Parent Training - Register
My Athlete Users
Go to [www.registermyathlete.com](http://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.
First time users - Enter Parent Information

❖ The email you use will be your login
❖ Remember your password!
❖ You will need these each time you login
❖ Make sure to mark Parent, then click Submit

If you are a returning user you may be asked to update your information.
Once you have logged in/Created an account, click on Parent
Agree to terms, and submit
The first time you login, you can learn about the site with a quick tutorial, or you can choose to not take the tutorial.
From this main page you can register for a sport, Complete a Started Registration, or go to Show Navigation.
To Register for a sport, click **Start/Complete Registrations** 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.
Click “Click Here to Start a New Registration” to begin a new registration
Step 1 - Select School

You will select the school as part of the registration process.
If you have ever previously chosen a school you can select that school, and if you need to choose a different school, you can do that as well.
Step 2 - Select Athlete

The next step is to select your athlete.
If your athlete is already in the system, select them. Otherwise you will need to add them into the system.
Enter athlete information

- You only need to enter once!
Step 3 - Select Year/Sport

Now you will choose the sport you would like to play.
Make sure to choose the correct year! This cannot be changed!

It is important that you choose the correct year you will be participating in!
Choose the sport

If the grade is wrong, you can change that at the athlete profile by clicking on Show Navigation, athlete's name, and editing the Athlete Profile.

Select the sport. If you do not see the sport, you have either already registered for it, or it is not active and you will need to contact Support or your school.
Confirm your Registration
Step 4 - Guardian information

❖ Your first registration you will need to enter in all the information
❖ It will auto fill for you to check each registration after that

The next steps will be to make sure your Guardian, Insurance, and Medical Information is up to date.
Step 5 - Insurance Information

❖ Your first registration you will need to enter in all the information
❖ It will auto fill for you to check each registration after that
Step 6 - Medical Information

- Your first registration you will need to enter in all the information
- It will auto fill for you to check each registration after that
Step 7 - Schools that use a transfer system of any kind will have a questionnaire to fill out, if not you will not have this step. If you are a Transfer student, you will be directed to steps to complete the transfer process before you can proceed with your registration.

Students from Utah will need to fill out this questionnaire to determine if they need to fill out a transfer form.
Step 8 - Additional Opportunities gives athletes and parents a chance to sign up for other services.
Step 9 - School Requirements: the last step!
If your school has electronic documents, you will need to read the documents and agree.
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
School must approve all uploads

- Physical will say Pending Verification until a school Admin approves it
- Registration will say Not Complete until the Admin approves physicals and other uploads
After the school admin approves all uploads, you are Complete for Tryouts!
If you ever need to make changes to your athlete’s profile due to...

- Incorrect grade in school
- Incorrect graduation year
- Guardian, Insurance, or Medical information
- Emergency Contact information

1. Click Show Navigation
2. Click on your athlete’s name to access the Athlete Profile Page
Athlete Profile Page

Here you can:

❖ Register for a Sport
❖ View current registrations
❖ View and edit Athlete info
The Athlete Summary is where you edit athlete info. Click on any of the other gray bars to edit guardian, insurance, medical, or emergency contact info. Click “Click Here to Edit” to change information.
Returning Users: If you have forgotten your User Email, Click Forgot Email? Enter your first and last name and phone number, then answer the Security questions to get your User Email. If you still need assistance, email support@registermyathlete.com with the name of your athlete and the school they attend and ask for assistance with your user email.
If you have forgotten your Password, Click Forgot Password, use your email or phone number. If you use your phone number you will get a code texted to you to help you get logged in. If you still need assistance, email support@registermyathlete.com with the name of your athlete and the school they attend and ask for assistance with your user password.
If your Missing Accounts? Button is RED, you may have accounts that need to be merged. Click on the Missing Accounts? button
Merge Accounts

Any accounts that match and need to be merged are found to the right and you can click on them to merge. You can also enter in emails and passwords for accounts you know are associated with your account. If you still need assistance, email support@registermyathlete.com with the name of your athlete and the school they attend and ask for assistance with merging accounts.

Click here if you do not need to merge any accounts