

## Parent's Step-by-Step Guide to Register My Athlete

1. Go to: <https://www.registermyathlete.com/login/>

2. If you already have an account and want to register for a new sport in different season/year, login, click on Start/Complete Registration, select your athlete and skip to step 18.

3. If you are registering a student for the first time, please click

Create Account

**Please Note:** Parents will create one account; adding additional students (i.e. siblings/foreign exchange) to the same account.

4. On the Account Creation page please enter the parent/guardian information, not the student information.

5. Click

Create Account

6. You will be taken to the login portal (pictured below).

Parent Register My Athlete Portal

Parent

Tools

- Account Info
- Reset Password
- Request Coach/Admin Account
- Merge Another Account
- Manage Active Accounts
- Logout

Update Account Info

Reset Password

Add your Coaching Acct.

Have two accounts?

View prior high schools/  
Enable or Disable Email

Logout

7. Click Parent.

8. Terms of Use Page – You must read and agree to the Terms of Use and Privacy Policy.

Please carefully read these Terms and Conditions of Use. You must respond to the question at the end of this page in order to continue.

\*Show / Hide Terms of Use and Privacy Policy

Show Hide

Do you agree to abide by these Terms of Use and Privacy Policy?

I have read and agree to the Terms of Use and Privacy Policy.

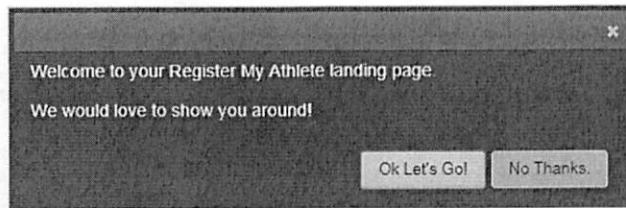
I DO NOT agree to the Terms of Use or Privacy Policy.

Submit

Click Show to read the Terms of Use and Privacy Policy.

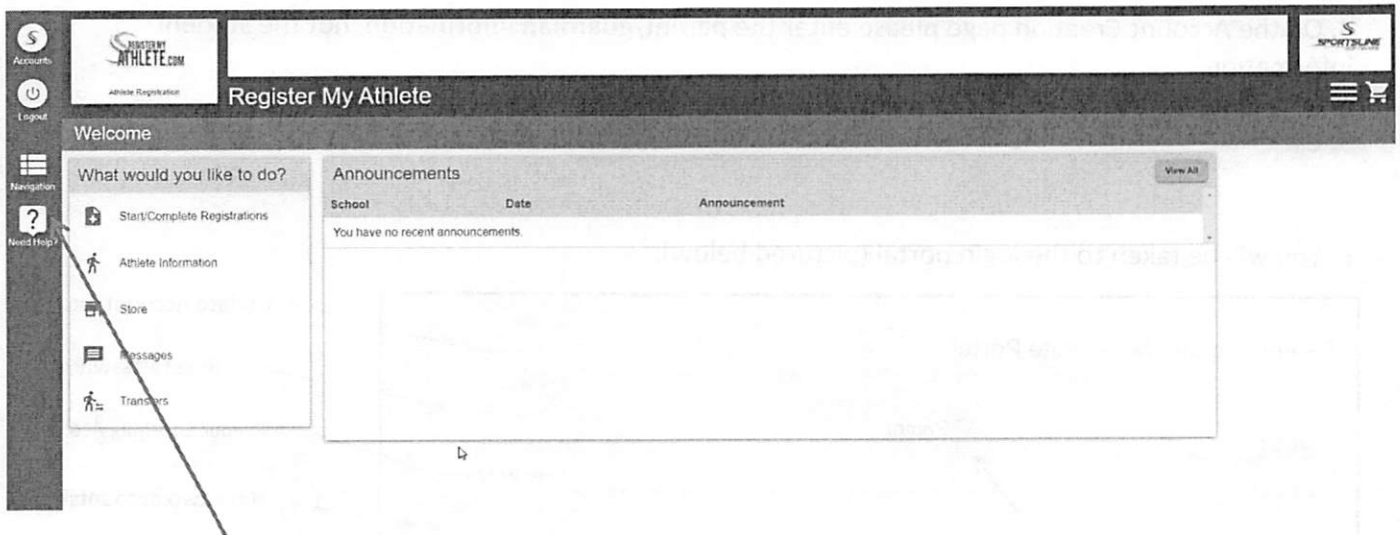
9. Once agree, click Submit.

10. You will be taken to the Register My Athlete (RMA) Landing Page and offered a quick tour that will show you a few of the buttons; the tour is optional.

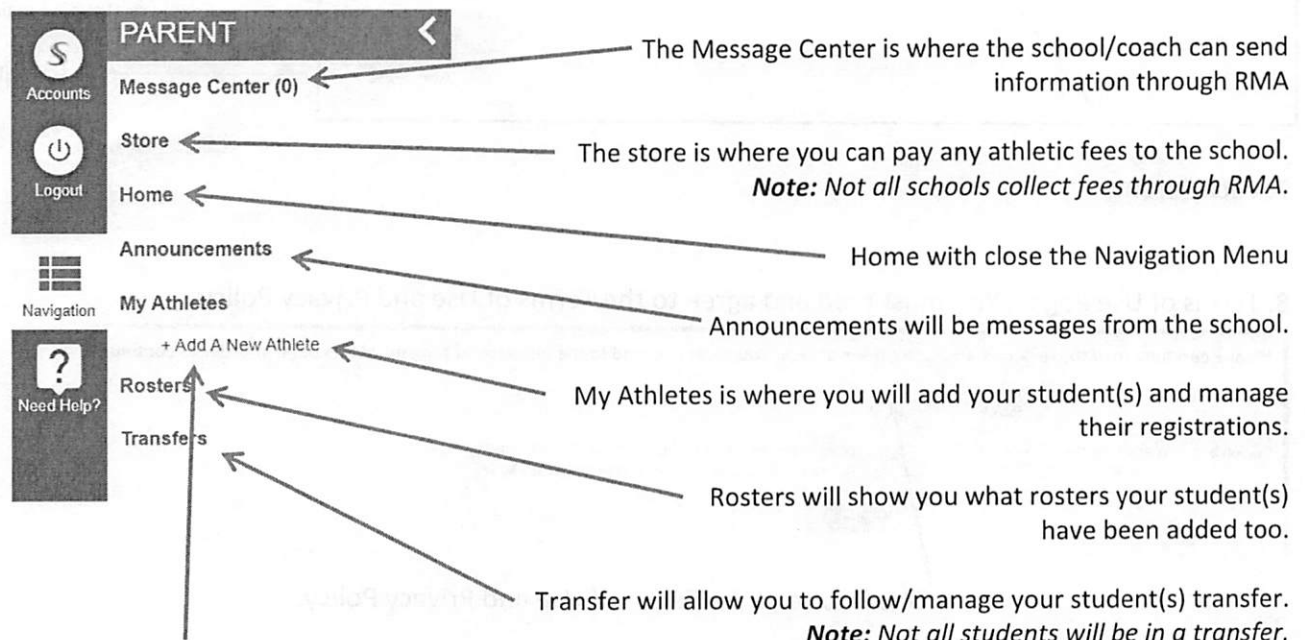


### Landing Page

From the landing page, there are two ways (**12A** and **12B**) to add athletes and start registrations for sports.



**12A.** Click Navigation to open the menu.



13. Click on My Athletes; then Add A New Athlete.

OR

**12B.** Use the Welcome Menu on the landing page to add an athlete, update athlete information, follow the transfer, gets messages from the school and more.

The screenshot shows the 'Register My Athlete' website. The top navigation bar includes 'Accounts', 'Logout', and 'SPORTSLINE'. The main header is 'Register My Athlete'. Below this is a 'Welcome' section with a 'What would you like to do?' menu on the left and an 'Announcements' table on the right. The 'What would you like to do?' menu includes: 'Start/Complete Registrations', 'Athlete Information', 'Store', 'Messages', and 'Transfer'. The 'Announcements' table has columns for 'School', 'Date', and 'Announcement', and a note that 'You have no recent announcements.' Arrows point from the following text blocks to the corresponding menu items:

- Once you have added an athlete, you can start and/or complete a registration for sports. (points to 'Start/Complete Registrations')
- Athlete Information is where you will add your student(s) and manage/update their registrations. (points to 'Athlete Information')
- The store is where you can pay any athletic fees to the school. **Note: Not all schools collect fees through RMA.** (points to 'Store')
- Messages from the school and/or coach can be found here. (points to 'Messages')
- Transfer will allow you to follow/manage your student(s) transfer. **Note: Not all students will be in a transfer.** (points to 'Transfer')

13. Click on Athlete Information; then Create a New Athlete.

\*\*\*\*\*

14. Enter the student's information, completely and accurately. You will add the student's current HIGH school on this page as well. **Note: Any field with an asterisk (\*) is required.**

15. Click Submit.

16. The next page will be the Student Profile. **Note:** ALL fields under Athlete Profile need to be completed; click on the field to expand and click "Click Here to Edit".

**Athlete Summary** –  
Info entered when  
Student was added.

**Medical Information** –  
Primary Doctor Info  
& Medical Info

**Primary Insurance** –  
Medical Insurance Info

**Secondary Insurance** –  
If applicable

**Guardian 1** –  
Parent/Guardian Info

**Guardian 2** –  
Parent/Guardian Info

**Emergency Contact** –  
Contact, if Parent/Guardian  
canNOT be reached.

17. Once the Athlete Profile is complete, click on New Registration.

18. The next page will be the Registration Checklist.

**Registration Summary** –  
Student name, school,  
grade, sport will be listed  
as selected.

**Registration Checklist** –  
Will list each step of  
registration process  
as proceeded through.

**Key** –  
Green = Complete  
Yellow = In Progress  
Red = Not Complete

19. Click "Select School". Click on the school button, OR type name of school if button not correct.

Back to Home Go to Started Registrations

Registration Started Athlete Information Pre Registration Special Offers Registration Checklist

Click on each box to complete the required tasks  
Help us find the requirements for your registration:

☒ Select School  
☐ Select Athlete

Registration Summary

|         |                            |
|---------|----------------------------|
| Status  | Not Complete               |
| Actions | Print Registration Profile |
| School  | CCSD High School           |
| City    | Henderson, NV              |
| Athlete | -                          |
| Grade   | -                          |
| Year    | -                          |
| Sport   | -                          |

Key

☒ Task is complete  
☐ Task in progress  
☐ Task to complete

20. Click "Select Athlete".

Registration Checklist

Please select the athlete that will be registering

☒ Jane Doe

Use Selected Athlete

-OR-

Add New Athlete

Cancel

21. On the pop-up window select the student you wish to register for a sport, or click "Add New Athlete".

Back to Home Go to Started Registrations

Registration Started Athlete Information Pre Registration Special Offers Registration Checklist

Click on each box to complete the required tasks  
Help us find the requirements for your registration:

☒ Select School  
☒ Select Athlete  
☐ Select Year/Sport

Registration Summary

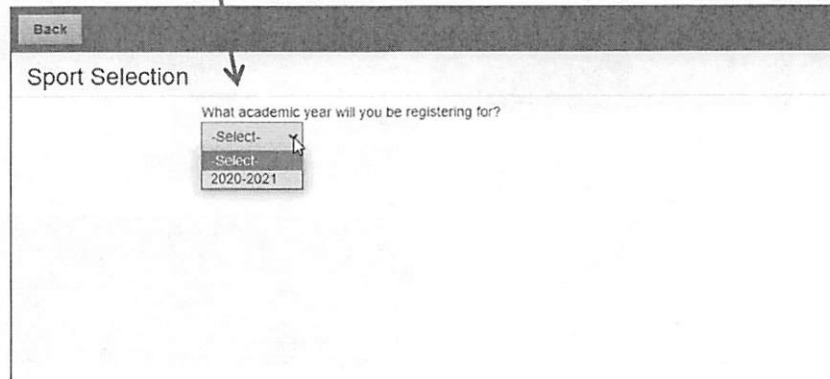
|         |                            |
|---------|----------------------------|
| Status  | Not Complete               |
| Actions | Print Registration Profile |
| School  | CCSD High School           |
| City    | Henderson, NV              |
| Athlete | Jane Doe                   |
| Grade   | -                          |
| Year    | -                          |
| Sport   | -                          |

Key

☒ Task is complete  
☐ Task in progress  
☐ Task to complete

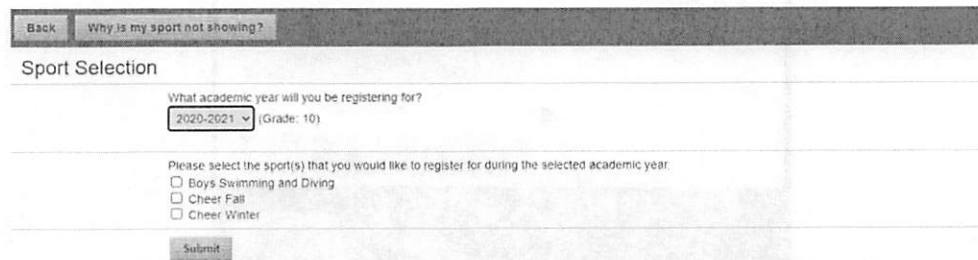
22. Click "Select Year/Sport".

23. Select the Academic Year; then select the sport the student wishes to participate in. Verify selection on the pop-up window.



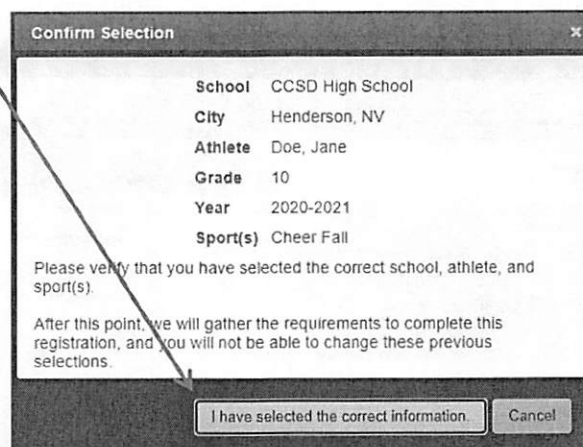
The screenshot shows a web form titled "Sport Selection". At the top left is a "Back" button. Below the title, there is a label "What academic year will you be registering for?". A dropdown menu is open, showing three options: "-Select-", "Select", and "2020-2021". An arrow from the instruction points to the "2020-2021" option.

24. Select the sport(s) your athlete is registering for from the list; then click Submit.  
**Note:** If the desired sport is not listed please contact the school.



The screenshot shows the "Sport Selection" form. The "Back" button is at the top left, followed by a link "Why is my sport not showing?". The "What academic year will you be registering for?" dropdown is now set to "2020-2021" with "(Grade: 10)" next to it. Below this, a label reads "Please select the sport(s) that you would like to register for during the selected academic year." There is a list of three sports with checkboxes: "Boys Swimming and Diving", "Cheer Fall", and "Cheer Winter". A "Submit" button is at the bottom.

25. Confirm the athlete, school and sport(s) selections are correct.



The screenshot shows a "Confirm Selection" pop-up window. It contains the following information: School: CCSD High School, City: Henderson, NV, Athlete: Doe, Jane, Grade: 10, Year: 2020-2021, and Sport(s): Cheer Fall. Below this, a message says "Please verify that you have selected the correct school, athlete, and sport(s)." and another message says "After this point, we will gather the requirements to complete this registration, and you will not be able to change these previous selections." At the bottom, there are two buttons: "I have selected the correct information." and "Cancel". An arrow from the instruction points to the "I have selected the correct information." button.

26. Now back at the Registration Checklist. Click on Guardian Info, then Insurance, then Medical Info, to complete each section.

**Note:** Any field with an asterisk (\*) is a required field.

27. Once completed, the Nevada Questionnaire will appear. Click on Nevada Questionnaire.

## NIAA Forms

28. Click on NIAA Tryout Checklist. Both the parent/guardian AND athlete will need to read, agree to and e-sign, all portions of the NIAA Tryout Checklist (including rules, regulations, sportsmanship and concussion information).



29. Click on High School Check. Read through each statement carefully and select the one that best fit the situation for your athlete.

**NIAA Forms**

- ☒ NIAA Tryout Checklist
- ☒ High School Check

**Why am I assigned this form?**

NIAA Tryout Checklist: This form is required by the NIAA for each student. It includes acknowledgements of rules, sportsmanship and concussion information.

High School Check: These questions are mandatory to determine the registration requirements of each student.

**What do the colors mean?**

- ☒ A form that has been submitted
- ☒ A form that has been started but not submitted
- ☐ Forms this color need to be clicked on to be completed

Click on each box to fill out each form.  
New forms will be added as you go.

**Note:** Questions will appear one at a time and the answers help the system decide if the student is a transfer or not.

30A. If your athlete is not a transfer, you will click Submit to Continue and confirm submission.

**NIAA Forms**

- ☒ NIAA Tryout Checklist
- ☒ High School Check

**Submit to Continue**

**Why am I assigned this form?**

NIAA Tryout Checklist: This form is required by the NIAA for each student. It includes acknowledgements of rules, sportsmanship and concussion information.

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- ☐ Forms this color need to be clicked on to be completed

Click on each box to fill out each form.  
New forms will be added as you go.

If your athlete is a transfer, more sections will appear that need to be completed.

**NIAA Forms**

- ☒ NIAA Tryout Checklist
- ☒ High School Check
- ☐ Guardianship Verification
- ☐ Residency Verification (A)
- ☐ School Verification (A)
- ☐ Transfer Form
- ☐ Proof of Current Address
- ☐ Upload Transcript

**Why am I assigned this form?**

NIAA Tryout Checklist: This form is required by the NIAA for each student. It includes acknowledgements of rules, sportsmanship and concussion information.

High School Check: These questions are mandatory to determine the registration requirements of each student.

Guardianship Verification: This form will ask about the legal guardian of the athlete.

Residency Verification (A): This form will ask about your residency being in the attendance zone of this school.

School Verification (A): This form will ask information about the school you attended previously.

Transfer Form: This information will determine the student's transfer type and the corresponding requirements. You will need to upload two forms proving your current address.

Upload Transcript: The student's transcript is required to prove academic eligibility.

**What do the colors mean?**

- ☒ A form that has been submitted
- ☒ A form that has been started but not submitted
- ☐ Forms this color need to be clicked on to be completed

Click on each box to fill out each form.  
New forms will be added as you go.

**Guardianship Verification -**  
Complete information about the parent/guardian.

**Residency Verification -**  
Complete information about the residence of the athlete.

**School Verification -**  
Complete information about the school the athlete will attend.

**Transfer Form -**  
Complete information to help system decided what type of transfer appeal needs to be completed.

**Proof of Current Address -**  
Upload two (2) proofs of current address.

**Upload Transcript**

30B. Once all sections are complete (each will be green), please click Submit to Continue and confirm submission.



31. Additional Opportunities. You will be asked if your athlete wants recruiting information from colleges. This is optional and not required.

The screenshot shows the 'Registration Checklist' interface. At the top, there are tabs: 'Back to Home', 'Go to Started Registrations', 'Registration Started', 'Athlete Information', 'Pre Registration', 'Special Offers', and 'Registration Checklist'. Below the tabs, a message says 'Click on each box to complete the required tasks'. Under 'Special Offers', there is a box for 'Additional Opportunities'. On the right, a 'Registration Summary' table shows details for a student named Jane Doe, including school (CCSD High School), city (Henderson, NV), grade (10), year (2020-2021), and sport (Cheer Fall). A 'Key' section at the bottom explains the status icons: a green checkmark for 'Task is complete', a yellow checkmark for 'Task in progress', and a white checkmark for 'Task to complete'.

32. The final step is the Registration Checklist.

This screenshot shows the 'Registration Checklist' interface with four items listed: 'Electronic Documents' (5), 'Physical Documents' (2), 'School Fees' (1), and 'Checkout your school's store!'. Arrows point from these items to explanatory text on the right. The 'Registration Summary' table and 'Key' are also visible on the right side of the interface.

**Electronic Documents –**  
Additional documents that need to be read, agreed to and e-signed, for the school and/or district.

**Physical Documents –**  
Physicals and/or health questionnaires will be uploaded here.

**School Fees –**  
Pay your athlete fees  
**Note:** Not all schools use this feature to collect fees.

Once all sections of the Registration Checklist are green, the registration is complete.

**Documents that may/will need to be uploaded:**

- **Transcript** (*with most recent semester grades*)  
**Note:** Report cards and print outs cannot be accepted.
- **Proof of Abandonment of Previous Property** (*i.e. proof of sale, ending lease agreement, final/closing utility bill, etc.*)
- **Proof of Current Address** (*i.e. utility bill, ID w/ current address, complete/signed lease agreement, etc.*)
- **Proof of Primary Physical Custody** (*i.e. Divorce decree, court order, etc.*)
- **Hardship Documentation** (*documentation/evidence that supports the hardship claim*)

**NOTE:** Register My Athlete will only upload documents that are a pdf or jpg format. All other file types will upload as blank pages.

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***What happens next?***

**Step ONE:** The school will review the registration/transfer. It will either be accepted; need more information; OR it will be submitted to the NIAA. If additional information is needed, the school will contact you by email (using the email address used to setup the Register My Athlete account) or by phone.

**Step TWO:** If the school submits it to the NIAA, it will be reviewed again for completeness. If additional information is needed, you will be contacted by EMAIL only; using the account email address again. Contact your school if you have any questions.

Once the transfer is submitted to be reviewed (status "Under Review") it will be reviewed in the order in which it was received (completed). It can take up to 10-business days (or longer at the beginning of the seasons) for a decision to be made.