

# 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. 9<sup>th</sup> graders and 11<sup>th</sup> 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](mailto: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](mailto: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](mailto:rgore@dcsd.k12.nv.us)

Phone: 775-588-2446 x2807