Instructions For Parents

"**Register My Athlete**" allows parents to register their athletes for sports online. Here are some basic steps to follow when registering your athlete for the first time:

1. **Create an account:** Go to https://www.registermyathlete.com Enter an email and password and then select "Create Account." The "Account Creation" will appear where you will enter in the information asked for. At the bottom of this page, be sure to select "parent" from the options of the type of user you will be. Select the "Create Account" button when you have completed the form.
   a. Your account has now been created. You will be able to see a page called "**Parent Register My Athlete Portal**." Click on the large button called "Parent" and you will be directed to a "Terms of Use" page. Complete the page and select "Submit."
      i. **Register My Athlete Page Tutorial**: A grey box will appear that says "Welcome to your Register My Athlete landing page. We would love to show you around!" Please select the button "Ok Let's Go!" to receive a tutorial on how to navigate the page to complete your athlete's registration.
   b. On the same page, you will see your "Tools" on the right side with the following options:
      i. **Account Info**: This will show you the information you entered when creating the account like name, number, address, and security questions. Use this page to update/change the information as needed and then select the "Save" button.
      ii. **Reset Password**: Use this button to change your password. Enter your new password and then select the "Save Password" button.
      iii. **Request Coach/Admin Account**: If you are also an Administrator or Coach, and do not already have an Administrator/Coach account, then you can use this button to add that account to your Register My Athlete Portal.
      iv. **Merge Another Account**: This button will allow you to add any other existing account you have to this Register My Athlete Portal page.
      v. **Manage Active Accounts**: This button will allow you to view the schools where you have athletes and previous schools. Click "Remove" to change

a current school from active to inactive. To activate or deactivate email announcements.

      vi.   **Logout**: This button will log you out of your account and take you back to the main "registermyathlete" page.

2. **Add a new Athlete:** On your main page you will see a grey banner that says "What would you like to do?" Select the button "Register for a Sport." You will be taken to the "Registration Checklist" where you will click "select a school" and then click "select an athlete." A box will appear where you will click on "Add new Athlete." Complete the form and press "Submit" at the bottom of the page.

3. **Complete a Started Registration:** On your main page you will see a grey banner that says "What would you like to do?" Select the button "Complete Started Registrations." Click on and complete any in progress or incomplete tasks.

4. **Register for a Sport:** On your main page you will see a grey banner that says "What would you like to do?" Select the button "Register for a Sport." You will be taken to the "Registration Checklist" where you will click on and complete each button as it appears.
   a. Red button: task to complete
   b. Yellow button: task in progress
   c. Green button: task is complete

5. **After registration:** After registration is complete, you can login at any time to view the Status of your athlete and their participation on the team.

Register My Athlete Tech Support

Email Support: support@registermyathlete.com

Phone Support: 435-213-1601

Support Hours: Monday-Friday 8:00am-5:00pm