

## Parent/Guardian 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

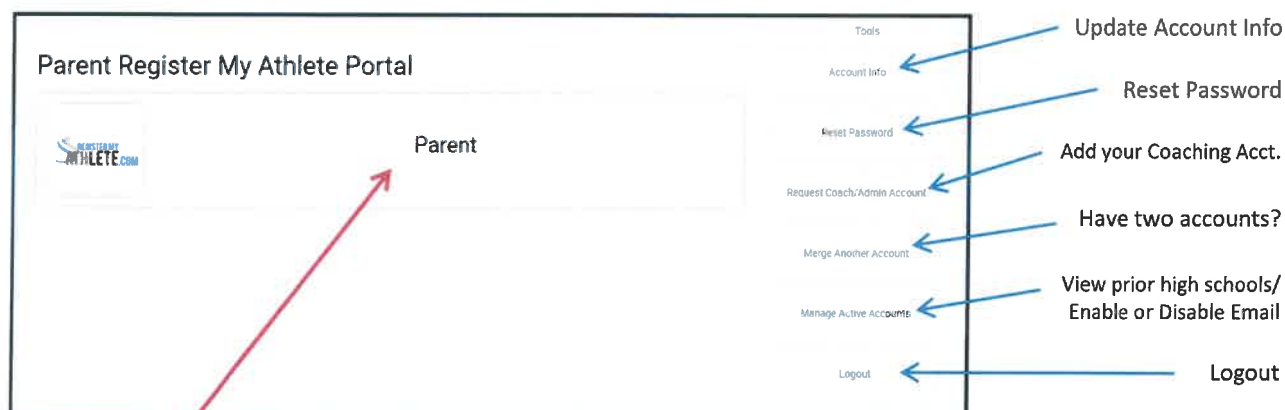
**Please Note:** Parents will create one account; adding additional students (i.e. siblings/foreign exchange) to the same account.

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

5. Click

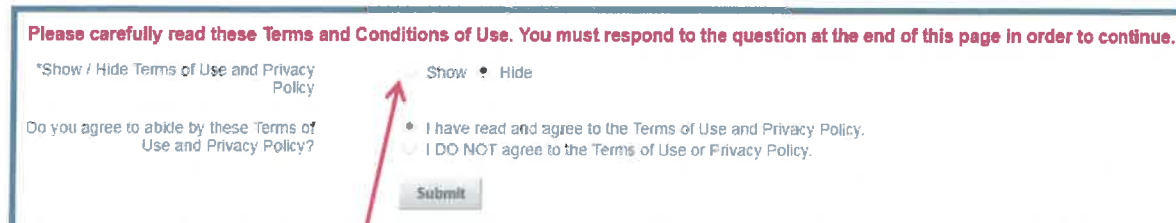
Create Account

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



7. Click Parent.

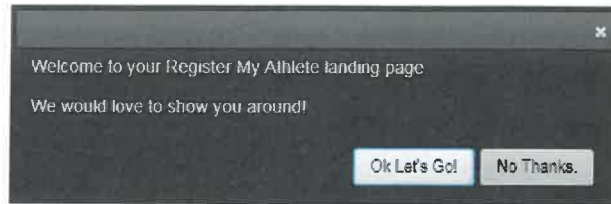
8. Terms of Use Page – You must read and agree to the Terms of Use and Privacy Policy.



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

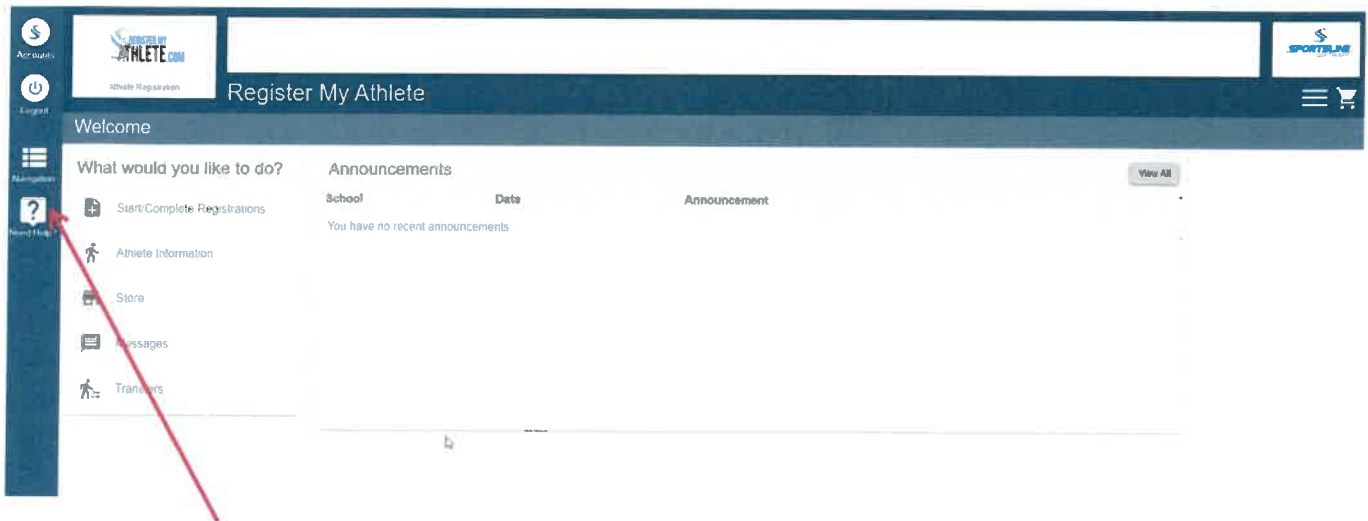
9. Once read and agreed to, click Submit.

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.

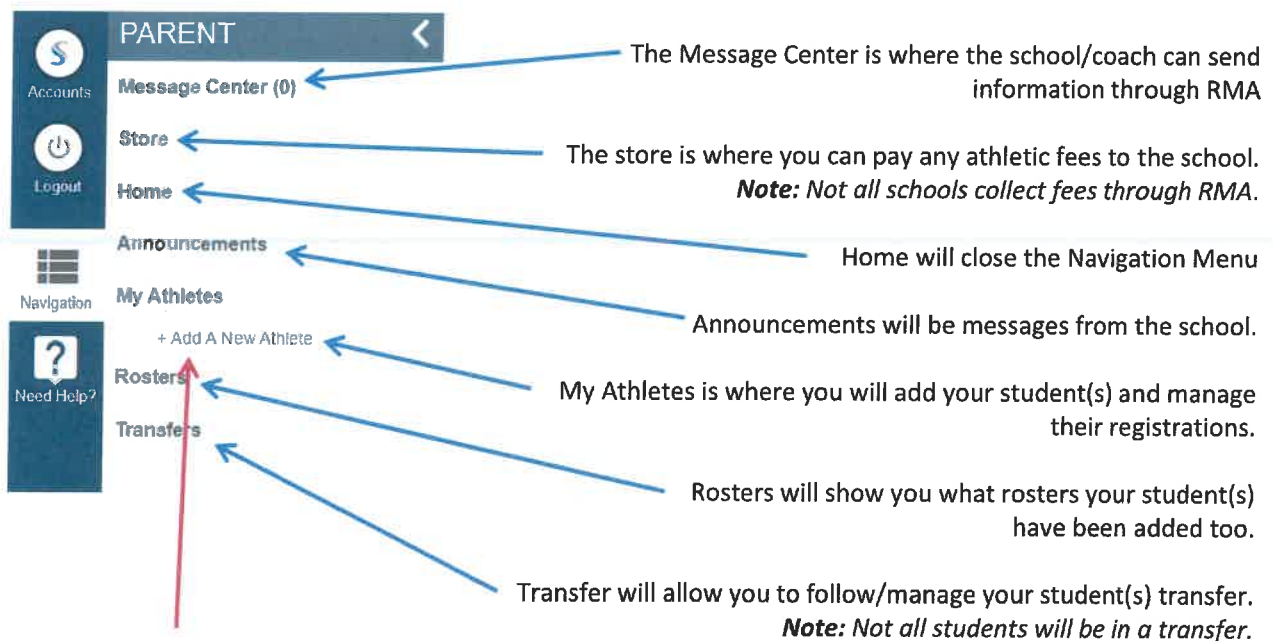


### Landing Page

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 the 'Register My Athlete' logo, a search bar, and a 'SPORTSLINE' logo. Below the navigation bar is a 'Welcome' section. On the left, a sidebar menu lists options: 'Start/Complete Registrations', 'Athlete Information', 'Store', 'Messages', and 'Transfer'. The main content area has a 'What would you like to do?' section with icons for each of these options. Blue arrows point from text boxes to the 'Start/Complete Registrations', 'Athlete Information', 'Store', 'Messages', and 'Transfer' options. A red arrow points from the 'Athlete Information' option to the 'Create a New Athlete' button.

Once you have added an athlete, you can start and/or complete a registration for sports.

Athlete Information is where you will add your student(s) and manage/update their registrations.

The store is where you can pay any athletic fees to the school.  
**Note:** Not all schools collect fees through RMA.

Messages from the school and/or coach can be found here.

Transfer will allow you to follow/manage your student(s) transfer.  
**Note:** Not all students will be in a transfer.

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

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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.

20. Click "Select Athlete".

The screenshot shows a web application interface for registration. At the top, there are navigation links: "Back to Home" and "Go to Started Registrations". Below these are five tabs: "Registration Started", "Athlete Information", "Pre Registration", "Special Offers", and "Registration Checklist". The "Registration Started" tab is active. The main content area has a heading "Click on each box to complete the required tasks" and "Help us find the requirements for your registration:". There are three boxes: "Select School" (checked, green background), "Select Athlete" (unchecked, white background), and "Select Year/Sport" (unchecked, white background). A red arrow points to the "Select Athlete" box. To the right, there is a "Registration Summary" section with a table of fields and values: Status (Not Complete), Actions (Print Registration Profile), School (CCSD High School), City (Henderson, NV), Athlete (blank), Grade (blank), Year (blank), and Sport (blank). Below the summary is a "Key" section with a legend: a checked box for "Task is complete", a box with a minus sign for "Task in progress", and an unchecked box for "Task to complete".

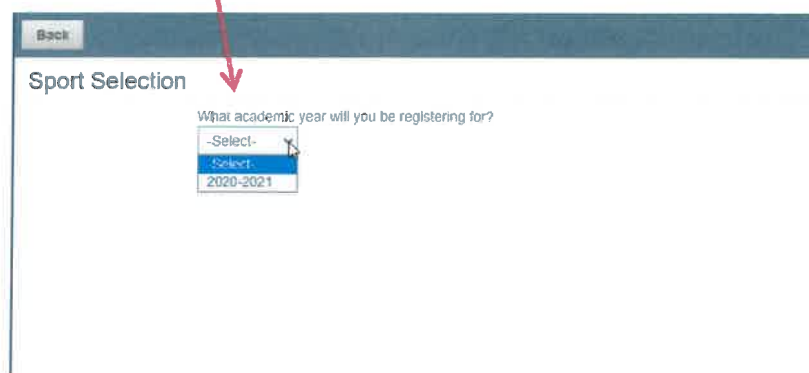
21. On the pop-up window select the student you wish to register for a sport, or click "Add New Athlete".

The screenshot shows a pop-up window titled "Registration Checklist" with a close button (X) in the top right corner. The main text inside the window says "Please select the athlete that will be registering". Below this text is a list of names with a selection icon: "Jane Doe". A red arrow points to the name "Jane Doe". Below the list are two buttons: "Use Selected Athlete" and "Add New Athlete", separated by "-OR-". At the bottom right of the window is a "Cancel" button.

22. Click "Select Year/Sport".

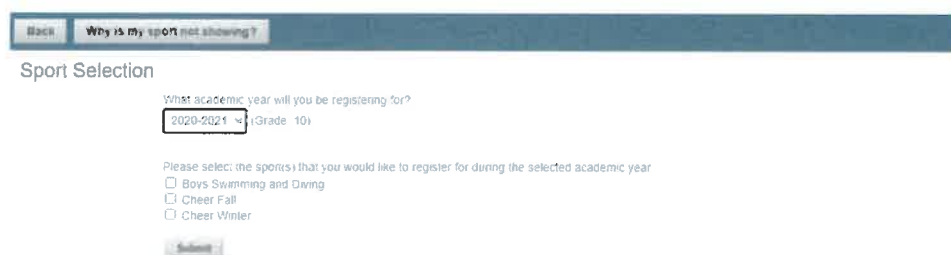
The screenshot shows the same web application interface as before, but now the "Select Year/Sport" box is highlighted with a red arrow. The "Registration Summary" section now shows "Athlete" as "Jane Doe". The "Key" section remains the same.

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



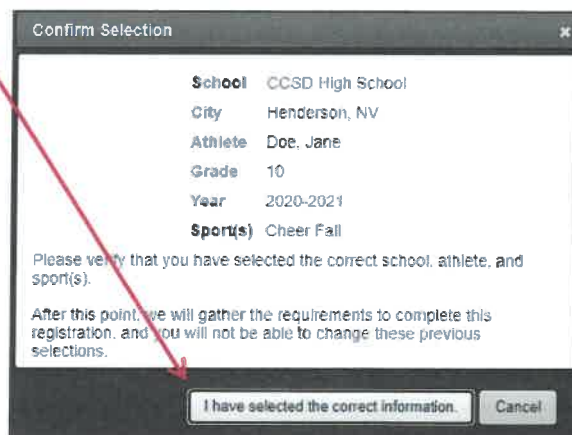
The screenshot shows a web form titled "Sport Selection" with a "Back" button in the top left. Below the title, there is a label "What academic year will you be registering for?". A dropdown menu is open, showing three options: "-Select-", "Select", and "2020-2021". A red arrow points from the instruction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

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 "What academic year will you be registering for?" dropdown is now set to "2020-2021". Below this, there is a label "Please select the sport(s) that you would like to register for during the selected academic year". There are three checkboxes: "Boys Swimming and Diving", "Cheer Fall", and "Cheer Winter". The "Cheer Fall" checkbox is checked. A "Submit" button is at the bottom. A red arrow points from the instruction text above to the "Submit" button.

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 information, there is a message: "Please verify that you have selected the correct school, athlete, and sport(s). 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". A red arrow points from the instruction text above 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.

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  
Add/Update information about your athlete:

☐ Guardian Info ☐ Insurance ☐ Medical Info

Registration Summary

Status	Not Complete
Actions	<a href="#">Print Registration Profile</a>
School	CCSD High School
City	Henderson, NV
Athlete	Doe, Jane
Grade	10
Year	2020-2021
Sport	Cheer Fall

Key

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

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

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

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  
Pre-Registration Requirements:

☐ Nevada Questionnaire

Registration Summary

Status	Not Complete
Actions	<a href="#">Print Registration Profile</a>
School	CCSD High School
City	Henderson, NV
Athlete	Doe, Jane
Grade	10
Year	2020-2021
Sport	Cheer Fall

Key

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

## 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).

Back to Home Go to Started Registrations

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 will cover acknowledgements of rules, sportsmanship and concussion information. These questions are mandatory to determine the participation requirements of each student.

What do the colors mean?

- ☒ A form that has been submitted
- ☐ A form that has not been submitted
- ☐ Forms that need to be checked on to be completed

Just on the left side of the form

New forms will be added as they go



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 Troop Checklist
- ☐ High School Check

**Why am I assigned this form?**

NIAA Troop 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 Troop Checklist
- ☒ High School Check

**Submit to Continue**

**Why am I assigned this form?**

NIAA Troop 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

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

**NIAA Forms**

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

**Why am I assigned this form?**

NIAA Troop 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: If the athlete is not a resident of the state, this form is required to determine the registration requirements of each student.

School Verification: This form will ask about the school the athlete will attend previously.

Transfer Form: This information will determine the student's transfer type and the corresponding requirements.

Proof of Current Address: If the athlete is not a resident of the state, this form is required to determine the registration requirements of each student.

Upload Transcript: This form is required to determine the student's 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 decide 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.

Registration Summary

Status	Transfer Pending
Address	1234 Main St, Apt 5, New York, NY 10001
Name	John Doe
Age	18
Grade	12
Year	2020-2021
Sport	Baseball

Key

- Task is complete
- Task in progress
- Task to complete

32. The final step is the Registration Checklist.

Registration Checklist

- Electronic Documents (3)
- Physical Documents (2)
- School Fees (1)
- Checkout your school's portal

**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.