



## **SUSD Middle School “Register My Athlete” Instructions for Parents/Athletes**

SUSD is now utilizing an online registration tool for athletics called **Register My Athlete!** The platform is best if used in Chrome as web browser. Here are the basic steps to follow when registering your athlete for the first time:

1. **Go to registermyathlete.com** and click “Login” in the top right-hand corner or find the **Register My Athlete** link on your school’s website.
  2. **Create an account:** Click on the “Create 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. **Register for a sport:** Click on “Register for a Sport.” This will lead to the Registration Checklist.
- \*\*\*You will now be on a Registration Checklist and the must click on and complete the following:**
4. **Select School:** Search for your school and select it when identified.
  5. **Select Athlete:** You will be prompted to add a new athlete and fill out the requested information. This step only needs to be completed *once* during your athlete’s entire career in SUSD. The information entered will carry over from year to year but must be updated when changes occur by the user.
  6. **Select Year/Sport:** You will be asked to choose which year and which sport your athlete is registering to try out for or participate.
  7. **Guardianship Info** – Please fill out Guardianship information.
  8. **Insurance** – Is required to participate in athletics in SUSD. If one needs to obtain insurance, your site administration office has insurance options available for athletic participation purposes.
  9. **Medical Info** – Please fill out appropriate medical information.
  10. **Electronic Documents** - This is where you electronically sign important SUSD documents such as the Athletic Code of Conduct, Communication Protocol, COVID-19 Acknowledgement, and Spectator Code of Conduct. Check the “I agree” box when finished reading each document.
  11. **E-Signature** – Type in your and your athlete’s names and check the consent boxes. Select “E-Sign.”
  12. **Physical** - A doctor must complete a physical annually after March 1<sup>st</sup> of the year that the school year starts and is good for the entire school year. AIA physical exam forms are available within Register My Athlete, or on the SUSD Website, and **MUST** be uploaded to Register My Athlete once per year.
  13. **Confirmation:** Your Physical documents will be reviewed by the school Athletic Office and once approved you will receive an email stating “**ready for tryouts.**”
  14. You can log back into Register My Athlete and pay the athletic fee at touchbase.susd.org. After paying online you **MUST** take, or email, the receipt to the school’s Administration Office for processing or you may bring a check directly into your school’s Administration Building. Once the school has confirmed payment, the registration status will be marked “**Complete**” and your athlete will be cleared for competition.
    - a. For Tier 1 sports all athletes make the team and the fee is \$60
    - b. For Tier 2 sports please wait until after the Festival, and if your athlete makes the team the fee is \$30
    - c. For Cross Country and Track all athletes make the team and the fee is \$75
    - d. Free or reduced lunch fees must be paid in the Administration Building accompanied with Nutritional Services verification.

**Additional Athletes:** If you have additional athletes to register you can add them under your same account.

**Returning Users:** During the following seasons and years, you may utilize the same login. Please remember that if any information changes throughout their athletic career please make sure you update as needed.

**Questions:** If at any time you have questions regarding this process, please contact your site athletic office.