

Register My Athlete.com

GWHS Instructions For Parents

Register My Athlete allows parents to register their athletes for George Whittell High School - Middle School and High School sports online. **This is required for parents and athletes to complete in order to participate in GWHS athletics.** Here are some basic steps to follow when registering your athlete for the first time:

- 1. Find Your School:** Find your school by going to <http://registermyathlete.com/schools/> or you can click the link from the Whittell High School website <http://whs.dcsd.net/athletics.htm> once there select your state (Nevada), and finding your school (Whittell High School). Click on the school to continue to the next step.
- 2. Create an account:** Now begin creating your account by clicking the "Create An Account" button. After filling in the required information the system will automatically log you in and you will be required to accept the terms of use.
- 3. Add a new athlete:** The next step is to add an athlete. You can do so by clicking the "My Athletes" tab on the left-hand side of the page or by clicking "Add Athlete" underneath the "My Athletes" tab. This only needs to be done once during your athlete's entire career at a school. The information entered here will carry over from year to year. This information includes your athlete's contact information and medical information.
- 4. The athlete's profile:** After you've created your athlete you will be brought to their Profile page. This page is a summary of their info and involvement.
- 5. Register for a sport:** Click "+ Register For A Sport" to begin registration, you will be asked to choose which sport your athlete is registering for. From here please choose the school year in which you will be playing the sport.
- 6. Your registration checklist:** This page shows the status of your athlete's registration. You will be asked to complete several steps to complete registration including agreeing to documents, and completing the physical.

7. Physicals: Physical documents should be completed by your physician. Physical exams are valid for 2 years. 9th graders and 11th graders new to athletics are required to have a new physical exam completed. Parents have the ability to upload these physical documents to the system or you can bring it in or e-mail it to rgore@dcsd.k12.nv.us . Uploaded documents will need to be verified by the admin at the school prior to be accepted as complete. (If a document upload is rejected for any reason, the parent will receive an email with the rejection reason. After the error has been corrected, parents will be able to re-upload the document for verification.) If your athlete has a valid physical already on file at the school admin will verify the date and upload the physical.

8. Fees: Athletic Fees can be paid with check (made payable to GWHS Athletics) or cash to the school. Once payment is received you will get an e-mail receipt that this has been completed. Fee is \$50 and includes a student body card and is good for all sports throughout the school year, no need to pay again.

9. Complete registration: Your registration is complete once all items on the checklist have been completed.

10. 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.

Additional Athletes:

Under the same account, repeat steps 3-10 to register additional athletes.

Future Seasons & Years:

Once your athlete has been added to your account, you only need to follow steps 5-9 to register them for another sport.

Register My Athlete Tech Support

Email Support: support@registermyathlete.com

Phone Support: 435-213-1601

Phone Support Hours:

Monday – Friday: 8:00am – 5:00pm

Athlete Secretary at GWHS:

Rebecca Gore rgore@dcsd.k12.nv.us

Phone: 775-588-2446 x2807

Parent's Step-by-Step Guide to Register My Athlete

1. Go to: <https://www.registermyathlete.com/login/>

2. If you already have an account and want to register for a new sport in different season/year, login and skip to step 13.

3. If you are registering a student for the first time, please click

Create Account

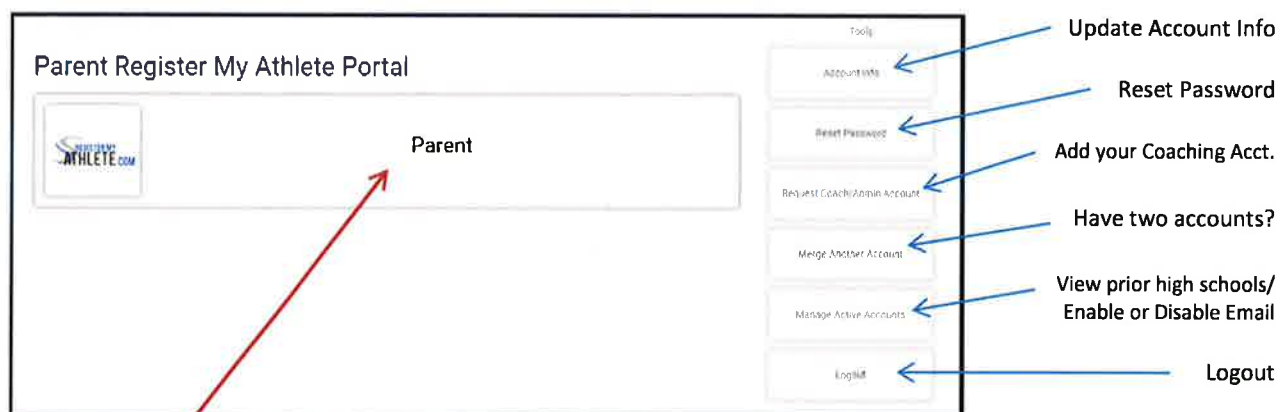
Please Note: Parents will create one account; adding additional students (i.e. siblings/foreign exchange) to the same account.

4. On the Account Creation page please enter the parent/guardian information, not the student information.

5. Click

Create Account

6. You will be taken to the login portal (pictured below).



7. Click Parent.

8. Terms of Use Page – You must read and agree to the Terms of Use and Privacy Policy.

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

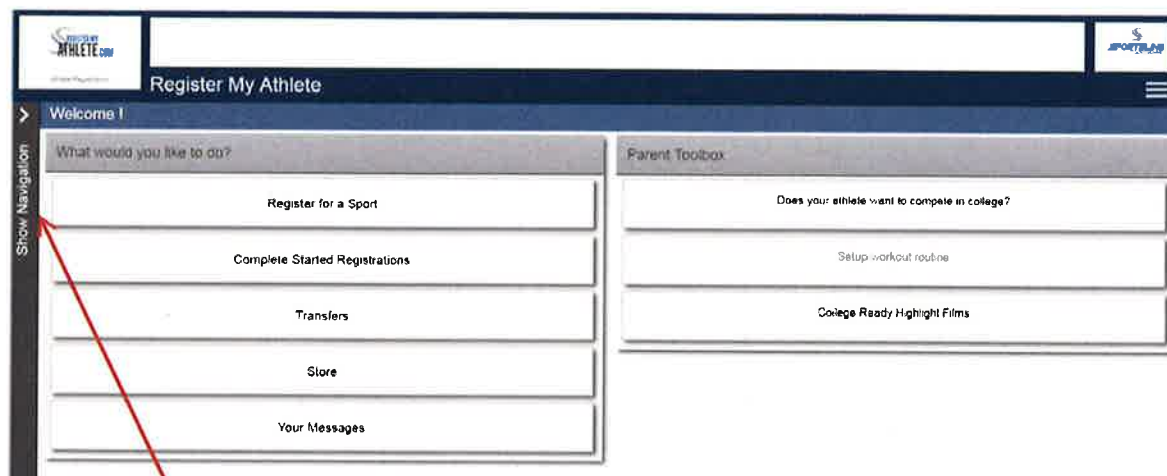
Click Show to read the Terms of Use and Privacy Policy.

9. Once agree, click Submit.

10. You will be taken to the Register My Athlete (RMA) Landing Page and offered a quick tour that will show you a few of the buttons; the tour is optional.



Landing Page



12. Click Show Navigation to open the menu.



The Message Center is where the school/coach can send information through RMA

The store is where you can pay any athletic fees to the school.
Note: Not all schools collect fees through RMA.

Home with close the Navigation Menu

My Athletes is where you will add your student(s) and manage their registrations.

Rosters will show you what rosters your student(s) have been added too.

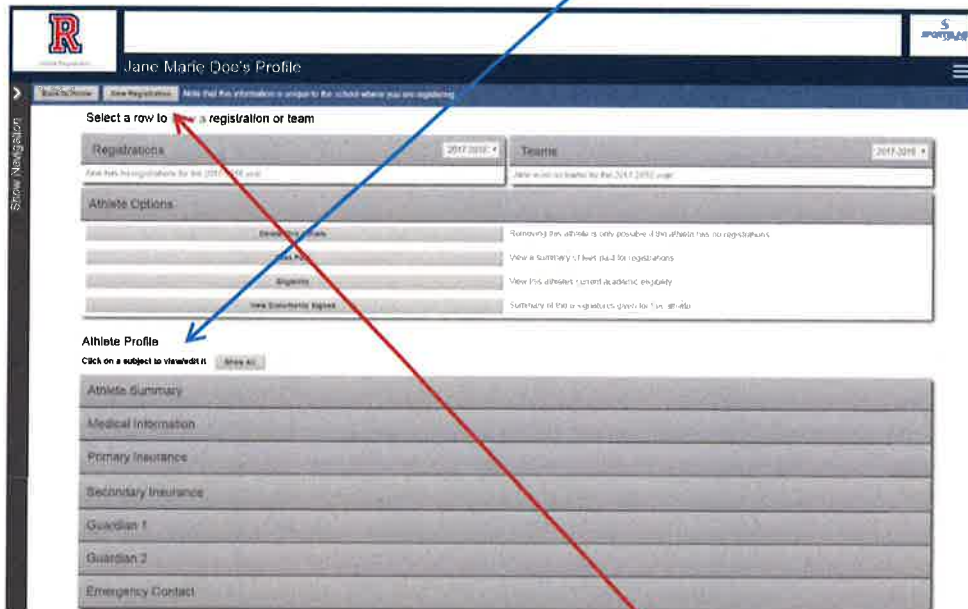
Transfer will allow you to follow/manage your student(s) transfer.
Note: Not all students will be in a transfer.

13. Click on My Athletes; then Add A New Athlete.

14. Enter the student's information, completely and accurately. You will add the student's current HIGH school on this page as well. **Note:** Any field with an asterisk (*) is required.

15. Click Submit.

16. The next page will be the Student Profile. **Note:** ALL fields under Athlete Profile need to be completed; click on the field to expand and click "Click Here to Edit".



Athlete Summary – Info entered when Student was added.

Medical Information – Primary Doctor Info & Medical Info

Primary Insurance – Medical Insurance Info

Secondary Insurance – If applicable

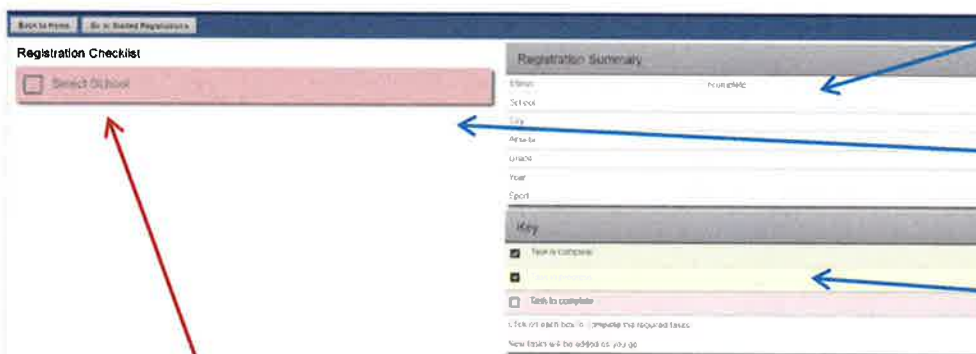
Guardian 1 – Parent/Guardian Info

Guardian 2 – Parent/Guardian Info

Emergency Contact – Contact, if Parent/Guardian CANNOT be reached.

17. Once the Athlete Profile is complete, click on New Registration.

18. The next page will be the Registration Checklist.

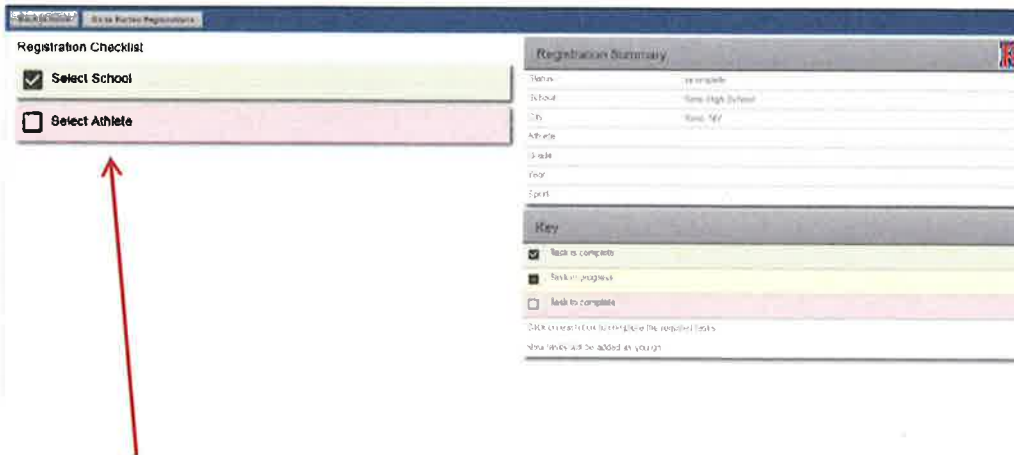


Student Information – Student name, school, grade, sport will be listed.

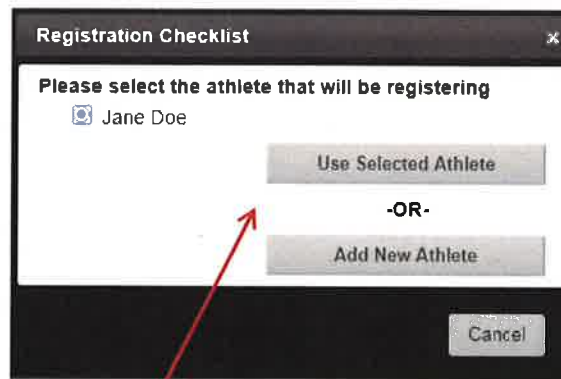
Registration Checklist – Will list each step of registration process as proceeded through.

Key –
Green = Complete
Yellow = In Progress
Red = Not Complete

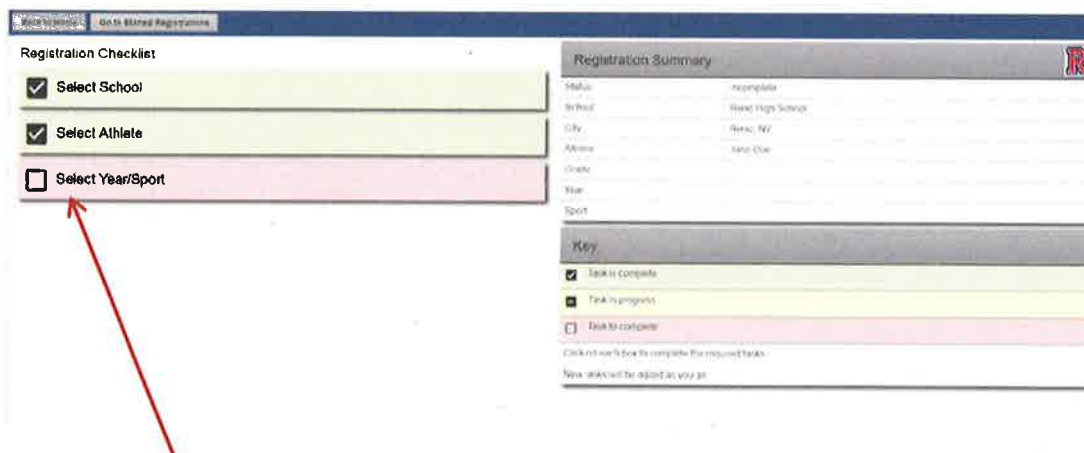
19. Click "Select School". Click on the school button, or type name of school if not correct.



20. Click "Select Athlete".



21. On the pop-up window select the student you wish to register for a sport, or click "Add New Athlete".



22. Click "Select Year/Sport".

23. Select the Academic Year; then select the sport the student wishes to participate in. Verify selection on the pop-up window.

24. Click "Nevada Questionnaire".

25. Click on "High School Check" and answer the questions as they appear. **Note: These questions will help the system decide if the student is a transfer or not.**

26. Complete (Read/Answer/E-sign) each section that appears in the NIAA Forms list. **Note: Not all Forms will appear for every student.**

Documents that will/may need to be uploaded:

Transcript (with most recent semester grades) / **Proof of Abandonment of Previous Property** (i.e. proof of sale, ending lease agreement, final/closing utility bill, etc.) / **Proof of Current Address** (i.e. utility bill, ID w/ current address, lease agreement, etc.) / **Proof of Primary Physical Custody** (i.e. Divorce decree or subsequent order with judges signature) / **Hardship Documentation** (documentation that supports the hardship claim)

Why am I assigned this form?	
High School Check	This form is mandatory to determine the high school requirements of the student.
NIAA Tryout Checklist	This form is required by the NIAA for each student. It includes an acknowledgment of rules, sportsmanship, and concussion information.
Transfer Form	This form will be used for the student's transfer to the school and the corresponding requirements.
Transfer Information	Due to your student's attendance in another school over the past 12 months, basic information regarding your student's transfer is required.
Upload Transfer	The student's transfer is required to prove academic eligibility.
Upload Document of Absentment	If you are also stated that you are at the previous residence, you will need to provide a document proving that you have done so.
Proof of Current Address	You will need to upload two forms proving your current address.

What do the colors mean?	
Forms that need to be checked prior to completion	
A form that has been started but not submitted	
A form that has been submitted	

27. Once all Forms are completed (green), click "Continue".

28. Confirm you are ready to submit registration/transfer by clicking "OK" on the popup. Once "OK" is clicked the registration/transfer is submitted to the school and no more changes can be made at this time.

Step ONE: The school will review the registration/transfer. It will either be accepted; need more information; OR it will be submitted to the NIAA. If additional information is needed, the school will contact you by email (using the email address used to setup the Register My Athlete account) or by phone.

Step TWO: If the school submits it to the NIAA, it will be reviewed again for completeness. If additional information is needed, you will be contacted by EMAIL only; using the account email address again. Once the transfer is submitted to be reviewed (status "Under Review") it will be reviewed in the order in which it was received (completed). It can take up to 10-business days (or longer at the beginning of the season) for a decision to be made.