

## Athletic Registration Procedures



Washoe County School District and Spanish Springs High School utilizes **Register My Athlete** to register athletes for NIAA sanctioned sports. It will take a parent approximately 45 minutes to complete the register for the first time. After that it will be a fast re-visit to change sports status each season or year.

To Register for High School Sports go to <http://registermyathlete.com>

1. Find Spanish Springs High School

- Select State: Nevada
- Select school "S"
- Select Spanish Springs High School

2. Create an Account – BE SURE YOU ARE IN SCHOOL YEAR **2022-23**

- Select "Create an Account"
- Complete 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

- Select – My Athlete/Add Athlete

**This needs to be done only once during the athlete's entire career at our school.**

4. Athlete's Profile

This page is a summary of their information and previous involvement in athletics.

5. Register for Sport – Tryout Checklist

- Select Register for a Sport
- Choose a Sport

6. Your Registration Checklist and Documents

- **\*\*NOTE:** only answer Yes IF athlete attended a different HIGH SCHOOL other than Spanish Spring High School.

7. Rules Acknowledgements and Documents

- Each document must be opened, agreed and e-signed electronically
- Each Document must be uploaded **or** turned in to SSSH Athletic Office. Uploaded documents will need to be verified by SSSH Athletic Office prior to being accepted as complete. (If an uploaded document is rejected, the parent will receive an email and after the error has been corrected, the parent can re-upload the document for verification.)
  - NIAA Pre-Participation **Physical Evaluation Form SPORTS PHYSICAL** (required 1<sup>st</sup> and 3<sup>rd</sup> Year)
  - Pre-Participation History Form(required 1<sup>st</sup> and 3<sup>rd</sup> year)
  - NIAA Health Questionnaire/Interim Form(required 2<sup>nd</sup> and 4<sup>th</sup> year)

8. Complete Registration

Your registration is complete once all items on the checklist have been completed. You can login at any time to view the status of your athlete and their participation on the team.

- Additional Athletes – Under same account. Follow steps 3 – 8.

Register My Athlete – Support [support@registermyathlete.com](mailto:support@registermyathlete.com) or 435-213-1601 Mon.-Fri. 8:00am-5:00pm

★ Fees – Must be paid **AFTER** athlete makes the team and is rostered.

Payments can be made on the SSSH WEBSTORE or cash/check to SSSH (Bookkeeper – Megan Svare)

- \$25.00 Student Activity Fee
- \$50.00 Athletic Transportation Fee
- \$5.00 Impact (Concussion) Assessment Fee
- \$10.00 Athletic Training and Supply Fee (\$50.00 Golf Fee if applicable)

Each sport has a **Spirit Pack** Fee. Check with the coach for cost and how and when to pay.

SSHS Athletic Department – Kelly Deen Athletic Secretary 775.321.3945 [kelly.deen@washoeschools.net](mailto:kelly.deen@washoeschools.net)