green box indicating they are complete.
14. Click Next Step
15. E-Signature - Make sure the name typed in the “Legal Guarding E-Sign” is **exactly** the same as the name appears on the screen. Then click E-Sign. You will see “E-sign Success!” in green appear under the name you typed into the system.

16. Final E-sign student Agreement - Make sure the name typed in the “Legal Guarding E-Sign” is **exactly** the same as the name appears on the screen. Then click E-Sign. You will see “E-sign Success!” in green appear under the name you typed into the system.

17. You must click **SUBMIT** to complete the Final E-Signature sections

18. Physical Documents:

a. This is where you will upload your IHSAA Preparticipation Physical form.

[2021-2022 IHSAA Physical Form](#)

[2021-2022 IHSAA Physical Form in Spanish](#)

Student athletes will not be able to participate in official school practices until final approval is granted. Once the guardian and student have completed the registration process, the status will remain pending until a final approval by the Athletic Office. Please begin the online athletic registration process at your earliest convenience.

Contact your school's Athletic Director with any questions.



Carmel Middle School

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