

# 3 STEP Athletic Registration Process

EITHER- do 3a or 3b

## STEP 1

Complete CommunityPass Online Registration/payment.

- 1) Register online [CommunityPass](#)- Click Register Here / ( Fall ) 2024 Athletics to register.
- 2) Print/save your receipt as pdf to upload later.

## STEP 2

Determine whether you need to submit new physical forms or repeater forms. **If you determine repeater forms, proceed to Step 3a. If you determine physical forms, proceed to Step 3b.**

## STEP 3A

Submit repeater forms if Athletics has a student's athletic physical on file and the EXAM DATE is within 365 days of the first day of tryouts (example: physical on file 2/17/2024 – first day of tryouts 8/19/2024).

Go to forms library in Parent Access. Click on the forms tab and ( Fall 2024 ) Athletic Registration Packet and complete the form. Both parent/guardian and student-athlete complete the online forms together. Click green update answers when done. Click checkbox finalize and then update answers to submit.

When finished, you will go back to Parent Access / forms tab. Click on (Fall 2024) Athletic Medical -Repeater Packet. Please complete the health update questionnaire contained within. Click green update answers. Click checkbox finalize and then update answers to submit.

## STEP 3B

Submit new physical forms if:  
This is the first time the student is playing a sport OR  
the physical is old. (Doctor must have performed the exam within 365 days of the first day of tryouts)

Click Physical Forms and print. Complete the history form and athletes with disabilities form (if applicable). Both parent/guardian and student must sign the forms. Take ALL forms to doctor for completion.  
  
The doctor will return ONLY the PPE-Medical Eligibility Form. In Parent Access, under forms – Complete the Athletic Medical Complete Physical Packet. Answer questions in forms, upload file, and click green update answers. Then click the check box to finalize and click update answers to submit.

Go back to forms library in Parent Access. Click on the season (Fall) Athletic Registration Packet. Complete the form information. Both parent/guardian and student-athlete complete the online forms together. Click green update answers. Then click check box to finalize and update answers to submit.

### Checklist:

- ✓ Register/pay in CommunityPass
- ✓ Complete and submit in Parent Access - Athletic Registration Packet
- ✓ Complete and submit in Parent Access either repeater forms **or** Athletic Medical Complete Physical Packet

**Yes to ALL 3 – our team will begin reviewing your child's completed registration.**

### Is my child cleared for tryouts?

After July 12<sup>th</sup>, and approximately 2 weeks from your completed submission, check Parent Access under Athletics tab. Look for season eligibility. This will indicate athlete has been cleared for participation.