

ELIGIBILITY CLEARANCE CHECKLIST

for

ONLINE ATHLETIC REGISTRATION

1. Begin Online Registration

Go to [HTTP://registermyathlete.com](http://registermyathlete.com)

Select your state, then click on DESERT RIDGE HIGH SCHOOL

- 1) Create an account to Register as a Parent
- 2) Add a New Athlete
- 3) Register for up to 2 sports per season (see sports/seasons on 2nd page)

2. Completed Documents

___ Select and click on English for READ ONLY Documents (Some forms are required to be filled in, others only need to be read and e-signed). **1.** Eligibility Clearance Requirement and Form **2.** Domicile Statement **3.** Code of Conduct **4.** NFHS Risk Management Video **5.** Athletic Credit **6.** MTBI/Concussion **7.** Medical/Emergency Care form **8.** Club Participation Acknowledgement form. (These forms do not need to be printed). Once you have read and/or filled in all blank spaces and agree to terms, click the box "I Agree".

****Parent/Guardians and Athlete must electronically sign and click the box E-Sign.**

3. Documents that need to be Uploaded

___ **Annual Pre-Participation Physical Evaluation:** Click on PRINT/VIEW for the 4-page AIA physical form if needed. Physicals taken on or after March 1st of this year are good for the following school year. Physicals are to be renewed every year. Page 3 requires parent, student and doctor signatures. Page 4 only requires doctor signature.

___ **Domicile Statement form:** Click on PRINT/VIEW and print out blank form. Complete the form and upload.

****If you are an incoming freshman or first time athlete the following also need to be uploaded.**

___ **Birth Certificate:** Upload a copy of the athlete's birth certificate.

___ **Brainbook Concussion Course:** Athlete must go to: <http://aiaacademy.org/brainbook> to complete the concussion course and then print the certificate of completion and upload it. This course takes approximately an hour to complete all the sections.

4. Athletic Participation Fee

___ **Participation Fee: \$100.00 per Sport.** This needs to be paid prior to receiving uniform/equipment and before first game. You may pay online in the RegisterMyAthlete site (but you cannot use tax credit if paying through this site) or you can print off copy of tax credit form in the DRHSjaguars.com athletic website, attach payment and bring it to the athletic office.

SPORTS BY SEASON

FALL SPORTS: (start Aug. 6, 2018 except football)

Football (starts July 23rd)
Girls Volleyball
Girls Golf
Boys Golf
Badminton
Swimming/Diving
Cross Country
Cheer (1st of 2 seasons)

WINTER SPORTS: (start on Oct. 29, 2018)

Boys Basketball
Girls Basketball
Wrestling
Boys Soccer
Girls Soccer
Cheer (2nd of 2 seasons)

SPRING: (start on Feb. 4, 2019)

Softball
Baseball
Boys Volleyball
Girls Tennis
Boys Tennis
Track & Field



Instructions For Parents

“**Register My Athlete**” allows parents to register their athletes for sports online. Here are some basic steps to follow when registering your athlete for the first time:

1. **Create an account:** Go to <https://www.registermyathlete.com> Enter an email and password and then select “Create Account.” The “Account Creation” will appear where you will enter in the information asked for. At the bottom of this page, be sure to select “parent” from the options of the type of user you will be. Select the “Create Account” button when you have completed the form.
 - a. Your account has now been created. You will be able to see a page called “**Parent Register My Athlete Portal.**” Click on the large button called “Parent” and you will be directed to a “Terms of Use” page. Complete the page and select “Submit.”
 - i. **Register My Athlete Page Tutorial:** A grey box will appear that says “Welcome to your Register My Athlete landing page. We would love to show you around!” Please select the button “Ok Let’s Go!” to receive a tutorial on how to navigate the page to complete your athlete’s registration.
 - b. On the same page, you will see your “Tools” on the right side with the following options:
 - i. **Account Info:** This will show you the information you entered when creating the account like name, number, address, and security questions. Use this page to update/change the information as needed and then select the “Save” button.
 - ii. **Reset Password:** Use this button to change your password. Enter your new password and then select the “Save Password” button.
 - iii. **Request Coach/Admin Account:** If you are also an Administrator or Coach, and do not already have an Administrator/Coach account, then you can use this button to add that account to your Register My Athlete Portal.
 - iv. **Merge Another Account:** This button will allow you to add any other existing account you have to this Register My Athlete Portal page.
 - v. **Manage Active Accounts:** This button will allow you to view the schools where you have athletes and previous schools. Click “Remove” to change

a current school **from** active to inactive. To activate or deactivate email announcements.

vi. **Logout:** This button will log you out of your account and take you back to the main “registermyathlete” page.

2. **Add a new Athlete:** On your main page you will see a grey banner that says “What would you like to do?” Select the button “Register for a Sport.” You will be taken to the “Registration Checklist” where you will click “select a school” and then click “select an athlete.” A box will appear where you will click on “Add new Athlete.” Complete the form and press “Submit” at the bottom of the page.
3. **Complete a Started Registration:** On your main page you will see a grey banner that says “What would you like to do?” **Select** the button “Complete Started Registrations.” Click on and complete any in progress or incomplete tasks.
4. **Register for a Sport:** On your main page you will see a grey banner that says “What would you like to do?” Select the **button** “Register for a Sport.” You will be taken to the “Registration Checklist” where you **will** click on and complete each button as it appears.
 - a. Red button: task to complete
 - b. Yellow button: task in progress
 - c. Green button: task is complete
5. **After registration:** After registration is complete, you can login at any time to view the Status of your athlete and their participation on the team.

Register My Athlete Tech Support

Email Support: support@registermyathlete.com

Phone Support: 435-213-1601

Support Hours: Monday-Friday 8:00am-5:00pm