Parent Training - Register My Athlete Users

Go to www.registermyathlete.com and select Login

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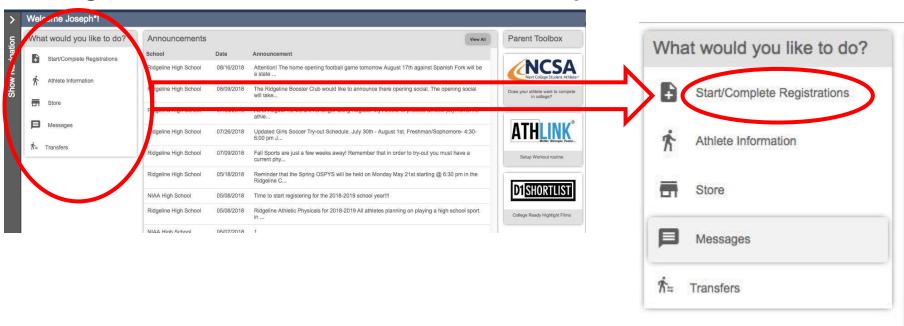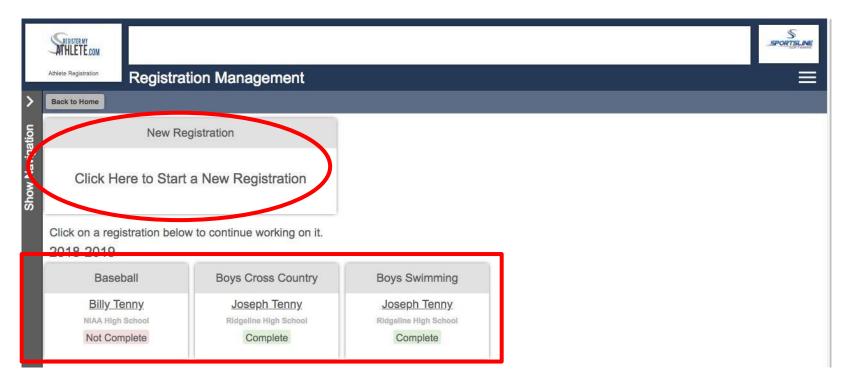
Once you have logged in/Created an account, click on Parent

Parent Register My Athlete Portal

Parent

Account Info

Reset Password

Request Coach/Admin Account

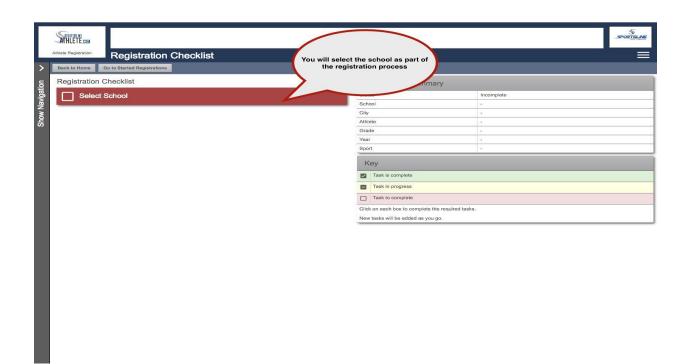Merge Another Account

Manage Active Accounts

Logout

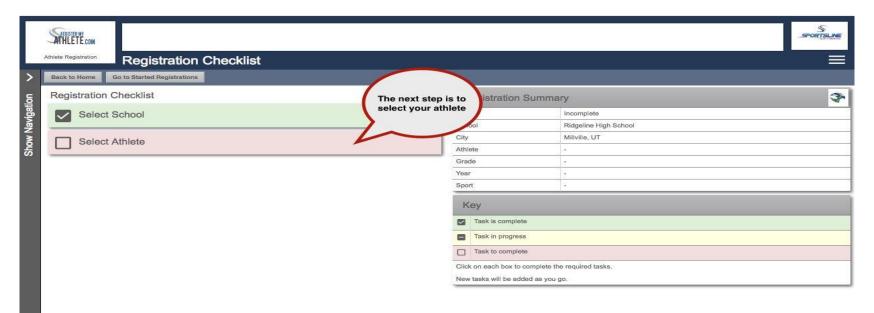# To Register for a sport, click <u>Start/Complete Registrations</u> under *What would you like to do?*

Now you can start a New Registration, Complete a Registration previously started but not finished, or view a Complete registration.
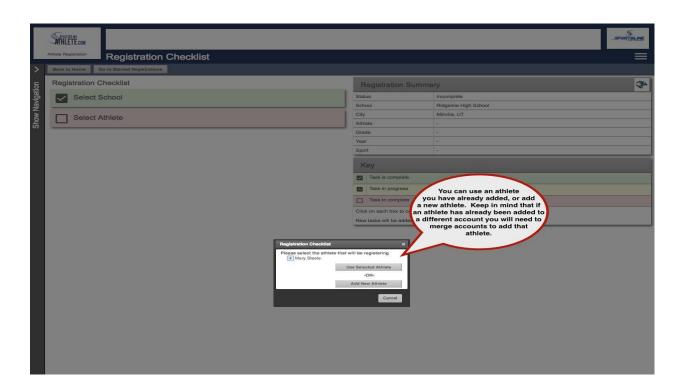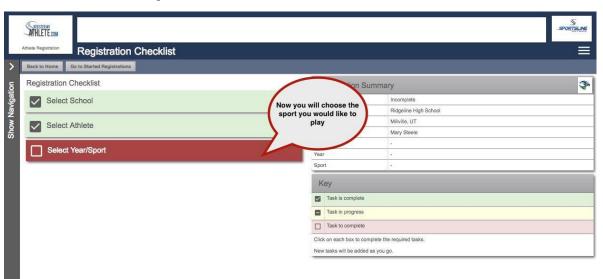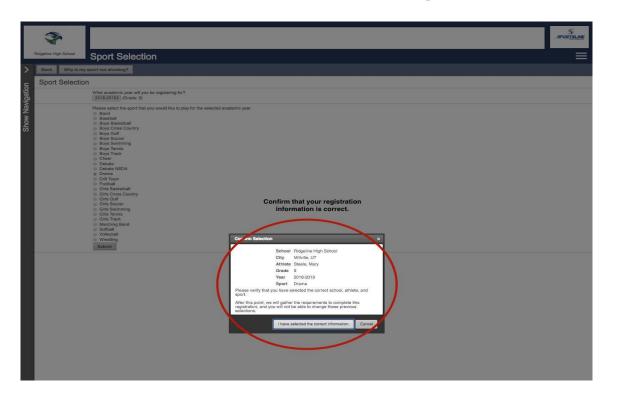
Step 1 - Select School

Step 2 - Select Athlete

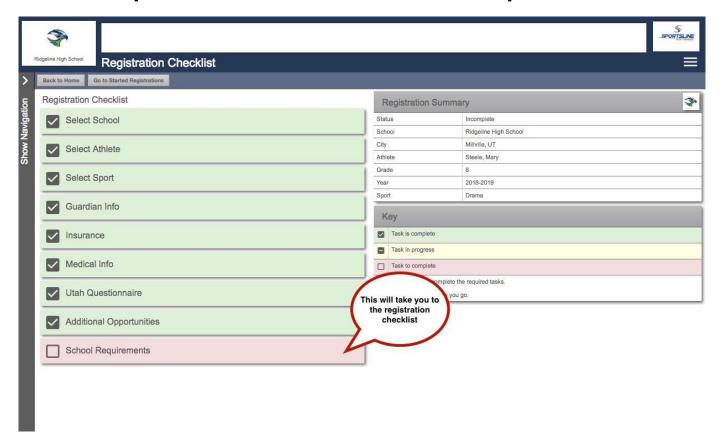If your athlete is already in the system, select them. Otherwise you will need to add them into the system.
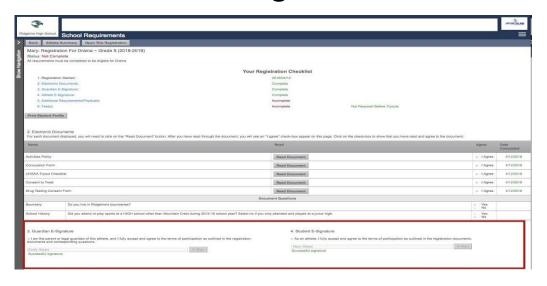
Step 3 - Select Year/Sport

Confirm your Registration. After confirming, continue to click the red boxes and complete them.
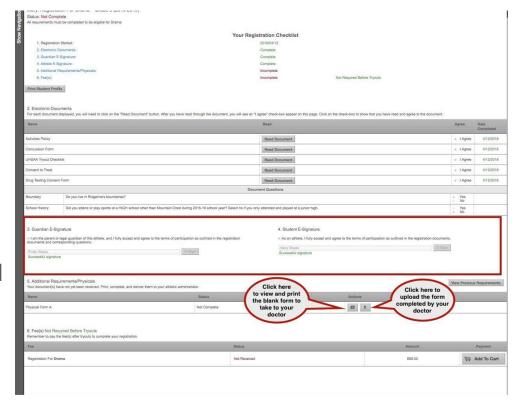
School Requirements: the last step!

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

If your school uses uploaded physicals, report cards, etc., you will upload them here.

- ❖ All pages must be in one file
- ❖ File must be a PDF or JPEG
- ❖ You can take pics and login with your phone - you MUST use the google chrome app on a mobile device - and add the documents that way as well
- ❖ Uploads will say "Pending School Approval" until an admin approves them

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