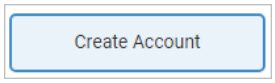
Parent's Step-by-Step Guide to Register My Athlete

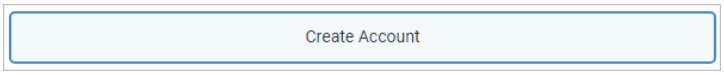
1. Go to: https://www.registermyathlete.com/login/

2. If you already have an account and want to register for a new sport in different season/year, login and skip to step 13.

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

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

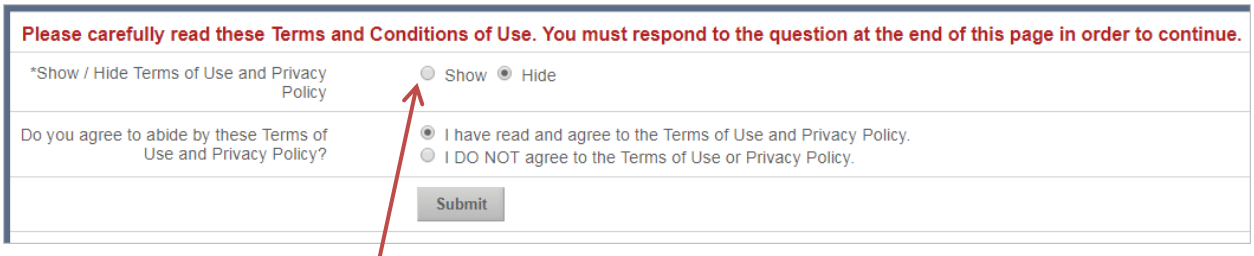
4. On the Account Creation page please enter the parent/guardian information, not the student information.

5. Click 

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

7. Click Parent.

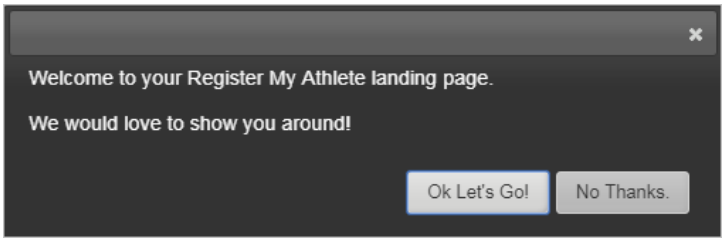
8. Terms of Use Page – You must read and agree to the Terms of Use and Privacy Policy.



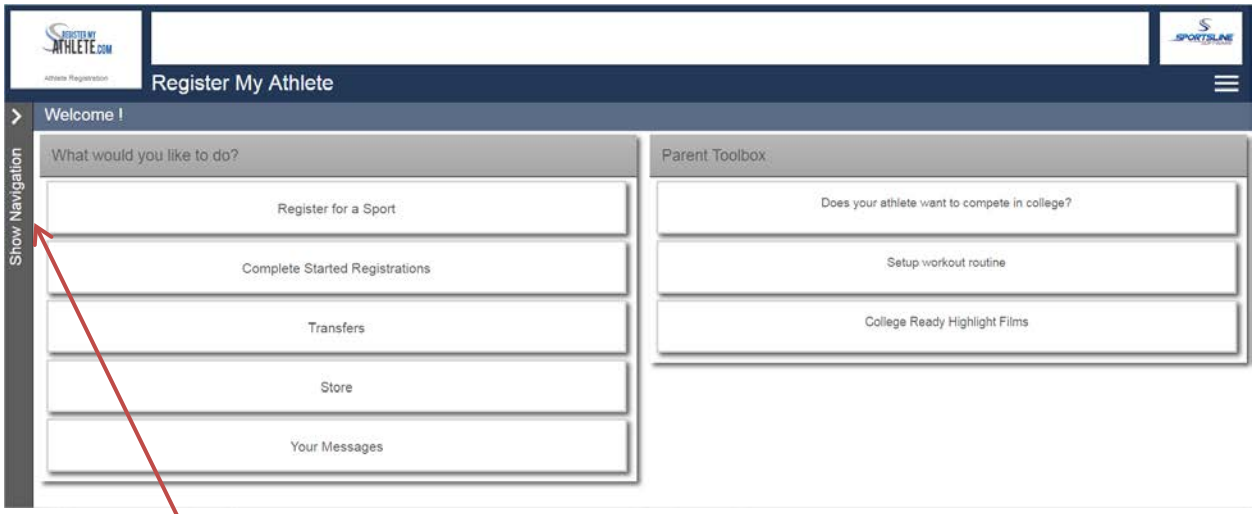
Click Show to read the Terms of Use and Privacy Policy.

9. Once agree, click Submit.

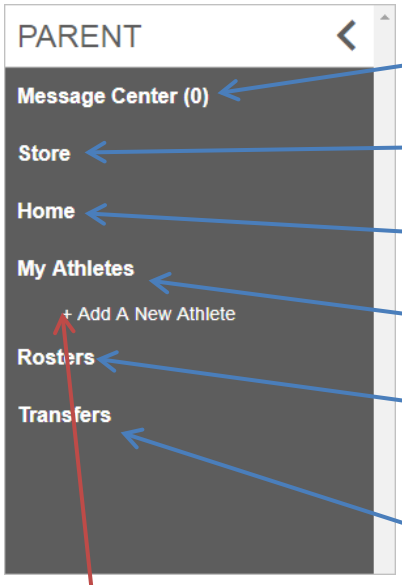
10. You will be taken to the Register My Athlete (RMA) Landing Page and offered a quick tour that will show you a few of the buttons; the tour is optional.



Landing Page



12. Click Show Navigation to open the menu.



The Message Center is where the school/coach can send information through RMA

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

Home with close the Navigation Menu

My Athletes is where you will add your student(s) and manage their registrations.

Rosters will show you what rosters your student(s) have been added too.

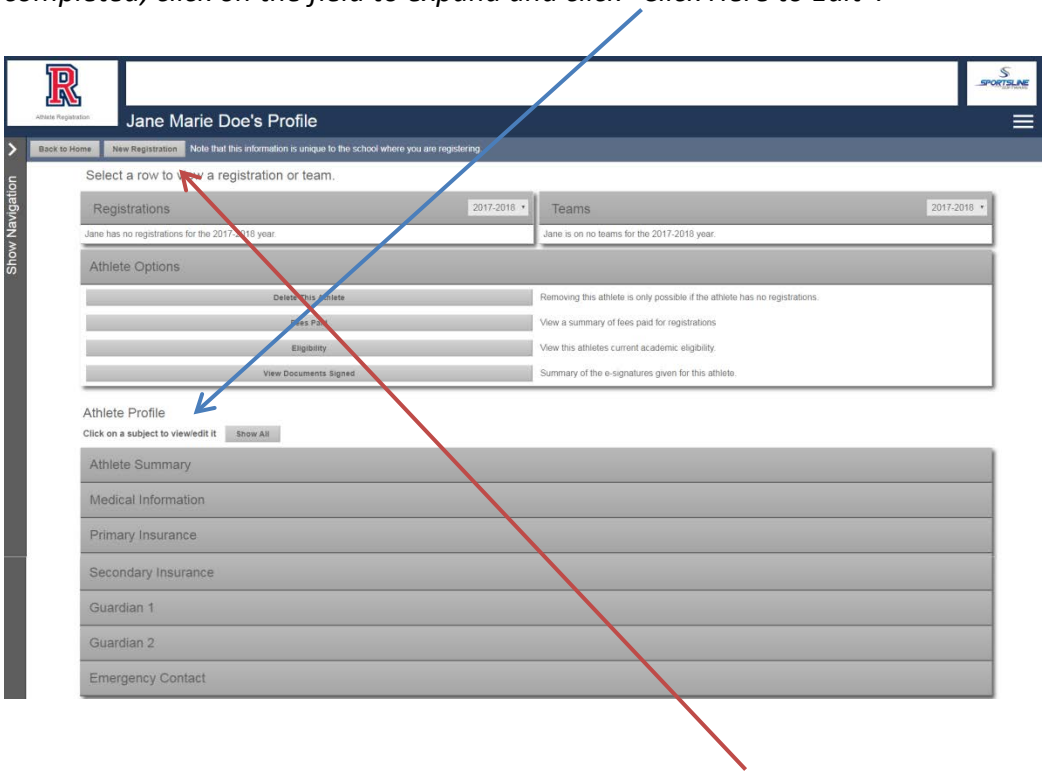
Transfer will allow you to follow/manage your student(s) transfer. ***Note:*** *Not all students will be in a transfer.*

13. Click on My Athletes; then Add 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

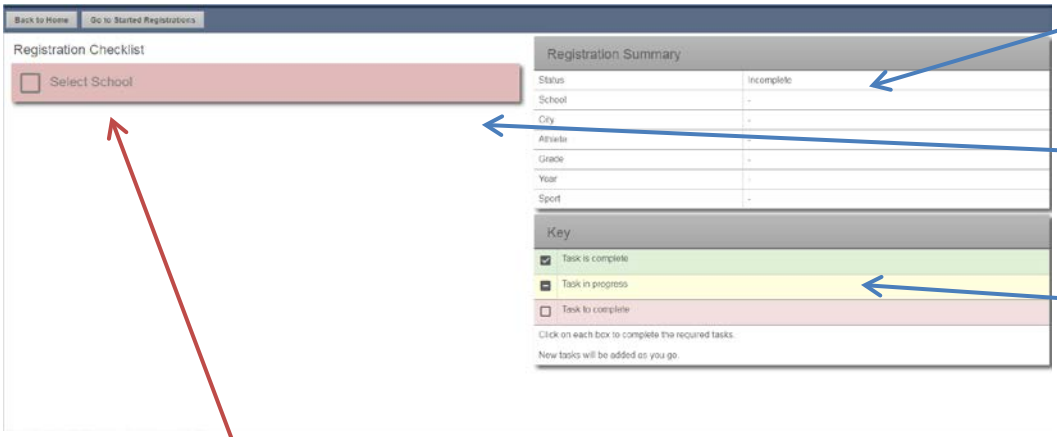
Guardian 1 – Parent/Guardian Into

Guardian 2 – Parent/Guardian Into

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.

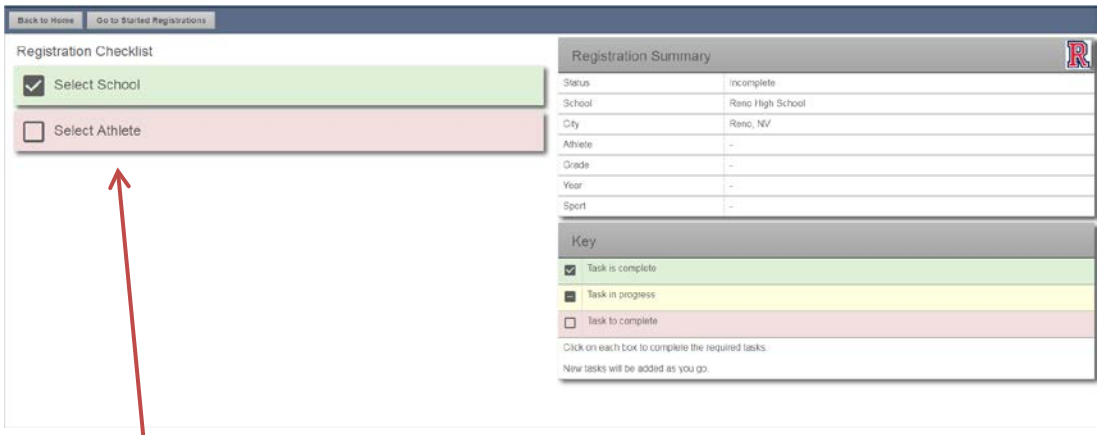


Student Information – Student name, school, grade, sport will be listed.

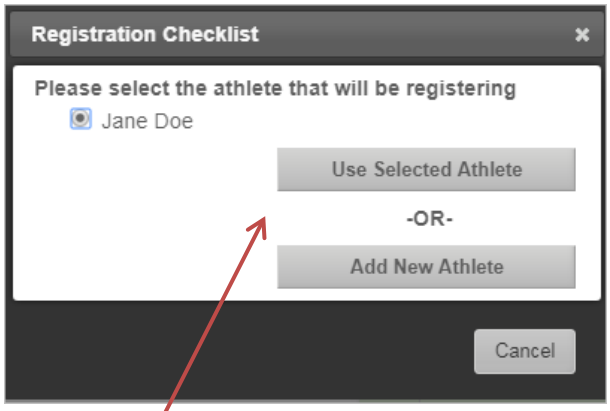
Registration Checklist – Will list each step of registration process as proceeded through.

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

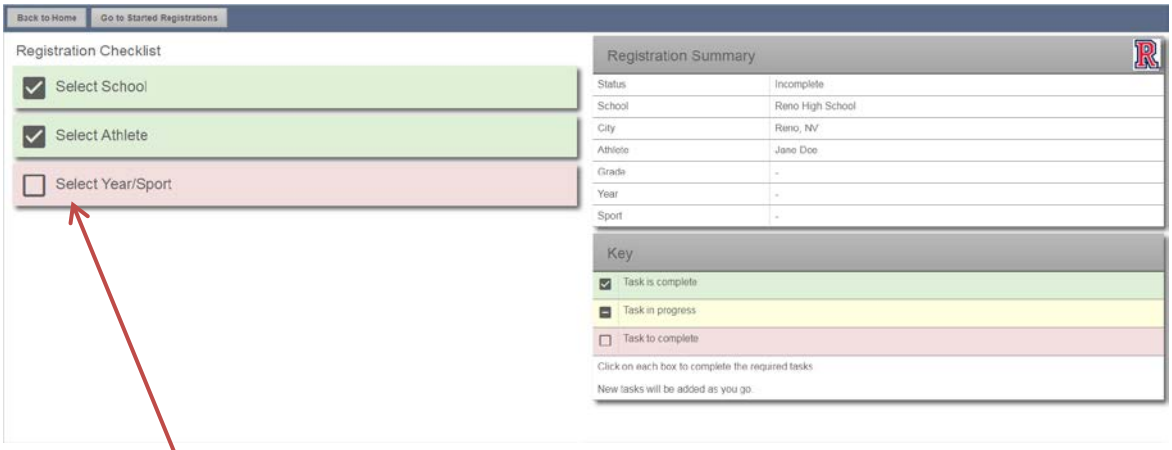
19. Click "Select School". Click on the school button, or type name of school if not correct.



20. Click “Select Athlete”.

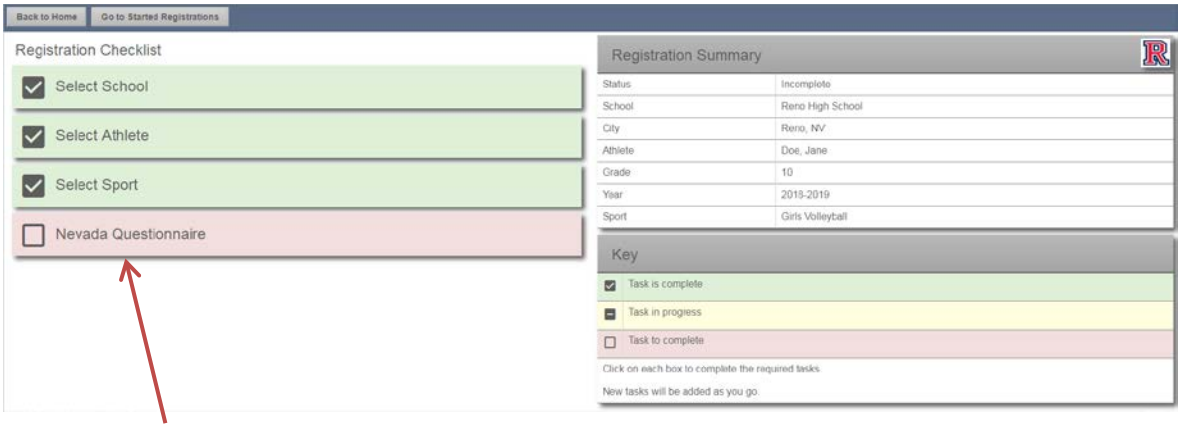


21. On the pop-up window select the student you wish to register for a sport, or click “Add New Athlete”.



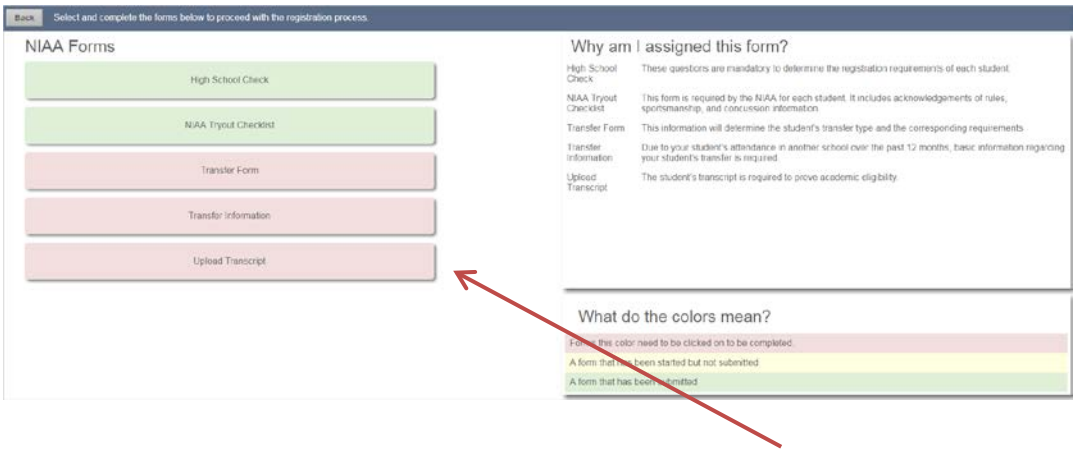
22. Click “Select Year/Sport”.

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



24. Click “Nevada Questionnaire”.

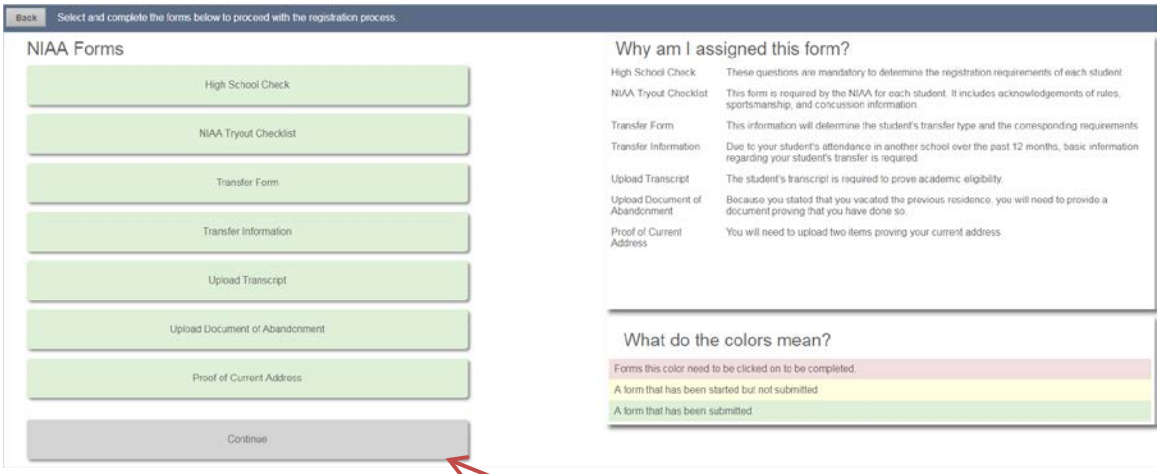
25. Click on “High School Check” and answer the questions as they appear. ***Note:*** *These questions will help the system decide if the student is a transfer or not.*



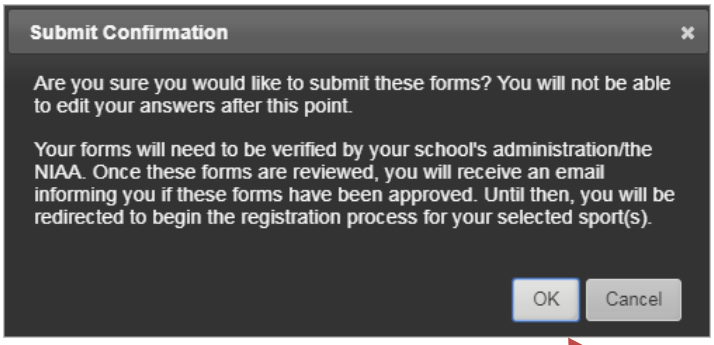
26. Complete (Read/Answer/E-sign) each section that appears in the **NIAA Forms** list. ***Note:*** *Not all Forms will appear for every student.*

Documents that will/may need to be uploaded:

Transcript *(with most recent semester grades) /* ***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, lease agreement, etc.) /* ***Proof of Primary Physical Custody*** *(i.e. Divorce decree or subsequent order with judges signature) /* ***Hardship Documentation*** *(documentation that supports the hardship claim)*



27. Once all Forms are completed (greed), click “Continue”.



28. Confirm you are ready to submit registration/transfer by clicking “OK” on the popup. Once “**OK**” is clicked the registration/transfer is submitted to the school and no more changes can be made at this time.

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. 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 season) for a decision to be made.