

ONLINE ATHLETIC REGISTRATION INSTRUCTIONS

1. Go to <https://coventry.esvportal.com/Login.aspx>
2. Click “Create Account” and fill out all required fields. You can create your own pin number.
3. Select “Okay, let’s go”
4. Select “Add Student” and choose the option that applies to you.
 - a. For returning students, select Option 2 and fill out the required fields
 - b. Student number is your student’s ID number/lunch code
 - c. Click attach
5. Exit that window
 - a. If your student does not show up on the left side, log out and log back in and your student should appear
6. Select “All Forms”
7. Demographics and EMA will be pre-selected and click on your student’s name
8. Verify all pre-uploaded information and fill in any missing information on the Emergency Medical Authorization
9. When completed click “Save and Submit”
10. Select “Athletics” and click on your student’s name
 - a. Select the sports your student will be playing this school year
 - b. Section 1 is Intro and Emergency procedures – fill in necessary information
 - i. complete the emergency steps in the order you would like them followed
 - c. Section 2 is Code of Conduct – review the participant code and select yes
 - d. Section 3 is the Physical Form – select yes
 - e. Section 4 is Concussion – review the information and select yes
 - f. Section 5 is Sudden Cardiac Arrest – review the information and select yes
 - g. Section 6 is Physical Uploading – upload the physical form – MAKE SURE YOUR POP UP BLOCKER IS OFF FOR THIS – if you are unable to upload it, turn physical in to athletic office and it will be uploaded for you
 - h. Section 7 is Athletic Handbook – review the information and select yes
 - i. Section 8 is Sportsmanship – review the information and select yes
 - j. Section 9 is Fees – select yes and turn in pay to participate fee to athletic office – DO NOT GIVE MONEY TO COACHES
 - k. Authorize with signatures and click “Save and Submit”
11. Your athletic registration has now been completed. THANK YOU!