

NEW CLEARANCE PROCEDURE FOR ALL SPORTS

MAKE SURE YOU ARE IN 2017-2018 SCHOOL YEAR

Make sure to select all interested sports for 2017-2018 school year.

Register My Athlete streamlines the process of registering students for participation in high school athletics.

Instructions for Parents: Please complete all paperwork at least one week prior to try-outs, in order to be cleared on the first day of try-outs. All athletes must have accident or health insurance coverage in order to start the process. Students will not be cleared without insurance. We offer school insurance through Myers-Stevens, forms are available in the athletics office, or you may enroll using online enrollment www.myers-stevens.com. If enrolling online please upload proof of enrollment or bring it to the athletics office.

1. **Find your school:** <http://www.registermyathlete.com/schools/> to access the webpage.
2. **Create an account:** Begin creating your account by clicking the "Create an 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. **Add a new athlete:** The next step is to add an athlete. You can do so by clicking the "My Athletes" tab on the left-hand side of the page or by clicking "Add Athlete" underneath the "My Athletes" tab. This only needs to be done once during your athlete's entire career at Mountain Pointe. The information entered here will carry over from year to year. This information includes your athlete's contact information and medical information.
4. **The Athlete's profile:** After you have created your athlete you will be brought to their profile page. This page is a summary of their info and involvement.
5. **Register for a sport:** Click "Register for a Sport" to begin registration, you will be asked to choose which sport your athlete is registering for.
6. **Your registration checklist:** This page shows the status of your athlete's registration. You will be asked to complete several steps to complete registration, including agreeing to 3 e-documents, 2 e-signatures and completing the physical.
7. **Uploading Forms:** Parents have the ability to down load, print, and up load the documents to the system. Uploaded documents will need to be verified by school administration prior to being accepted as complete. If a document upload is rejected for any reason, the parent will receive an email with the rejection reason. After the error has been corrected, parents will be able to re-upload the entire document for verification. **If you do not have a scanner use your smart phone to log into RMA, take pictures of the forms. When you go to upload it will ask if you want to upload from a PDF or Image, you will select image, go to your photos, click on the form(s) that needs uploaded. When uploading the four page physical packet, you will click on all 4 sheets before uploading.**
8. **Complete registration:** Your registration is complete once all items on the checklist have been completed and verified. **SOME ATHLETES** will also need to take an Impact Test with our school trainer before being cleared. This test is in addition to the Brain Book that EVERY athlete is required to take. **Coaches will receive your clearance info, you do not need to come into the office to pick anything up.**
9. **After registration:** After registration is complete, you can login at any time to view the status of your athlete.

Additional Athletes: Under the same account, repeat steps 3-9 to register additional Athletes.

Future Seasons and Years: Once your athlete has been added to your account, you only need to follow steps 5-8 to register them for another sport.