

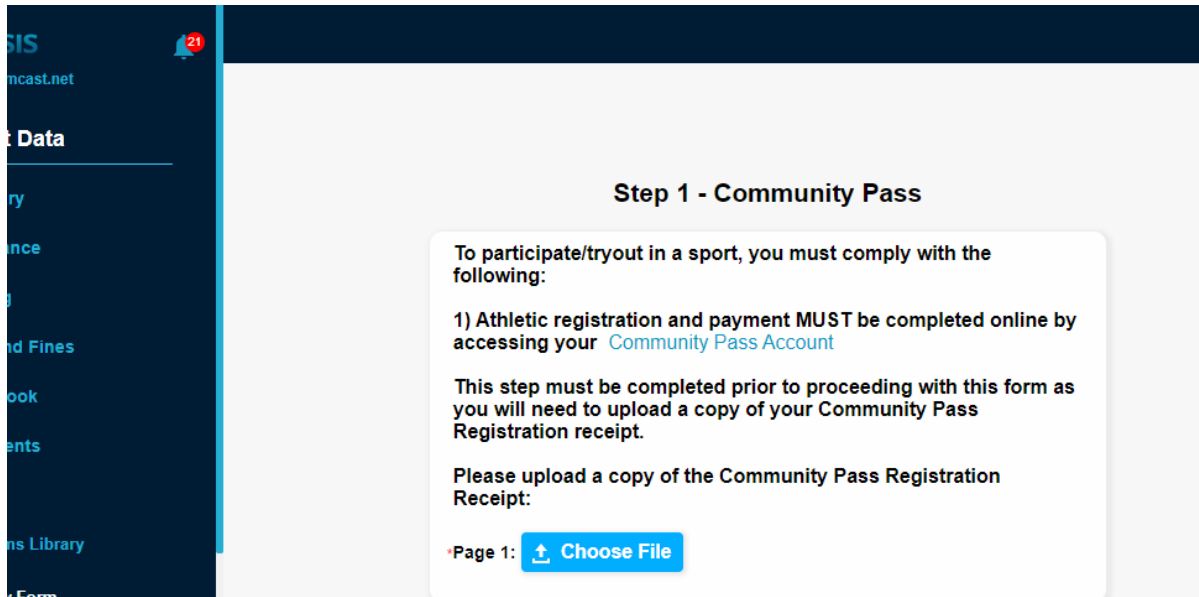
Have I Submitted My Forms Correctly?

Registration Form/ Medical- Physical Packet

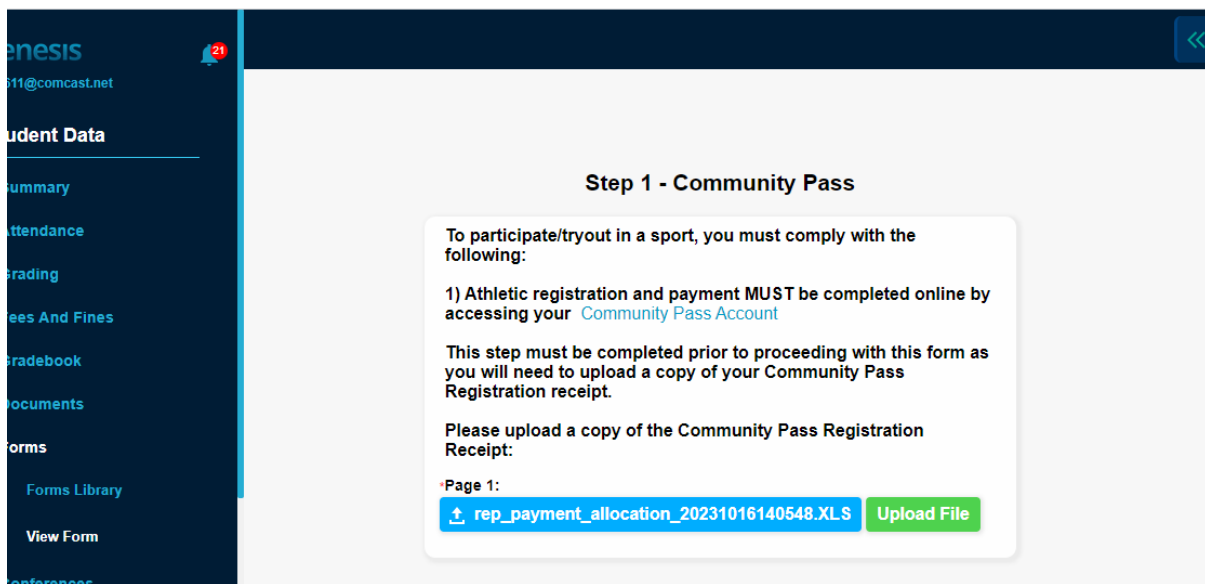
The portion of the form with the file upload(s):

You must upload the receipt from Community Pass / Or Physical Files (in medical-physical packet)

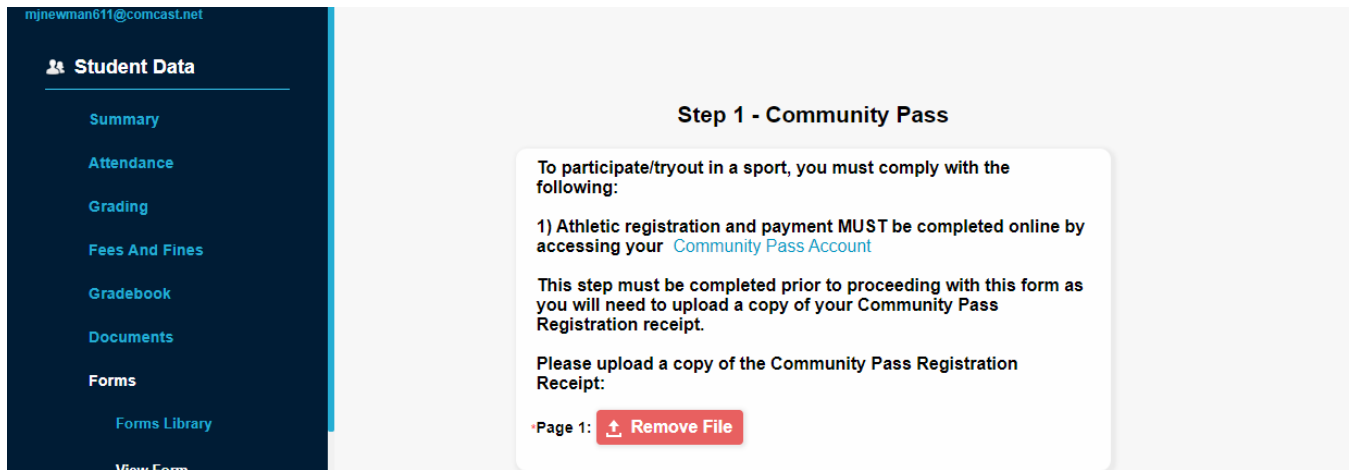
Click Choose File



Once selected file, you will see the file name in blue with a green upload button

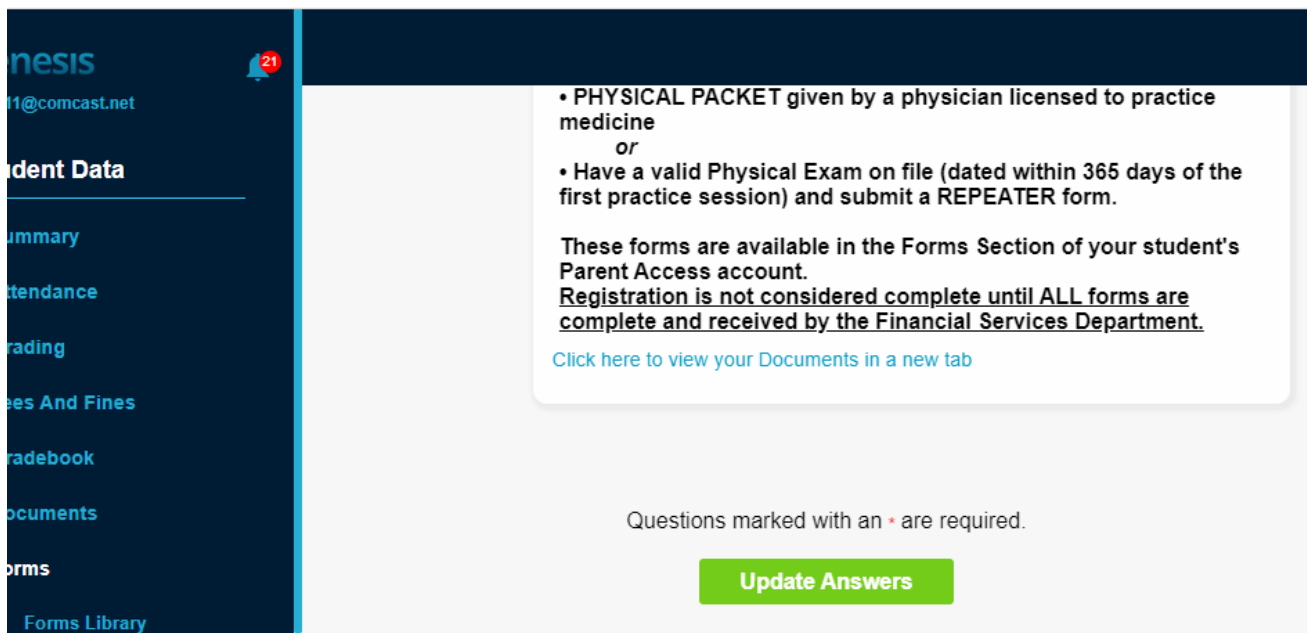


Then you click upload file.... (Once the file has been uploaded the upload button will change to red and will read "Remove file")



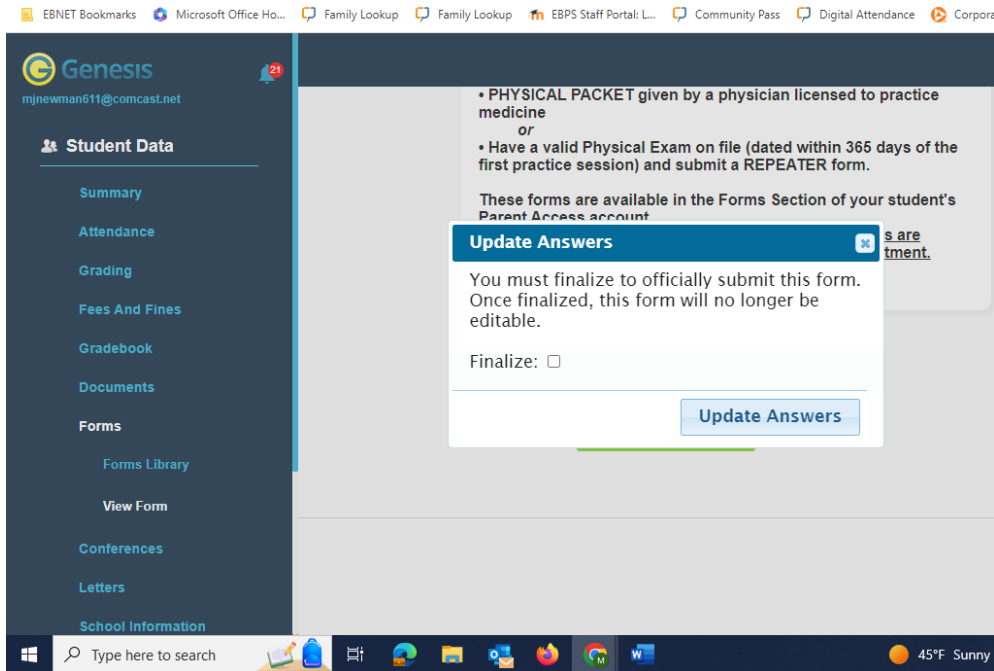
Then you answer all the questions on the form.

When done, the bottom of form will look like this— (for both registration packet/ and the physical packet)



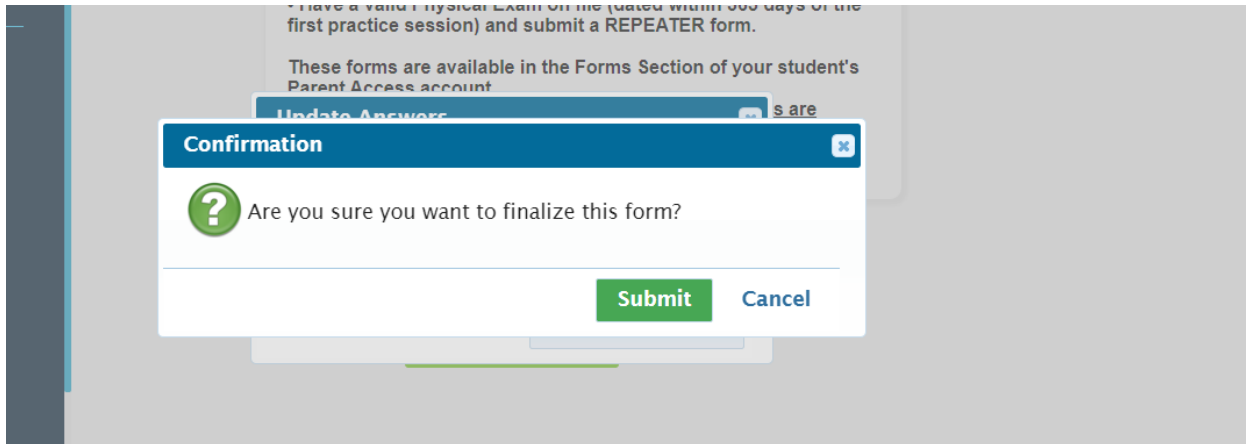
Then click “GREEN update answers” button.

You then get popup box shown below:



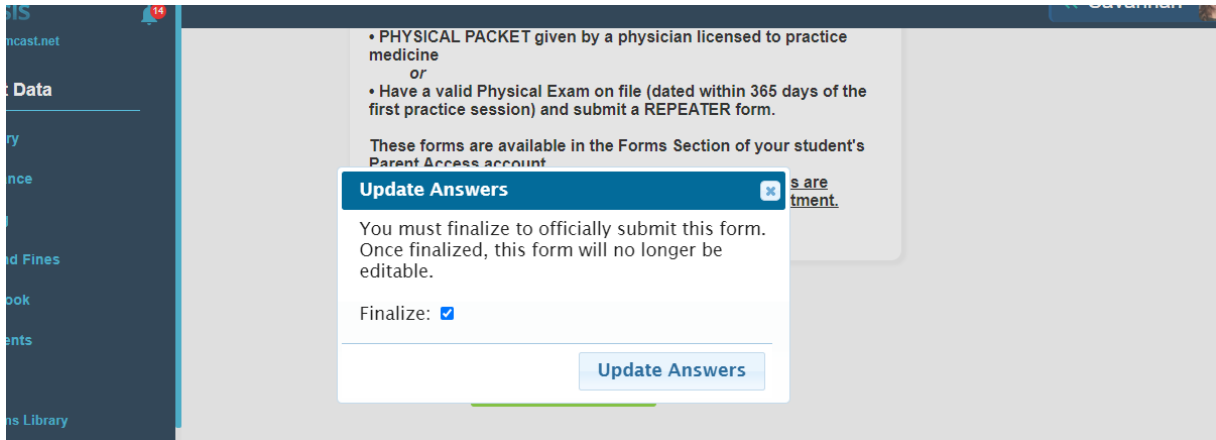
Click finalize checkbox.

You will get another popup, IT WILL LOOK LIKE THIS



Then CLICK GREEN SUBMIT

THEN YOU SEE THIS AGAIN....



Then click **UPDATE ANSWERS**

Please note, when you are finished, the system brings you to the forms directory screen.



Make sure it says “SUBMITTED” under the correct form.

If it doesn't say submitted, we never received it.

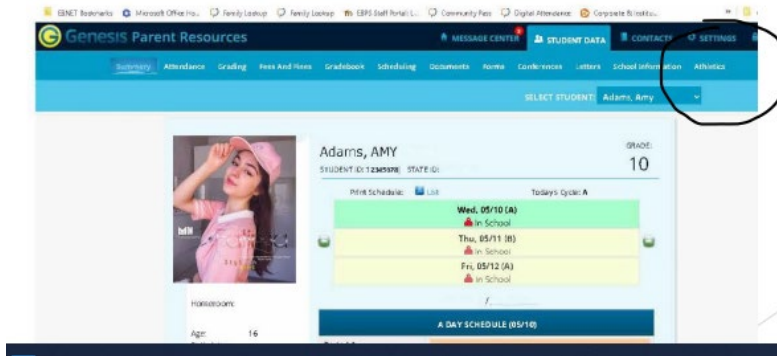
Final note:

If your child is trying out for a sport, you must complete in Genesis

- 1) athletic registration forms packet- (when you are done must say SUBMITTED)
- 2) repeater or a medical-physical packet (when you are done must say SUBMITTED)

You will not get a clearance form.

Roughly 2 weeks from when you submit it, you will have to go into Parent Access/ Athletics tab. It will look like below.



If cleared – will say “fall / winter/ spring” student is eligible for sport in fall/winter/spring Season.

Looks like this

