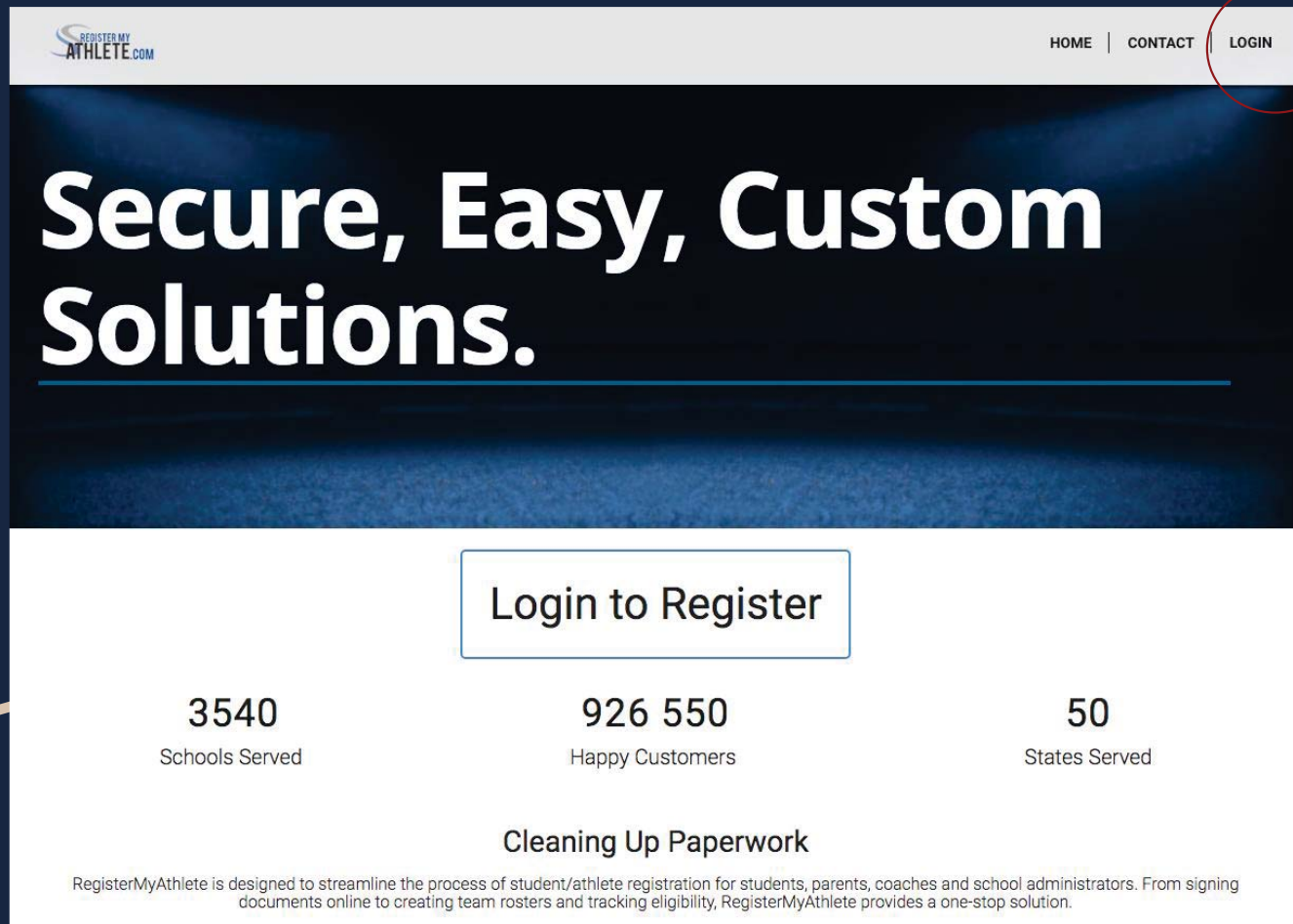


# Parent Training - Register My Athlete Users

A dark blue diagonal gradient bar that starts from the bottom left and extends towards the top right, covering the lower half of the slide.

Go to [www.registermyathlete.com](http://www.registermyathlete.com) and select Login



REGISTER MY  
ATHLETE.COM

HOME | CONTACT | LOGIN

# Secure, Easy, Custom Solutions.

Login to Register

3540  
Schools Served

926 550  
Happy Customers

50  
States Served

Cleaning Up Paperwork

RegisterMyAthlete is designed to streamline the process of student/athlete registration for students, parents, coaches and school administrators. From signing documents online to creating team rosters and tracking eligibility, RegisterMyAthlete provides a one-stop solution.

Click here

First time users will enter nothing, just click Create Account. Returning users – enter your user email and password and click Login. NOTE: Returning Users who have forgotten User Email/Password, there are instructions at the end of this document.

The screenshot shows a web form titled "Register My Athlete Login" with the subtitle "Parents. Coaches. Administrators." The form contains the following elements:

- A yellow input field labeled "Username or Email" with a "Forgot Email?" link below it.
- A password input field with a "Forgot Password?" link below it.
- A "Login" button.
- A "Create Account" button.
- A link at the bottom labeled "Athletic Training Check In?".

Two red speech bubble callouts provide additional instructions:

- A callout pointing to the "Create Account" button: "If you are new to registermyathlete, DO NOT enter a username or password, just click CREATE AN ACCOUNT".
- A callout pointing to the "Login" button: "Enter your username and Password and click LOGIN if you have already created an account. Do not create another account! If you need assistance contact support at 435-213-1601".

## First time users – Enter Parent Information

- ❖ The email you use will be your login
- ❖ Remember your password!
- ❖ You will need these each time you login
- ❖ Make sure to mark Parent, then click Submit

If you are a returning user you may be asked to update your information.

Account Creation

Emily

Steele

User Name (optional)  
Used for logging in  
emsteele@gmail.com

✓ Confirmed!  
emsteele@gmail.com

✓ Emails match  
Backup Email (optional)  
✓

✓ Passwords match!  
(435) 230-5639 Cell

Phone 2 (Optional) Work

☐ I would like to be able to receive communication via text messages.

Address

1234 Main street

Street 2 (Optional)

Logan Utah

84341 Time Zone

Security Questions

Mother's Maiden Name  
EDWARD

First Pet's Nick Name  
oscar

City Where You Were Born  
BILLINGS

I will be using this software primarily as a(n):  
☒ parent  
☐ coach  
☐ administrator

Create Account

Cancel

# Once you have logged in/Created an account, click on the highlighted button

Where would you like to go today?



Parents

Click here to start/complete athlete registrations



## Account Options

Account Info

Account Credentials

Reset Password

Request Coach/Admin Account

Merge Another Account

Return to Tech Login

Manage Active Accounts

Authorized Partners

Logout

# Agree to terms, and submit



Athlete Registration

## Terms of Use



Please carefully read these Terms and Conditions of Use. You must respond to the question at the end of this page in order to continue.

\*Show / Hide Terms of Use and Privacy Policy

☐ Show ☒ Hide

Do you agree to abide by these Terms of Use and Privacy Policy?

- ☒ I have read and agree to the Terms of Use and Privacy Policy.  
☐ I DO NOT agree to the Terms of Use or Privacy Policy.

Submit

Agree to Terms and  
click Submit

The first time you login,  
you can learn about the site  
with a quick tutorial, or you  
can choose to not take the  
tutorial.

From this main page you can register your student for a sport, at Start/Complete Registrations

The screenshot shows the 'Register My Athlete' website. The top navigation bar includes 'Accounts', 'Logout', and a 'Register My Athlete' button. A 'Welcome Demo!' message is displayed. A dropdown menu titled 'What would you like to do?' is open, with the first option, 'Start/Complete Registrations', circled in red. Other options in the menu include 'Athlete Information', 'Store', 'Messages', and 'Transfers'. To the right, there is an 'Announcements' section with a table of updates from 'Hug High School'. On the far right, a 'Parent Toolbox' section contains links to NCSA and D1SHORTLIST.

School	Date	Announcement
Hug High School	01/05/2021	Good morning Hug Hawks. Although there is still some uncertainty with winter athletics we have star...
Hug High School	12/15/2020	Attention Class of 2021 Seniors: This is a reminder that this year's Hug Scholarships application...
Hug High School	11/19/2020	Reno Family Chiropractic ( across the street from HUG) will do physicals for \$45!
Hug High School	11/18/2020	please get physicals ASAP CVS Minute clinic costs approx \$70 Saint Mary's urgent care \$40 Reno...
Hug High School	11/13/2020	Hello Parents, families and student athletes, If you haven't already done so (and if you need one f...
Hug High School	11/04/2020	Hello Parents and families, Please start getting the register my athlete process done (if you have...



To Register for a sport, click Start/Complete Registrations under *What would you like to do?*

The screenshot shows the 'Register My Athlete' website. On the left, a vertical navigation bar contains icons for Accounts, Logout, Navigation, and Need Help?. The main header includes the 'REGISTER MY ATHLETE.COM' logo, a search bar, and the 'SPORTSLINE SOFTWARE' logo. Below the header, the page is divided into three main sections: 'What would you like to do?', 'Announcements', and 'Parent Toolbox'. The 'What would you like to do?' section is circled in red and contains a list of options: 'Start/Complete Registrations', 'Athlete Information', 'Store', 'Messages', and 'Transfers'. A red arrow points from the 'Start/Complete Registrations' option in this section to a larger, detailed view of the same section on the right. This detailed view also has a red circle around the 'Start/Complete Registrations' option. The 'Announcements' section features a table with columns for School, Date, and Announcement. The 'Parent Toolbox' section includes information about opportunities, NCSA (Next College Student Athlete) logo, and D1SHORTLIST logo.

Accounts

Logout

Navigation

Need Help?

REGISTER MY ATHLETE.COM

Athlete Registration

SPORTSLINE SOFTWARE

Register My Athlete

Welcome Demo!

What would you like to do?

- Start/Complete Registrations
- Athlete Information
- Store
- Messages
- Transfers

Announcements

School	Date	Announcement
Hug High School	01/05/2021	Good morning Hug Hawks. Although there is still some uncertainty with winter athletics we have star...
Hug High School	12/15/2020	Attention Class of 2021 Seniors: This is a reminder that this year's Hug Scholarships application...
Hug High School	11/19/2020	Reno Family Chiropractic ( across the street from HUG) will do physicals for \$45!
Hug High School	11/18/2020	please get physicals ASAP CVS Minute clinic costs approx \$70 Saint Mary's urgent care \$40 Reno...
Hug High School	11/13/2020	Hello Parents, families and student athletes, If you haven't already done so (and if you need one f...
Hug High School	11/04/2020	Hello Parents and families, Please start getting the register my athlete process done (if you have...

Parent Toolbox

These Opportunities are for your information only and the companies listed are not endorsed by or affiliated with your school

NCSA  
Next College Student Athlete™

Does your athlete want to compete in college?


D1SHORTLIST


College Ready Highlight Films


What would you like to do?


- Start/Complete Registrations
- Athlete Information
- Store
- Messages
- Transfers


# Now you can start a New Registration, Complete a Registration previously started, but not finished, or view a Complete registration.


  
Accounts

  
Logout

  
Navigation

  
Need Help?

  
Athlete Registration



Registration Management

[Back to Home](#)

New Registration

Click Here to Start a New Registration

Click "View/Complete Registration" below to continue working on your registration.

2020-2021

Date Started	Student	School	Sport	Status	Go to Registration
22 Dec 2020	Ethan Hunt	Hug High School	Baseball	Transfer Pending	<a href="#">View/Complete Registration</a>
13 Jan 2021	Ethan Hunt	VNN Test School	Baseball	Not Complete	<a href="#">View/Complete Registration</a>
13 Jan 2021	Ethan Hunt	VNN Test School	Boys Basketball	Ready For Tryouts	<a href="#">View/Complete Registration</a>
23 Dec 2020	Ethan Hunt	Test School	Boys Golf	Not Complete	<a href="#">View/Complete Registration</a>

# Click “Click Here to Start a New Registration” to begin a new registration

The screenshot shows the 'Register My Athlete' website interface. On the left is a dark blue sidebar with icons for 'Accounts', 'Logout', 'Navigation', and 'Need Help?'. The top header includes the 'REGISTER MY ATHLETE.COM' logo, a search bar, and the 'SPORTSLINE SOFTWARE' logo. The main title is 'Registration Management'. Below the title is a 'Back to Home' button. A 'New Registration' button is prominently displayed and circled in red, with the text 'Click Here to Start a New Registration' inside it. Below this button, a message states: 'Click "View/Complete Registration" below to continue working on your registration. 2020-2021'. A table follows, listing registration details for a student named Ethan Hunt across four different dates and sports.

Date Started	Student	School	Sport	Status	Go to Registration
22 Dec 2020	Ethan Hunt	Hug High School	Baseball	Transfer Pending	<a href="#">View/Complete Registration</a>
13 Jan 2021	Ethan Hunt	VNN Test School	Baseball	Not Complete	<a href="#">View/Complete Registration</a>
13 Jan 2021	Ethan Hunt	VNN Test School	Boys Basketball	Ready For Tryouts	<a href="#">View/Complete Registration</a>
23 Dec 2020	Ethan Hunt	Test School	Boys Golf	Not Complete	<a href="#">View/Complete Registration</a>

# Step 1 – Select School

The screenshot shows the 'Register My Athlete' website interface. The top navigation bar includes the site logo, 'Athlete Registration', and a 'Registration Checklist' title. Below this is a secondary navigation bar with buttons for 'Back to Home' and 'Go to Started Registrations'. A horizontal progress bar displays five steps: 'Registration Started', 'Athlete Information', 'Pre Registration', 'Special Offers', and 'Registration Checklist'. The 'Registration Checklist' step is currently active. Below the progress bar, a message states: 'Click on each box to complete the required tasks. Help us find the requirements for your registration:'. A list of tasks follows, with 'Select School' highlighted in a pink box and marked as 'Not Complete'. A red arrow points to this box with the text 'Click here'. To the right, a 'Registration Summary' table lists various fields and their completion status. A 'Key' section at the bottom explains the status indicators: a checkmark for 'Task is complete', a minus sign for 'Task in progress', and an empty box for 'Task to complete'.

Accounts  
Logout  
Navigation  
Need Help?

REGISTER MY ATHLETE.COM  
Athlete Registration

## Registration Checklist

Back to Home Go to Started Registrations

Registration Started Athlete Information Pre Registration Special Offers Registration Checklist

Click on each box to complete the required tasks  
Help us find the requirements for your registration:

☐ Not Complete Select School **Click here**

### Registration Summary

Status	Not Complete
Actions	<a href="#">Print Registration Profile</a>
School	-
City	-
Athlete	-
Grade	-
Year	-
Sport	-

### Key

- ☒ Task is complete
- ☐ Task in progress
- ☐ Task to complete

If you have ever previously chosen a school you can select that school, and if you need to choose a different school, you can do that as well.

The screenshot shows the 'Register My Athlete' website interface. The main heading is 'Registration Checklist'. Below it, there are buttons for 'Back to Home' and 'Go to Started Registrations'. A section titled 'Select School' is highlighted, indicating it is 'Not Complete'. A modal window is open, titled 'Registration Checklist', with the instruction 'Please select the school where you would like to register'. It lists several schools: 'VNN Test School, AK', 'UHSAA Test School Bogus, UT', 'Hug High School Reno, NV', and 'Ohio Interscholastic Adaptive Sports (School) Wooster, OH'. Below the list, there is a dropdown menu for 'Utah' and a search bar labeled 'Search to add a different school...'. A speech bubble points to the modal with the text: 'You can now choose the school you are currently at or choose a different school if you are transferring, etc'. The background shows a sidebar with 'Accounts', 'Logout', and 'Navigation' links, and a top right corner with a 'SPORTSLINE' logo and a shopping cart icon.

Accounts

Logout

Navigation

Need Help?

Register My Athlete

Athlete Registration

Registration Checklist

Back to Home

Go to Started Registrations

Registration Started

Athlete Info

Click on each box to complete the requirements. Help us find the requirements for your registration.

Select School

Not Complete

Registration Checklist

Please select the school where you would like to register.

VNN Test School, AK

UHSAA Test School Bogus, UT

Hug High School Reno, NV

Ohio Interscholastic Adaptive Sports (School) Wooster, OH

You may instead select a state and search a new school.

Utah

Search to add a different school...

Cancel


Print Registration Profile


Task in progress


Task to complete


SPORTSLINE


# Step 2 – Select Athlete




  
Athlete Registration

  
Accounts

  
Logout

  
Navigation

  
Need Help?

Registration Checklist

Back to Home

Go to Started Registrations

☐ Registration Started

☐ Athlete Information

☐ Pre Registration

☐ Special Offers

☐ Registration Checklist

Click on each box to complete the required tasks

Help us find the requirements for your registration:

☒ Select School  
Not Complete

☐ Select Athlete  
Not Complete

Registration Summary

Status

Not Complete

[Print Registration Profile](#)

VNN Test School

, AK

-

-

-

-

Key

☒ Task is complete

☐ Task in progress

☐ Task to complete

The next step  
is to select your  
athlete

If your athlete is already in the system, select them.  
Otherwise you will need to add them into the system.

The screenshot displays the 'Register My Athlete' website interface. The main header includes the site logo, 'Athlete Registration', and a 'Registration Checklist' title. A navigation bar contains buttons for 'Back to Home' and 'Go to Started Registrations'. Below this, a progress bar shows five steps: 'Registration Started', 'Athlete Information', 'Pre Registration', 'Special Offers', and 'Registration Checklist'. The 'Registration Checklist' step is currently active. The main content area lists tasks: 'Select School' (marked as complete) and 'Select Athlete' (marked as 'Not Complete'). A modal window titled 'Registration Checklist' is open, prompting the user to 'Please select the athlete that will be registering'. It offers two radio button options: 'Ethan Hunt' and 'Steve Rogers'. Below these options are two buttons: 'Use Selected Athlete' and 'Add New Athlete', separated by a '-OR-' label. A 'Cancel' button is at the bottom of the modal. A red speech bubble points to the modal with the text: 'You can use an athlete you have already added, or add a new athlete.' The bottom right corner features a 'Key' section with three items: 'Task is complete' (checked box), 'Task in progress' (partially filled box), and 'Task to complete' (empty box).

# Enter athlete information

REGISTER MY ATHLETE.COM

Athlete Registration

SPORTSLINE

Add a New Athlete

Show Navigation

Cancel

\*Full Legal Name (first middle last)  
Mary Steele (As found on a legal document such as a birth certificate, passport, etc.)

Suffix  
None (Jr., 3rd, etc)

\*Documentation  
Birth Certificate (The document that has the full legal name)

\*Date Of Birth  
04/12/2001 MM/DD/YYYY

\*First Name  
Mary

Middle Name

\*Last Name  
Steele

\*Gender  
Female

\*Address  
1234 Main street

Address 2

\*City  
Logan

\*State  
Utah

\*Zip  
84341

Email

\*Home Phone  
(435) 230-5639





Cell Phone

Receive communication via text messages?  
☐ Yes ☒ No

Show phone on team contact list?  
☒ Yes ☐ No

Please search and select the primary school at which this athlete will play sports.  
Utah

Ridgel


	Northridge High School	Layton, UT
	West Ridge Academy	West Jordan, UT
	Skyridge High School	Lehi, UT
	Ridgeline High School	Millville, UT


This is where you will enter in all of your athlete's information. You only have to do this once!


g's information up-to-date. If any information changes I will update it within 2 weeks.





# Step 3 – Select Year/Sport


  
Accounts

  
Logout

  
Navigation

  
Need Help?

  
Athlete Registration



Registration Checklist

Back to Home

Go to Started Registrations

☐ Registration Started

☐ Athlete Information

☐ Pre Registration

☐ Special Offers

☐ Registration Checklist

Click on each box to complete the required tasks  
Help us find the requirements for your registration:

☒ Not Complete Select School

☒ Not Complete Select Athlete

☐ Not Complete Select Year/Sport

Registration Summary

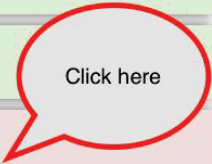
Status	Not Complete
Actions	<a href="#">Print Registration Profile</a>
School	VNN Test School
City	, AK
Athlete	Ethan Hunt
Grade	-
Year	-
Sport	-

Key

☒ Task is complete

☐ Task in progress

☐ Task to complete



Make sure to choose the correct year! This cannot be changed!

The screenshot displays the 'Sport Selection' page in the Sportsline Software interface. The page has a dark blue header with the 'VNN Test School' name and a 'Sport Selection' title. A 'Back' button is visible in the top left of the main content area. The main content area contains a form with the question 'What academic year will you be registering for?'. Below this question is a dropdown menu with two options: '-Select-' and '2020-2021'. A red speech bubble points to the '2020-2021' option with the text 'Make sure to select the correct year'. The left sidebar contains navigation links: 'Accounts', 'Logout', 'Navigation', and 'Need Help?'. The top right corner features the 'SPORTSLINE SOFTWARE' logo and a shopping cart icon.

Accounts

Logout

Navigation

Need Help?

VNN Test School

Sport Selection

Back

Sport Selection

What academic year will you be registering for?

✓ -Select-  
2020-2021

Make sure to select the correct year

SPORTSLINE SOFTWARE

# Choose the sport

Accounts

Logout

Navigation

Need Help?

VNN Test School

Sport Selection

SPORTSLINE SOFTWARE

Back

Why is my sport not showing?

### Sport Selection

What academic year will you be registering for?

2020-2021 (Grade: 11)

Please select the sport(s) that you would like to register for during the selected academic year.

☐ Boys Track

☐ Girls Basketball

☐ Girls Track

☐ Spirit line

☐ Student Council

☐ Unified Soccer

☐ Wrestling

Submit

If the grade is wrong, you can change that on the athlete profile by clicking navigation, athlete's name, and then edit the Athlete profile

Select the sport. If you do not see your sport contact Support or your school.

# Confirm your Registration

The screenshot shows a web application interface for 'Sport Selection'. The page title is 'Sport Selection' and the school is 'VNN Test School'. The user is selecting the academic year '2020-2021' (Grade: 11). The 'Please select the sport(s)' section has a list of sports with checkboxes: Boys Track (checked), Girls Basketball, Girls Track, Spirit line, Student Council, Unified Soccer, and Wrestling. A 'Submit' button is at the bottom of this list. A modal dialog titled 'Confirm Selection' is open, displaying the selected information: School (VNN Test School), City (, AK), Athlete (Hunt, Ethan), Grade (11), Year (2020-2021), and Sport(s) (Boys Track). The modal includes a warning message and two buttons: 'I have selected the correct information.' and 'Cancel'.

Accounts

Logout

Navigation

Need Help?

VNN Test School

Sport Selection

Back Why is my sport not showing?

Sport Selection

What academic year will you be registering for?

2020-2021 (Grade: 11)

Please select the sport(s)

☒ Boys Track

☐ Girls Basketball

☐ Girls Track

☐ Spirit line

☐ Student Council

☐ Unified Soccer

☐ Wrestling

Submit

**Confirm Selection**

School VNN Test School

City , AK

Athlete Hunt, Ethan

Grade 11

Year 2020-2021

Sport(s) Boys Track

Please verify that you have selected the correct school, athlete, and sport(s).

After this point, we will gather the requirements to complete this registration, and you will not be able to change these previous selections.

I have selected the correct information. Cancel

# Step 4 - Guardian information

- ❖ Your first registration you will need to enter in all the information
- ❖ It will auto fill for you to check each registration after that

The dashboard for VNN Test School features a navigation sidebar on the left with links for Accounts, Logout, and a Help icon. The main header includes the school name and a 'Registration Checklist' title. Below the header, there are buttons for 'Back to Home' and 'Go to Started Registrations'. The checklist itself is a horizontal bar with five items: 'Registration Started' (checked), 'Athlete Information' (not checked), 'Pre Registration' (not checked), 'Special Offers' (not checked), and 'Registration Checklist' (not checked). Below this bar, a message states: 'Click on each box to complete the required tasks. Add/Update information about your athlete:'. This is followed by four task boxes: 'Update Athlete Info' (checked), 'Update Guardian Info' (not checked), 'Update Insurance' (not checked), and 'Update Medical Info' (not checked). To the right of these tasks is a 'Registration Summary' table with the following data: Status: Not Complete; Actions: Print Registration Profile; School: VNN Test School; City: , AK; Athlete: Hunt, Ethan; Grade: 11; Year: 2020-2021; Sport: Boys Track. Below the summary is a 'Key' section with three items: 'Task is complete' (checked), 'Task in progress' (not checked), and 'Task to complete' (not checked).

VNN Test School

## Registration Checklist

[Back to Home](#) [Go to Started Registrations](#)

☒ Registration Started ☐ Athlete Information ☐ Pre Registration ☐ Special Offers ☐ Registration Checklist

Click on each box to complete the required tasks  
Add/Update information about your athlete:

☒ Complete **Update Athlete Info**

☐ Not Complete **Update Guardian Info**

☐ Not Complete **Update Insurance**

☐ Not Complete **Update Medical Info**

### Registration Summary

Status	Not Complete
Actions	<a href="#">Print Registration Profile</a>
School	VNN Test School
City	, AK
Athlete	Hunt, Ethan
Grade	11
Year	2020-2021
Sport	Boys Track

### Key

- ☒ Task is complete
- ☐ Task in progress
- ☐ Task to complete

The 'Guardian Info' form is titled 'Please verify/update your guardian information'. It contains two sections, 'Guardian 1' and 'Guardian 2', each with a series of input fields for personal and contact information. Guardian 1's information includes: First Name (Tom), Middle Initial, Last Name (Hunt), Address (Center), City (Logan), State (Utah), Zip (12345), Day Phone ((123) 456-7890), Night Phone, and Email (demo@ma.com). Guardian 2's information includes: First Name (Abigail), Middle Initial, Last Name (Cruise), Address (Center St), City (Logan), State (Utah), Zip (12345), Day Phone ((123) 456-7890), Night Phone, and Email (missionimpossible@hunt.com). Both sections have a radio button to select the guardian's relationship to the student (Father, Mother, Legal Guardian) and a checkbox to show the guardian's phone on the team contact list. At the bottom, there is an 'Emergency Contact' section with fields for Name (Benji), Relationship To Athlete (Best Friend), Day Phone ((567) 891-2345), and Night Phone. A 'Back' button is located at the bottom right of the form.

VNN Test School

## Guardian Info

[Back](#)

Please verify/update your guardian information

### Guardian 1

\*First Name: Tom

Middle Initial:

\*Last Name: Hunt

\*Address: Center

\*City: Logan

\*State: Utah

\*Zip: 12345

\*Day Phone: (123) 456-7890

Night Phone:

\*Email: demo@ma.com

\*This guardian is the student's: ☒ Father ☐ Mother ☐ Legal Guardian

Show guardian(s) phone on team contact list: ☒ Yes ☐ No

### Guardian 2

First Name: Abigail

Middle Initial:

Last Name: Cruise

Address: Center St

City: Logan

State: Utah

Zip: 12345

Day Phone: (123) 456-7890

Night Phone:

Email: missionimpossible@hunt.com

This guardian is the student's: ☐ Father ☒ Mother ☐ Legal Guardian

Emergency Contact (\*must be different than the guardian)

\*Name: Benji

\*Relationship To Athlete: Best Friend

\*Day Phone: (567) 891-2345

Night Phone:

[Back](#)

# Step 5 – Insurance Information

- ❖ Your first registration you will need to enter in all the information
- ❖ It will auto fill for you to check each registration after that

The screenshot shows the 'Registration Checklist' page for VNN Test School. The page has a dark blue header with the school name and a 'SPORTSLINE' logo. Below the header, there are navigation links: 'Back to Home' and 'Go to Started Registrations'. The main content area is divided into five colored boxes representing different stages of registration: 'Registration Started' (green, checked), 'Athlete Information' (yellow, in progress), 'Pre Registration' (pink, not complete), 'Special Offers' (pink, not complete), and 'Registration Checklist' (pink, not complete). Below these boxes, there is a section titled 'Click on each box to complete the required tasks' with a list of tasks: 'Update Athlete Info' (green, checked), 'Update Guardian Info' (green, checked), 'Update Insurance' (pink, not complete), and 'Update Medical Info' (pink, not complete). To the right of the tasks, there is a 'Registration Summary' table with the following information: Status: Not Complete, Actions: Print Registration Profile, School: VNN Test School, City: AK, Athlete: Hunt, Ethan, Grade: 11, Year: 2020-2021, Sport: Boys Track. Below the summary, there is a 'Key' section with a legend: a green box for 'Task is complete', a yellow box for 'Task in progress', and a pink box for 'Task to complete'.

VNN Test School

## Registration Checklist

Back to Home Go to Started Registrations

Registration Started Athlete Information Pre Registration Special Offers Registration Checklist

Click on each box to complete the required tasks  
Add/Update information about your athlete:

- Update Athlete Info
- Update Guardian Info
- Update Insurance
- Update Medical Info

### Registration Summary

Status	Not Complete
Actions	<a href="#">Print Registration Profile</a>
School	VNN Test School
City	, AK
Athlete	Hunt, Ethan
Grade	11
Year	2020-2021
Sport	Boys Track

### Key

- Task is complete
- Task in progress
- Task to complete

The screenshot shows the 'Ethan's Insurance Info' page for VNN Test School. The page has a dark blue header with the school name and a 'SPORTSLINE' logo. Below the header, there are navigation links: 'Back to Home' and 'Go to Started Registrations'. The main content area is divided into two sections: 'Primary Insurance' and 'Secondary Insurance'. The 'Primary Insurance' section contains the following information: Holder's First Name: Tom, Holder's Last Name: Hunt, Holder's Employer: BPF, Employer's Phone: (907) 552-2410, Insurance Company: Cruise Foundation, Insurance Group Number: 456789, Insurance Member Number: 123456, Insurance Policy Number: 987654, Insurance Effective Date: 10/05/2012. The 'Secondary Insurance' section contains the following information: Holder's First Name: , Holder's Last Name: , Holder's Employer: , Employer's Phone: , Insurance Company: , Insurance Group Number: , Insurance Member Number: , Insurance Policy Number: . Below the insurance information, there is a 'Hospital' section with the following information: Hospital Preference: Hotel Room, Verify Insurance: I verify this athlete is covered by this insurance and I confirm the information provided is correct and valid. There is a 'Save' button at the bottom of the page.

VNN Test School

## Ethan's Insurance Info

Cancel

### Primary Insurance

*Holder's First Name	Tom
*Holder's Last Name	Hunt
*Holder's Employer	BPF
*Employer's Phone	(907) 552-2410
*Insurance Company	Cruise Foundation
*Insurance Group Number	456789
Insurance Member Number	123456
Insurance Policy Number	987654
Insurance Effective Date	10/05/2012

### Secondary Insurance

Holder's First Name	
Holder's Last Name	
Holder's Employer	
Employer's Phone	
Insurance Company	
Insurance Group Number	
Insurance Member Number	
Insurance Policy Number	

### Hospital

Hospital Preference	Hotel Room
*Verify Insurance	<input type="checkbox"/> I verify this athlete is covered by this insurance and I confirm the information provided is correct and valid.

Save

# Step 6 – Medical Information

- ❖ Your first registration you will need to enter in all the information
- ❖ It will auto fill for you to check each registration after that

The screenshot shows the 'Registration Checklist' page for 'VNN Test School'. The page has a dark blue header with 'Accounts', 'Logout', and 'Navigation' links. Below the header, there's a navigation bar with 'Back to Home' and 'Go to Started Registrations'. The main content area is divided into two columns. The left column contains a checklist of tasks: 'Update Athlete Info' (Completed), 'Update Guardian Info' (Completed), 'Update Insurance' (Completed), and 'Update Medical Info' (Not Started). The right column contains a 'Registration Summary' table with fields: Status (Not Complete), Actions (Print Registration Profile), School (VNN Test School), City (. AK), Athlete (Hunt, Ethan), Grade (11), Year (2020-2021), and Sport (Boys Track). Below the summary is a 'Key' section with three items: 'Task is complete' (green box), 'Task in progress' (yellow box), and 'Task to complete' (pink box).

VNN Test School

## Registration Checklist

Back to Home Go to Started Registrations

Registration Started Athlete Information Pre Registration Special Offers Registration Checklist

Click on each box to complete the required tasks  
Add/Update information about your athlete:

- ☒ Update Athlete Info
- ☒ Update Guardian Info
- ☒ Update Insurance
- ☐ Update Medical Info

### Registration Summary

Status	Not Complete
Actions	<a href="#">Print Registration Profile</a>
School	VNN Test School
City	. AK
Athlete	Hunt, Ethan
Grade	11
Year	2020-2021
Sport	Boys Track

### Key

- ☒ Task is complete
- ☐ Task in progress
- ☐ Task to complete

The screenshot shows the 'Medical Information for Ethan' page for 'VNN Test School'. The page has a dark blue header with 'Accounts', 'Logout', and 'Navigation' links. Below the header, there's a navigation bar with 'Back' and 'View Past Conditions'. The main content area is divided into two columns. The left column contains a checklist of tasks: 'Update Athlete Info' (Completed), 'Update Guardian Info' (Completed), 'Update Insurance' (Completed), and 'Update Medical Info' (Not Started). The right column contains a 'Medical Information' form with fields: Doctor's Name (Dr. Nielsen), Doctor's Phone ((317) 456-7894), and a section for 'Do any of the following apply to Ethan?'. This section contains a list of medical conditions with radio buttons for 'Yes' and 'No'. The conditions are: Allergies, Asthma, Carry an Epi-pen, Diabetes, Epilepsy, Head/Neck or Back Injuries, Hearing Loss, Heart Condition, Inhaler, Kidney Condition, Medical Conditions/Injuries, Other Significant Injuries, Previous Concussions, Previous Heat Related Problems, Previous Medical Conditions, Previous Significant Injuries, Severe Headaches, Sickle Cell Anemia, Sickle Cell Trait, Take OTC/Prescription Medication, and Vision Loss. Below the list is a text box for 'Other Medical Concerns' and a 'Save' button.

VNN Test School

## Medical Information for Ethan

Back View Past Conditions

### Doctor's Information

Doctor's Name Dr. Nielsen

Doctor's Phone (317) 456-7894

Do any of the following apply to Ethan?

Allergies	<input checked="" type="radio"/> Yes <input type="radio"/> No
Please Explain: See Allergy	
Asthma	<input type="radio"/> Yes <input checked="" type="radio"/> No
Carry an Epi-pen	<input checked="" type="radio"/> Yes <input type="radio"/> No
Diabetes	<input type="radio"/> Yes <input checked="" type="radio"/> No
Epilepsy	<input type="radio"/> Yes <input checked="" type="radio"/> No
Head/Neck or Back Injuries	<input type="radio"/> Yes <input checked="" type="radio"/> No
Hearing Loss	<input type="radio"/> Yes <input checked="" type="radio"/> No
Heart Condition	<input type="radio"/> Yes <input checked="" type="radio"/> No
Inhaler	<input type="radio"/> Yes <input checked="" type="radio"/> No
Kidney Condition	<input type="radio"/> Yes <input checked="" type="radio"/> No
Medical Conditions/Injuries	<input type="radio"/> Yes <input checked="" type="radio"/> No
Other Significant Injuries	<input type="radio"/> Yes <input checked="" type="radio"/> No
Previous Concussions	<input type="radio"/> Yes <input checked="" type="radio"/> No
Previous Heat Related Problems	<input type="radio"/> Yes <input checked="" type="radio"/> No
Previous Medical Conditions	<input type="radio"/> Yes <input checked="" type="radio"/> No
Previous Significant Injuries	<input type="radio"/> Yes <input checked="" type="radio"/> No
Severe Headaches	<input type="radio"/> Yes <input checked="" type="radio"/> No
Sickle Cell Anemia	<input type="radio"/> Yes <input checked="" type="radio"/> No
Sickle Cell Trait	<input type="radio"/> Yes <input checked="" type="radio"/> No
Take OTC/Prescription Medication	<input type="radio"/> Yes <input checked="" type="radio"/> No
Vision Loss	<input type="radio"/> Yes <input checked="" type="radio"/> No

Other Medical Concerns

Save

Step 7 – Schools that use a transfer system of any kind will have a questionnaire to fill out, if not you will not have this step. If you are a Transfer student, you will be directed to steps to complete the transfer process before you can proceed with your registration

The screenshot shows the 'Registration Checklist' page for 'VNN Test School'. The page has a dark blue header with the 'SPORTSLINE' logo in the top right. Below the header, there are navigation links: 'Back to Home' and 'Go to Started Registrations'. The main content area is divided into two columns. The left column contains a 'Pre-Registration Requirements' section with a 'School Questionnaire' box marked 'Not Complete'. The right column contains a 'Registration Summary' table and a 'Key' section. The 'Registration Summary' table lists various fields and their values, with a 'Status' of 'Not Complete'. The 'Key' section explains the status indicators: a green box for 'Task is complete', a yellow box for 'Task in progress', and a red box for 'Task to complete'.

Accounts Logout Navigation Help?

VNN Test School

### Registration Checklist

Back to Home Go to Started Registrations

Registration Started Athlete Information Pre Registration Special Offers Registration Checklist

Click on each box to complete the required tasks

Pre-Registration Requirements:

☐ Not Complete School Questionnaire

#### Registration Summary

Status	Not Complete
Actions	<a href="#">Print Registration Profile</a>
School	VNN Test School
City	, AK
Athlete	Hunt, Ethan
Grade	11
Year	2020-2021
Sport	Boys Track

#### Key

- ☒ Task is complete
- ☐ Task in progress
- ☐ Task to complete



# Step 8 - Additional Opportunities gives athletes and parents a chance to sign up for other services

Accounts

VNN Test School

Logout

Navigation

Need Help?

SPORTSLINE

Accounts

Logout

Navigation

Need Help?

Registration Checklist

Back to Home

Go to Started Registrations

☒ Registration Started

☒ Athlete Information

☒ Pre Registration

☐ Special Offers

☐ Registration Checklist

Click on each box to complete the required tasks

Special Offers:

☐ Not Complete

Additional Opportunities

Registration Summary

Key

☒ Task is complete☒ Task in progress☐ Task to complete

Accounts

VNN Test School

Logout

Navigation

Need Help?

Accounts

Logout

Navigation

Need Help?

Back


These Additional Opportunities are for your information only and the companies listed are not affiliated with


Ethan wants to compete in college and receive a FREE recruiting profile.


☐ Yes ☐ No


Continue

# Step 9 – Registration Checklist

  
Accounts

  
Logout



  
Navigation

  
Need Help?

VNN Test School

Registration Checklist

SPORTSLINE SOFTWARE



Back to HomeGo to Started Registrations

☒Registration Started

☒Athlete Information

☒Pre Registration

☐Registration Checklist

Click on each box to complete the required tasks

Registration Checklist:

☐Not CompleteElectronic Documents5

☐Not CompletePhysical Documents5

☐Not CompleteSchool Fees2

Registration Summary

StatusNot Complete

Actions[Print Registration Profile](#)

SchoolTest School

CityBogus, UT

AthleteHunt, Ethan

Grade10

Year2020-2021

SportBoys Golf

Key

☒Task is complete

☐Task in progress

☐Task to complete

# If your school has electronic documents, you will need to read the documents and agree to them.

The image displays three sequential screenshots of a web application titled 'Electronic Documents'.

**Screenshot 1 (Left):** Shows the 'Concussion Form' section. A red callout bubble points to a 'Read' button, with the text 'Click read to open document'. The status for this step is 'Not Complete'.

**Screenshot 2 (Middle):** Shows the document content, which is a 'Parent's/Student's Signature' form. A red callout bubble points to a 'Select I have read the document when done' button. The status for this step is 'Not Complete'.

**Screenshot 3 (Right):** Shows the 'Concussion Form' section again. A red callout bubble points to an 'Agree to the document' button, and another points to an 'Answer any questions' button. The status for the 'Read' step is now 'Complete', and the status for the 'Agree' step is 'Not Complete'.

1.

2.

3.

After reading and agreeing to documents and answering any document questions, the parent and athlete will need to e-sign. Click submit when done.

Test School Final E-Signature

Back to Checklist

Electronic Documents ☒ Final E-Signature ☐ Physical Documents ☐ School Fees ☐

Please click on each section and complete each step.  
(All changes are automatically saved.)

Final E-Signature Not Complete

Steps	Action	Status
Please respond to the following:		
Not Complete		
<b>Final E-sign Legal Guardian Agreement</b>		
<input type="checkbox"/> I am the parent or legal guardian of this athlete, and I fully accept and agree to the terms of participation as outlined in the registration documents and corresponding questions.		
The parent/legal guardian will please e-sign to this agreement.		
<b>Legal Guardian E-Sign</b>		
Please E-Sign by typing your name exactly as it appears here: Tom Hunt		
Tom Hunt <input type="button" value="E-Sign"/>		
<b>Final E-sign Student Agreement</b>		
<input type="checkbox"/> As an athlete, I fully accept and agree to the terms of participation as outlined in the registration documents.		
The student will please e-sign to this agreement.		
<b>Student E-Sign</b>		
Please E-Sign by typing your name exactly as it appears here: Ethan Hunt		
Ethan Hunt <input type="button" value="E-Sign"/>		
<input type="button" value="Submit"/>		
(All changes are automatically saved.)		

Back to Checklist Previous Next Step

# If your school uses uploaded physicals, report cards, etc., you will upload them here.

- ❖ All pages must be in one file
- ❖ File must be a PDF or JPEG
- ❖ You can take pics and login with your phone - you **MUST** use the google chrome app on a mobile device - and add the documents that way as well

The screenshot shows the 'Physical Documents' section of a school management system. The interface includes a sidebar with navigation links (Accounts, Logout, Navigation, Need Help?), a header with 'Test School' and 'Physical Documents', and a main content area with a checklist of steps. Two red callout boxes highlight the 'Download' button and the 'Upload Complete Form' button. The status of each step is 'Not Complete'.

Steps	Action	Status
1. Download/print this form	<a href="#">Download</a>	Not Complete
2. Complete and upload the form	<a href="#">Upload Complete Form</a>	Not Complete
3. School administrator verifies the upload	Wait for admin verification	Not Complete

# School must approve all uploads

- ❖ Physical will say Pending Verification until a school Admin approves it
- ❖ Registration will say Not Complete until the Admin approves physicals and other uploads

test School Physical Documents

Back to Checklist

Accounts Logout Navigation Need Help?

Electronic Documents Final E-Signature Physical Documents School Fees

Please click on each section and complete each step.  
(All changes are automatically saved.)

> Test Doc 1 In Progress

> Test New Requirement In Progress

> Test new requirements In Progress

✓ Test Start Now11 In Progress


Please submit to AD in room 124


Uploaded Documents	Status	Dates
<a href="#">View Upload</a>	Pending Approval	Upload Date: 22 Jan 21


Steps	Action	Status
1. Download/print this form	<a href="#">Download</a>	Complete
2. Complete and upload the form	<a href="#">Replace Uploaded Form</a>	Complete
3. School administrator verifies the upload	Wait for admin verification	Pending Approval


(All changes are automatically saved.)

# After the school admin approves all uploads, you are Complete for Tryouts!

  
Accounts


  
Logout

  
Navigation

  
Need Help?

VNN Test School

Physical Documents

  
≡

Back to Checklist

☒ Electronic Documents

☒ Custom Questions

☒ Final E-Signature

☒ Physical Documents

☐ School Fees

Please click on each section and complete each step.  
(All changes are automatically saved.)

Physical Form

Complete

Uploaded Documents	Status	Dates
<div>View Upload</div>	Approved	Upload Date: 13 Jan 21 Approval Date: 13 Jan 21 Issue Date: 13 Jan 21 Expiration Date: 13 Jan 22

This upload is complete. 

Upload A New Document

(All changes are automatically saved.)

Back to ChecklistPreviousNext Step

# If your school requires fees you'll need to pay those. Fees are not required to pay before tryouts.

Accounts

Logout

Navigation

Web Help?

Test School

School Fees

SPORTSLINE

Back to Checklist

☒ Electronic Documents

☒ Final E-Signature

☐ Physical Documents

☐ School Fees

Please click on each section and complete each step.  
(All changes are automatically saved.)

School Fees **Not Required Before Tryouts**

Not Complete

Click "Add to Cart" for each fee you would like to pay at this time.  
Then, click "Proceed to Checkout" to pay the selected fees.  
If you are planning on purchasing any items at your [school store](#), you may want to add those items to your cart as well before checking out.

55

Fee Name	Amount	Status	Add to Cart
Fee 1 Test	\$10.00	Not Complete	Add to Cart
Registration Fee For Boys Golf	\$10.00	Not Complete	Add to Cart

Some Items Selected Just For You

	Amount	Image	Add To Cart
Team Logo Sticker	10.00	N/A	Add to Cart
test item 123	2345.67	N/A	Add to Cart
test 4567	34.45	N/A	Add to Cart
School Hat	50.00	N/A	Add to Cart
General Item	30.00	N/A	Add to Cart

View More Items In the store:

View Store

Proceed to Checkout

Back to Checklist

Previous

Next Step



# If you ever need to make changes to your athlete's profile due to...

- ❖ Incorrect name or grade in school
- ❖ Incorrect graduation year
- ❖ Guardian, Insurance, or Medical information
- ❖ Emergency Contact information

1. Click Athlete Information
2. Click on your athlete's name

Accounts

Logout

Navigation

Need Help?

Register My Athlete

Welcome Demo!

What would you like to do?

- Start/Complete Registrations
- Athlete Information**
- Store
- Messages
- Transfers

Click here

	Date	Announcement
	01/05/2021	Good morning Hug Hawks. Although there is still some uncertainty with winter athletics we have star...
Hug High School	12/15/2020	Attention Class of 2021 Seniors: This is a reminder that this year's Hug Scholarships application...
Hug High School	11/19/2020	Reno Family Chiropractic ( across the street from HUG) will do physicals for \$45!
Hug High School	11/18/2020	please get physicals ASAP CVS Minute clinic costs approx \$70 Saint Mary's urgent care \$40 Reno...
Hug High School	11/13/2020	Hello Parents, families and student athletes, If you haven't already done so (and if you need one f...
Hug High School	11/04/2020	Hello Parents and families, Please start getting the register my athlete process done (if you have...

View All

Parent Toolbox

These Opportunities are for your information only and the companies listed are not endorsed by or affiliated with your school

**NCSA**  
Next College Student Athlete™

Does your athlete want to compete in college?

**D1 SHORTLIST**

College Ready Highlight Films

# Athlete Profile Page

Here you can:

- ❖ View current registrations
- ❖ View and edit Athlete info

**Athlete Management**

Back to Home

New Athlete

Click Here to Create a New Athlete

Click an athlete's name to view their profile

Ethan Hunt	Steve Rogers
School(s)	School(s)
VNN Test School	VNN Test School
Ohio Interscholastic Adaptive Sports (School)	VNN Test School
Hug High School	Test School
Test School	

Select your athlete

**Ethan Hunt's Profile**

Back to Home New Registration Note that this information is unique to the school where you are registering.

Select a row to view a registration or team.

Registrations	2020-2021	Teams	2020-2021
Baseball	Transfer Pending	Ethan is on no teams for the 2020-2021 year.	

**Athlete Options**

Options	Description
Fees Paid	View a summary of fees paid for registrations
Eligibility	View this athletes current academic eligibility.
View Documents Signed	Summary of the e-signatures given for this athlete.
Injury Reports	View reported injuries for this athlete.

**Athlete Profile**

Click on a subject to view/edit it Show All

User Information
Athlete Summary
Medical Information
Primary Insurance
Secondary Insurance
Guardian 1
Guardian 2
Emergency Contact

The Athlete Summary is where you edit athlete info. Click on any of the other gray bars to edit guardian, insurance, medical, or emergency contact info. Click “Click Here to Edit” to change information

The screenshot shows the 'Ethan Hunt's Profile' page on the Sportsline website. The page has a dark blue header with the school logo and name. Below the header, there are navigation links: 'Back to Home', 'New Registration', and a note about registration information. The main content area is divided into several sections: 'Registrations' (showing 'Baseball' with a 'Transfer Pending' status), 'Teams' (showing 'Ethan is on no teams for the 2020-2021 year.'), 'Athlete Options' (with links for 'Fees Paid', 'Eligibility', 'View Documents Signed', and 'Injury Reports'), and 'Athlete Profile'. The 'Athlete Profile' section has a 'Show All' button and a list of categories: 'User Information', 'Athlete Summary' (highlighted with a red box), and others. The 'Athlete Summary' section contains a table with personal information and a 'Click Here to Edit (Last Updated 12/22/2020)' link. A red callout bubble points to this link with the text 'Click here to update information'.

Accounts Logout Navigation Need Help?

Hug High School

### Ethan Hunt's Profile

Back to Home New Registration Note that this information is unique to the school where you are registering.

Select a row to view a registration or team.

Registrations	2020-2021	Teams	2020-2021
Baseball	Transfer Pending	Ethan is on no teams for the 2020-2021 year.	

#### Athlete Options

Fees Paid	View a summary of fees paid for registrations
Eligibility	View this athletes current academic eligibility.
View Documents Signed	Summary of the e-signatures given for this athlete.
Injury Reports	View reported injuries for this athlete.

#### Athlete Profile

Click on a subject to view/edit it Show All

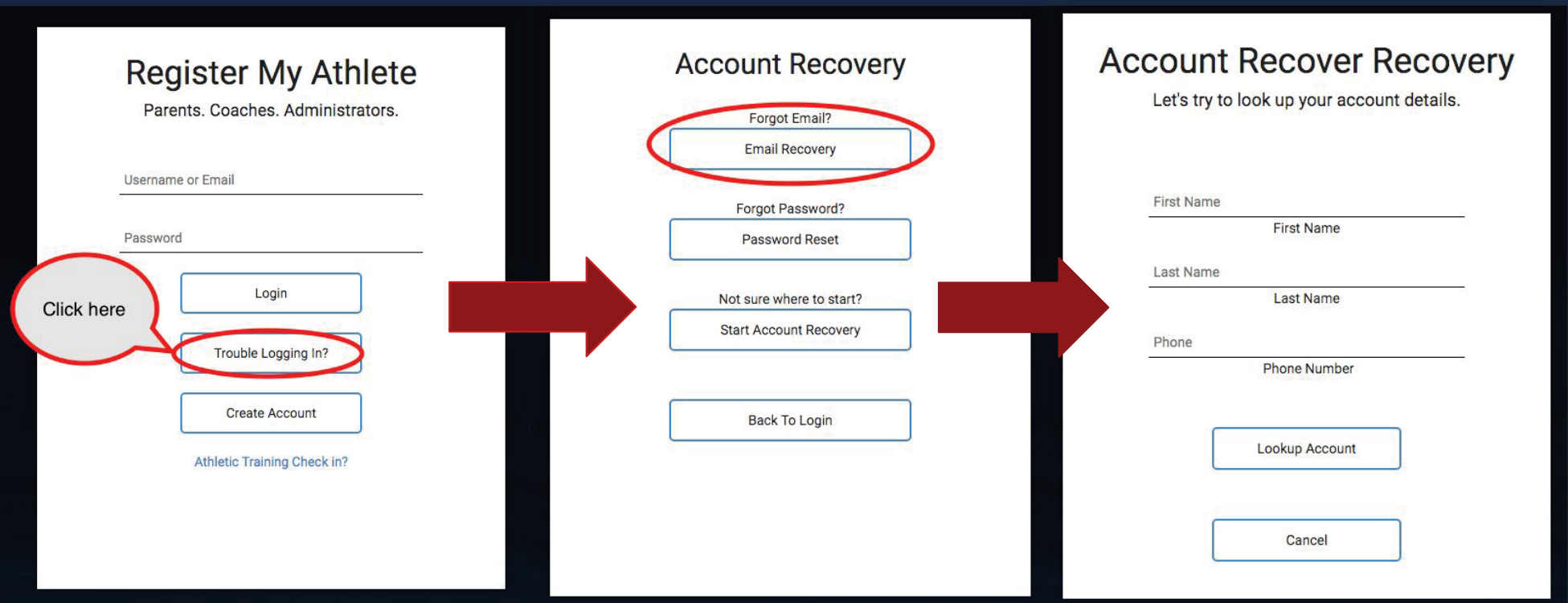
User Information

**Athlete Summary**

Click Here to Edit (Last Updated 12/22/2020)

Full Legal Name	Ethan Hunt
Documentation	Birth Certificate
Physical Address	Center St.
Email	
Cell Phone	(098) 765-4321
Home Phone	(123) 456-7890
Gender	Male
Date Of Birth	10/01/2003
Grade	
Graduation Year	
Student ID	
Show phone on contact list	No
Admin Notes	

Returning Users: If you have forgotten your User Email, Click Forgot Email? Enter your first and last name and phone number, then answer the Security questions to get your User Email. If you still need assistance, email [support@registermyathlete.com](mailto:support@registermyathlete.com) with the name of your athlete and the school they attend and ask for assistance with your user email.



If you have forgotten your Password, Click Forgot Password, use your email or phone number. If you use your phone number you will get a code texted to you to help you get logged in. If you still need assistance, email [support@registermyathlete.com](mailto:support@registermyathlete.com) with the name of your athlete and the school they attend and ask for assistance with your user password.

### Register My Athlete

Parents. Coaches. Administrators.

Username or Email

Password

Login

Trouble Logging In?

Create Account

[Athletic Training Check in?](#)

### Account Recovery

Forgot Email?

Email Recovery

Forgot Password?

Password Reset

Not sure where to start?

Start Account Recovery

Back To Login

### Password Recovery

To receive a password recovery link, please provide the account email or cell phone number. You can also try our [Account Recovery](#) module.

Account Email

-OR-

Cell Phone

Cell Carrier

Send Recovery Link

Your school administrator also can reset your password.

Cancel