

# PLEASE READ IF YOUR CHILD WILL BE INVOLVED IN ANY SPORT AT DESERT RIDGE HIGH SCHOOL.

**Athletic Clearance Packets for the 2019-2020 school year must be completed online through the RegisterMyAthlete.com website. Clearance packets will be processed then through the athletic office during the summer. All students planning to participate in the fall should have their packets completed online by July 19, 2019 . We encourage all athletes even for winter and spring sports to complete their packets online prior to the start of school. This is a must if your child will participate in any open gyms or fields because our athletic trainers are not allowed to treat your child for any type of injury unless these registration clearances are completed.**

**If you are UNABLE to upload the physical forms, concussion form, birth certificate or domicile statement form into the online registration system, please have your child bring them to the Athletic Office and we will upload them for you. But please be aware that if you can upload these documents yourself, the clearances will go much faster for your child. If you have turned in a concussion certificate and birth certificate in a prior year, we will upload those documents for you, you will only have to upload the 4 pages of the new physical and domicile statement. (Please make sure all empty spaces are filled in with correct information or your child will not be cleared to go out for sports). Please make sure you and your child electronically sign the online registration packet.**

**As in the past, athletic fees (\$100.00 per sport) can be paid via a tax credit as well.** A tax credit form can be found in our DRHSjaguars.com athletic website under “forms”. Print off a copy, attach cash, check or money order and have your child bring it in to the athletic office. If you are not paying your athletic fee via a tax credit, you can pay the athletic fee online in our online registration packet (there is a fee) or bring the payment (cash, check or money order) into the Athletic office. You can also pay through the Infinite Campus Parent Portal.

In the packet, please mark off only the sports that your child will be going out for – preferably one 1 per season (see below for sports by season). If your child is transferring from another high school in the state of Arizona or even from out of state, there are additional forms from the AIA that need to be completed besides the online athletic registration packet. Please contact the athletic office to get this information at 480-984-8947 x1151 or feel free to stop by and see Mrs. Elliott.

Here is a listing of sports by season:

**Fall: (starts Aug 12<sup>th</sup>)**

Football (starts July 29<sup>th</sup>)  
Girls Volleyball  
Girls Golf  
Boys Golf  
Badminton  
Swimming/Diving  
Cross Country  
Cheer (1<sup>st</sup> of 2 seasons)

**Winter: (starts Nov 4<sup>th</sup>)**

Boys Basketball  
Girls Basketball  
Wrestling  
Boys Soccer  
Girls Soccer  
Cheer (2<sup>nd</sup> of 2 seasons)

**Spring: (starts Feb 10<sup>th</sup>)**

Softball  
Baseball  
Boys Volleyball  
Girls Tennis  
Boys Tennis  
Track & Field

# 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

### 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 1<sup>st</sup> 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. You may also pay through Infinite Campus Parent Portal.

# SPORTS BY SEASON

## **FALL SPORTS: (start Aug. 12, 2019 except football)**

Football (starts July 29<sup>rd</sup>)  
Girls Volleyball  
Girls Golf  
Boys Golf  
Badminton  
Swimming/Diving  
Cross Country  
Cheer (1<sup>st</sup> of 2 seasons)

## **WINTER SPORTS: (start on Nov. 4, 2019)**

Boys Basketball  
Girls Basketball  
Boys Wrestling  
Girls Wrestling  
Boys Soccer  
Girls Soccer  
Cheer (2<sup>nd</sup> of 2 seasons)

## **SPRING: (start on Feb. 10, 2020)**

Softball  
Baseball  
Boys Volleyball  
Girls Tennis  
Boys Tennis  
Track & Field  
Sand Volleyball



## 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](mailto:support@registermyathlete.com)

Phone Support: 435-213-1601

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