

RegisterMyCoach

Coaches must register for each sport each year

- Just like athletes must register each year
- Not a new account – just a new registration
- Unexpired documents should roll over to the new year

**** ALL REQUIREMENTS MUST BE COMPLETED PRIOR TO COACHING ****

www.registermyathlete.com

> **Login** (if you have forgotten your user name or password, I can look it up and/or reset the password)

> **“Go To Portal”** (has blue Sportsline Software icon)

> **“Start or Complete a Registration”**

> **“Start New Registration”** (top left)

> **select your sport(s)** and head or assistant coach > **“Submit”** (bottom)

> Click on the sport your are registering for to get to your registration page

Requirements

> Click “Read” for **Utah Educator Professional Standards** - if status shows a date in green, this step is complete

> Read statement that says this information is correct and type your name as is appears in red into the box and click **“E-Sign”**

Physical Documents/Other Requirements

- If the status for the following documents shows in green, it is complete; if it shows red, it needs to be uploaded or emailed to me so I can upload it
 - **Background Check (BCI)** – if you have completed this previously and it is not showing up, I should be able to upload something for you
 - **Fundamentals of Coaching** (or PE/coaching degree/minor) – only needs to be done once
 - **First Aid AND CPR** must be from a live course (not online) and be current
 - If your cards will expire during your season, it is your responsibility to make sure you have completed another live course to remain eligible to continue coaching
 - Yearly NFHSlearn.com Courses:
 - **Concussion in Sport (CIS)**
 - **Bullying, Hazing, and Inappropriate Behaviors**
 - Can be uploaded for both “Bullying” and “Abuse Prevention” trainings
 - SLCS D employees can use yearly required online training for this requirement

**New coaches will need to complete all of the requirements above (except the BCI) and fill out an online application through the SLCS D website (HR Dept) to be able to schedule an appointment to complete the background check – plan ahead as this may take a few days to schedule.

Questions? skip.lowe@slcschools.org (or call/text if you have my #)