Alpharetta High School has elected to collect pre-participation forms online through ArbiterAthlete. Follow the steps below to complete registration. **All athletes must be marked “complete” by the AHS Athletic Director before participating in team activities.**

**\*Please\* Read these instructions carefully**

**DO NOT rush through the forms! Read everything to avoid any issues.**

**If you get stuck, go back and slowly review the instructions**

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| 1. ***Create Accounts***
 | * Both the parent and athlete are required to create separate accounts.
* These instructions are written for creating the parent account first, but either account can be created first.
* Go to [arbiterathlete.com](http://www.arbiterathlete.com) *OR* you may create an account from your phone by texting ***S40766 to 69274***. *Text HELP to 69274 for more information. Text STOP to 69274 to opt out.*
* Follow the prompts and create your account.
* Creating the account automatically logs you into Arbiter.
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| 1. ***Link Parent Account with Athlete Account***
 | * You will be prompted to link your account with your athlete. This is required as all forms require both parent & student signatures.
* The invited athlete will receive an email invitation from Arbiter. Open the email and click on the link at the bottom of the message that starts with “link your account with the account of…” to finish the linking process.
* If the athlete has not created an account yet, they will be prompted to do so when they open the invitation email.
* If you have more than 1 athlete, there is a “Link Account” button on the home page. Use it to link more than one athlete account to your parent account.
* **NOTE: Until the parent and athlete accounts are linked, parents will only see example forms.** Once the accounts are linked, the parent example forms will convert to web-forms available for completion and signature.
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| 1. ***Accessing Athletic Forms***
 | * Click the **Athletic Forms** button to access the Pre-Participation Forms Overview page.
	+ Complete all required digital forms listed towards the bottom of the page.
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| 1. ***Select your Sport(s)***
 | * From the same Athletic Forms page, scroll down to “Sport Interest” and select your team(s).
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| 1. ***Additional Schools***
 | * Bypass this section.
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| 1. ***Complete & Sign Digital Forms***
 | * Click on each form link.
* **Do NOT rush through this process!** Read everything to avoid issues.
* Complete each form.
* Click the “Sign & Submit” button.
* **All forms** require digital signatures from BOTH the parent and athlete from their respective accounts.
* If you need to make changes after submitting, make sure you click the “Sign & Submit” button after your changes.
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| 1. ***Documents to Upload***
 | * NOTE: *If you were in PrivIT for the 2017-18 season, you may download your physical and clearance forms and upload them to Arbiter ONLY if the documents are still valid. Physicals must be current for entire season!*
* **Physical & Clearance Form:** Print from our website ([Physical](https://drive.google.com/file/d/0B8xQHyMVM7hmaTBHSjAwRHNkYlE/view)).
	+ Physician must complete, sign and date pages 3 & 4
	+ Scan and upload.

**Physician must sign and date both the physical and clearance form!*** + Last year we had a lot of issues with that final page not being completed in its entirety. It is your responsibility to ensure that **both** forms are complete with the athlete’s name, physician’s signature and correct date of physical!
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| 1. ***Form Status Notification***
 | * To monitor your account status, log in to Arbiter and click the Athletic Forms button. Scroll down to the list of forms. Status will be listed to the right of the forms.
* You will receive a notification via email when the AHS Athletic Director’s office has approved all of the forms.
* If your entries are denied for any reason, you will receive an email and/or text with the reason, along with a link to access the forms and resubmit for approval.
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