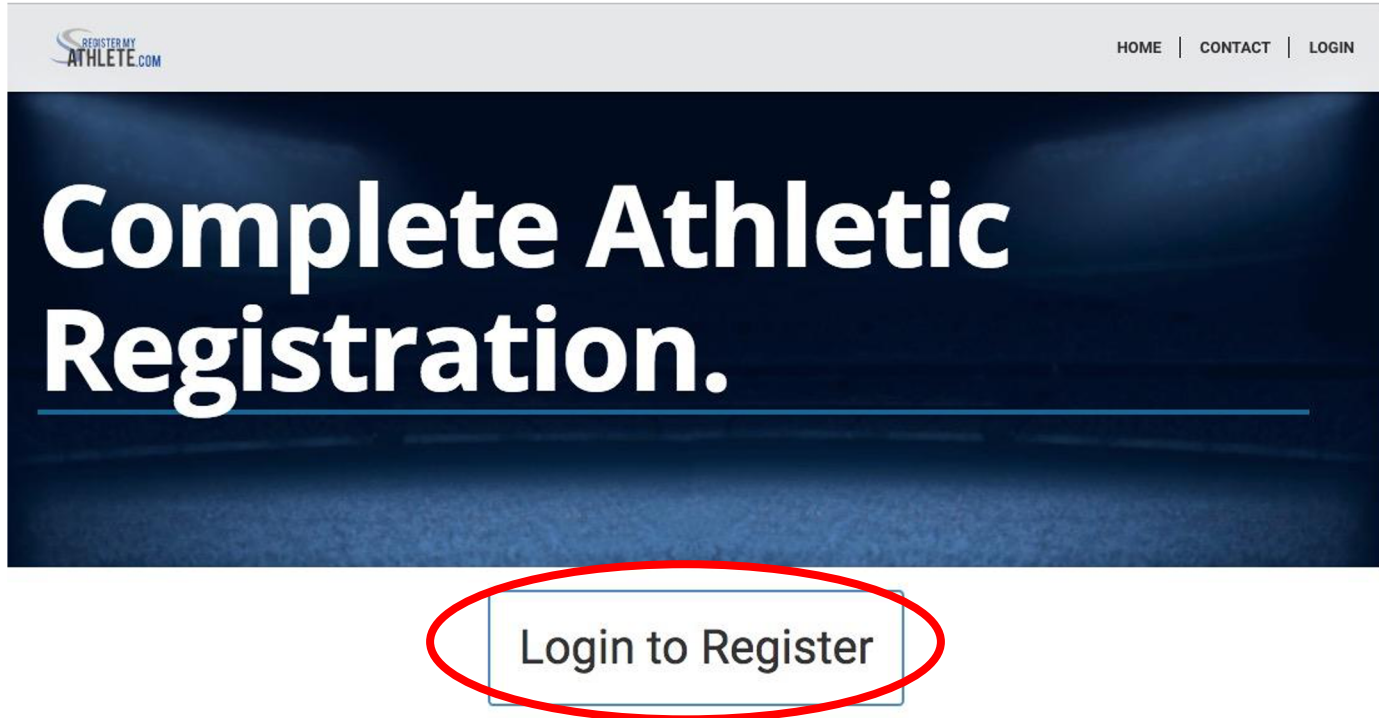


# Admin Training - Register My Athlete Users

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



First time users will enter nothing, just click Create Account. Returning users - enter your user email and password and click Login.

The image shows a web form titled "Register My Athlete Login" with the subtitle "Parents. Coaches. Administrators." Below the title is a red notice: "If you haven't visited us since April 8th 2018 please read this release statement about your account!". The form contains two input fields: the first is pre-filled with "jmatech@registermyathlete.com" and the second is masked with "\*\*\*\*\*". Below the fields are three buttons: "Login", "Trouble Logging In?", and "Create Account". The "Create Account" button is circled in red. At the bottom is a link "Athletic Training Check in?".

If you already have an account, enter info and click Login

Register My Athlete Login  
Parents. Coaches. Administrators.

If you haven't visited us since April 8th 2018 please read this release statement about your account!

jmatech@registermyathlete.com

\*\*\*\*\*

Login

Trouble Logging In?


Create Account

Athletic Training Check in?

New users, click Create an Account

Once you have logged in, if you only have a Parent button, you will need to request Administrator access. (If you already have your Administrator button, skip to slide 14)

Parent Register My Athlete Portal

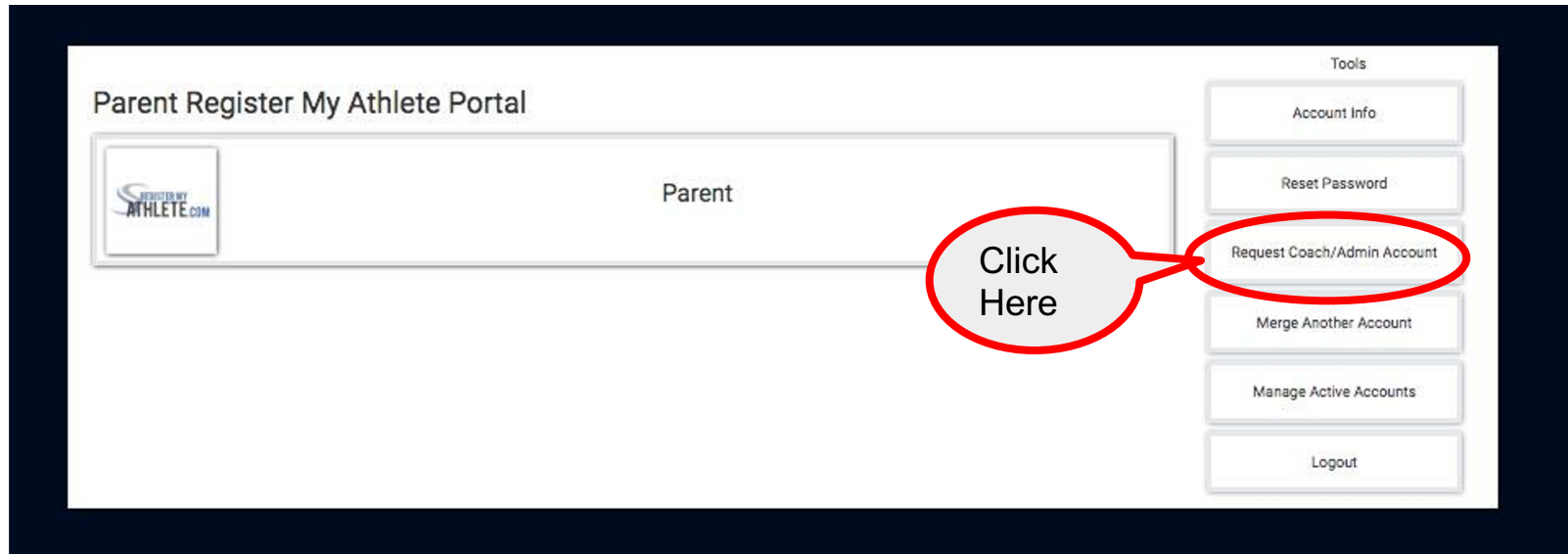
Parent

Tools

- Account Info
- Reset Password
- Request Coach/Admin Account
- Merge Another Account
- Manage Active Accounts
- Logout



Request an Administrator Account. If you are the FIRST user at your school please email [adminsupport@registermyathlete.com](mailto:adminsupport@registermyathlete.com) after you have created a test athlete and completed a registration to be added as an Administrator. If you are a new Administrator to your school and your school has been using RMA, you will need to login and follow these steps: Step 1 - Request Coach/Admin Account



# Request an Admin Account Step 2 - It is very important that you choose the correct information!

Security Questions

Mother's Maiden Name

test

First Pet's Nick Name

test

City Where You Were Born

test

I will be using this software primarily as a(n):

☐ coach


☒ administrator

State where I am working/registering:

State

Start typing the name of the school/district...

☐ I'm not a robot

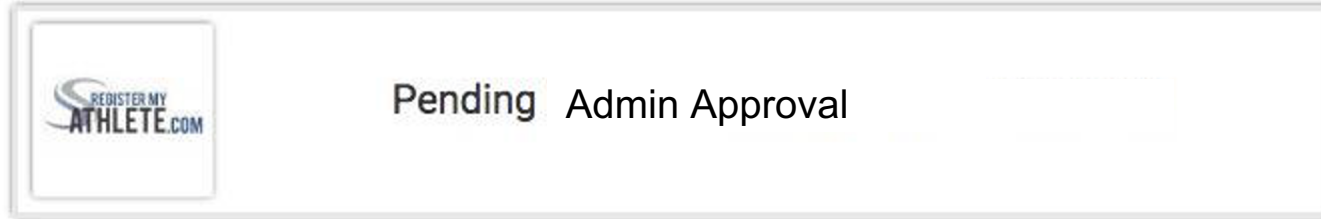
 reCAPTCHA  
Privacy - Terms

Submit

Cancel

You will select Administrator. Choose your state, then begin typing the name of your school. Click on the name of your school. You will then verify the information and click the Submit button.

# Request an Admin Account Step 3 - Pending Approval



You will have a Pending Admin Approval button appear on your page after logging in. Your school Admin now needs to add you as an Administrator. Once they do that, your button will no longer say Pending.

# Athletic Directors/Secretaries - How to Add another Admin

- ❖ Click on Navigation button (on the far left side of the screen)
- ❖ Click on Settings tab
- ❖ Click +Add New Admin at the top of the page
- ❖ Search for the person by name
- ❖ Click on the person's name
- ❖ Use the drop down box to the right to give them an Admin type
- ❖ Click on Settings tab
- ❖ Click User Permissions
- ❖ Check Permissions the user should have

# Click on Administrator



Missing accounts? Click here.

Parent Register My Athlete Portal



Parent

(Click here to register for sports.)



Administrator

Tools

Account Info

Reset Password

Request Coach/Admin Account

Merge Another Account

Manage Active Accounts

Logout

# Agree to terms, and submit - this will happen once a year



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

# Sign School Profile

- Click on the Navigation Button
- Click Settings
- Select School Profile
- Please make sure your address and phone number are correct, as well as the enrollment number.
- There will be a section that lists the grades offered. We often put one grade below what you offer, as 8th graders may register for a sport before they are officially a 9th grader.
- There is a place for the Athletic Director to e-sign at the bottom. If you are the AD, please e-sign and then click Save or Submit. If you are not the AD, you will not be able to save any information here until the AD e-signs.
- Thank you!

# Select your Alert Preferences

The next step is to make sure you have all of your Alert Preferences selected. This is very important because if you do not do this, you will not be alerted in your message center when there is a document that needs your approval.

- Click Navigation
- Click Settings
- Select Alert Preferences
- We suggest selecting all that you can, and if you feel you are getting too many alerts, you can always come back and de-select some of the alert types.



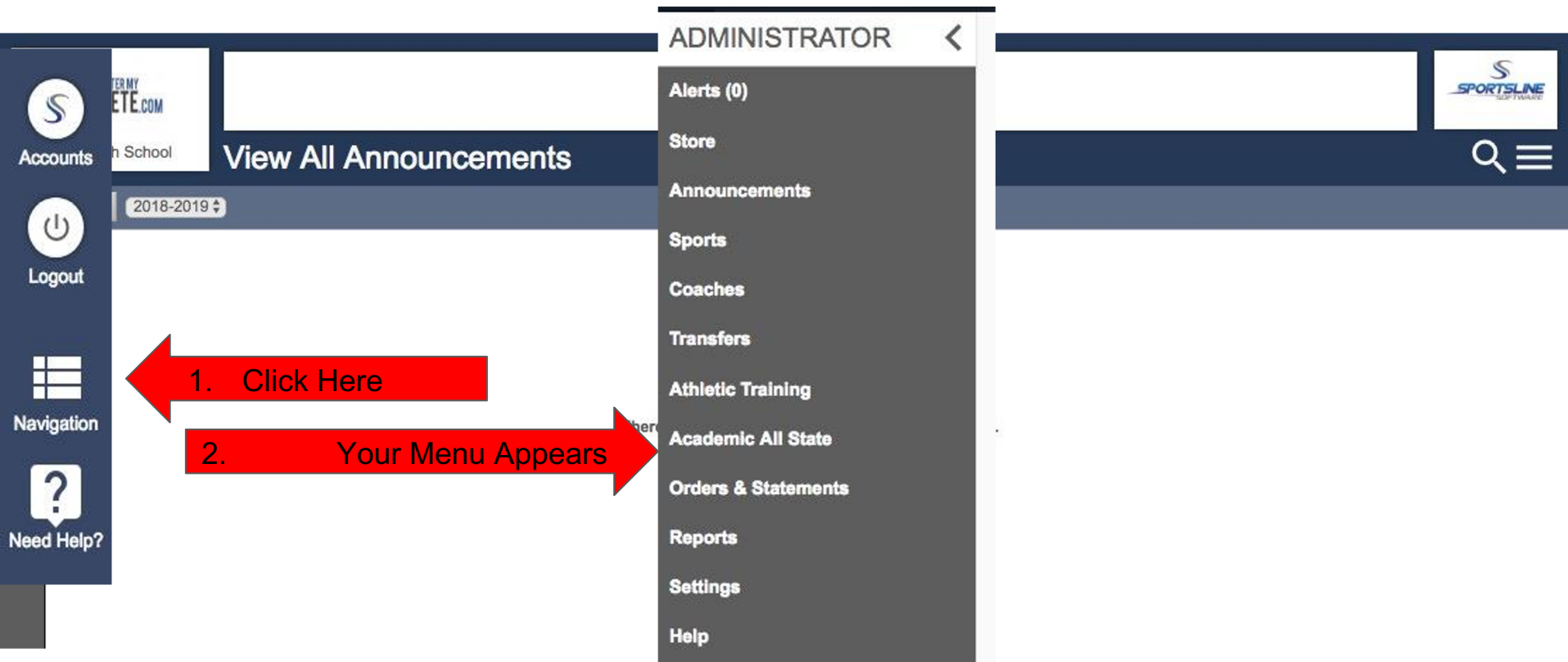
# RMA - Going paperless!

**Administrators:** Think of RMA as a large database that keeps record of all athlete registrations. As an Admin, you are the database administrator at your school. Everyone - Admins, coaches, and parents - must create an account to have access to and be in the database. Parents will register their athletes for sports, coaches will manage their sports and teams, and as the Administrator you will oversee all of those actions as well as other duties.

# Admin Functions - Everything you do now, only you do it online, no stacks of paper everywhere!

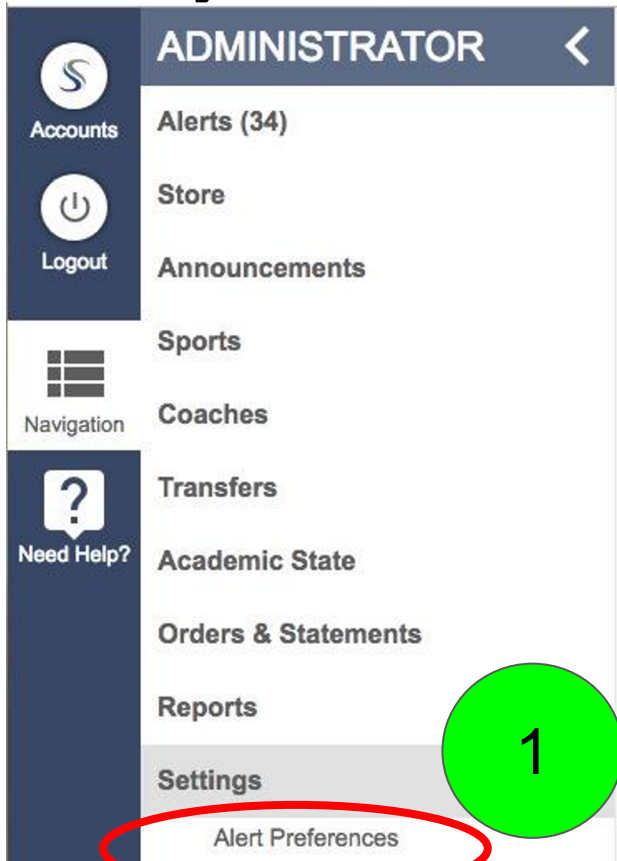
- ☐ Add New Admins
- ☐ Reset User Passwords
- ☐ Manage Registrations
- ☐ Manage Coaches
- ☐ Manage Sports and Teams
- ☐ Manage Online Documents/Physicals
- ☐ Manage Transfers (if your school uses this function)
- ☐ Manage Online Payments (if your school uses this function)
- ☐ Manage Online Store (if your school uses this function)

# Click on the Navigation button to see your options



Administrators will have access to the entire site. Parents see only their athlete info, Coaches see only the Sport and Team information, and Admins see everything needed to run their program.

# Set your Alert Preferences

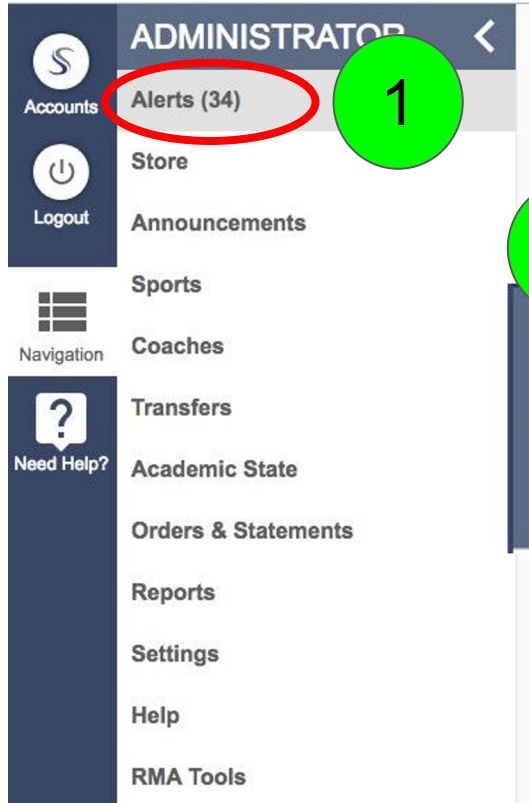


2

You will then choose from 12 or so different options you would like to receive Alerts for. Please make sure to select:

- ☐ DOCUMENT VERIFICATION REQUIRED (this will notify you of physicals that you need to approve).
- ☐ Transfer in Queue (if your school is tracking transfers with RMA)
- ☐ School Profile Review
- ☐ Pay School Bill

# How to Check your Alerts



You will need to use the filter at the top of the page to see Alerts. I like to use the Status filter and set it to ALL and then you will see everything



A screenshot of the filter section at the top of the Alerts page. It has a dark blue background with white text. The filters are: 'Alerts Since:' with a date picker icon, 'Alert Type:' with a dropdown menu set to 'All', 'Sport:' with a dropdown menu set to 'All', and 'Status:' with a dropdown menu set to 'Incomplete'.

# Frequently Asked Questions: Help for Admins, Coaches and Parents




Click here to  
access the  
Frequently Asked  
Questions for the  
site

To search for an individual athlete: Use the Magnifying Glass in the upper right hand corner






View an Athlete Profile by finding an athlete and clicking on their name twice to get to the Profile. There is a lot of information for you here, including sports registered for, User information (which tells you the account holder's name), and athlete information.



RMA High School



>
Show Navigation

## RMA Tech's Profile

---

Select a row to view a registration or team.

Registrations	2018-2019 ▾	Teams	2018-2019 ▾
Football	Not Complete	Varsity - (Cheer)	
Boys Cross Country	Not Complete	Varsity - (Baseball)	
Baseball	Complete		
Boys Soccer	Not Complete		
Boys Track	Not Complete		
Cheer	Complete		
Drama	Not Complete		
Girls Golf	Not Complete		

**Athlete Options**

<b>Fees Paid</b>	View a summary of fees paid for registrations
<b>Eligibility</b>	View this athletes current academic eligibility.
<b>View Documents Signed</b>	Summary of the e-signatures given 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

**Athlete Registration** **Mary Steele'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	2017-2018	Teams	2017-2018
Mary has no registrations for the 2017-2018 year.		Mary is on no teams for the 2017-2018 year.	

**Athlete Options**

Delete This Athlete	Removing this athlete is only possible if the athlete has no registrations.
Fees Paid	View a summary of fees paid for registrations
Eligibility	View this athletes current academic eligibility.
View Documents	View documents given for this athlete.

**Athlete Profile**  
Click on a subject to view/edit it [Show All](#)

**Athlete Summary**

[Click Here to Edit \(Last Updated 04/12/2018\)](#)

Full Legal Name	Mary Steele
Documentation	Birth Certificate
Address	1234 Main street
Email	
Cell Phone	
Home Phone	(435) 230-5639
Gender	Female
Date Of Birth	2001-04-12
Grade	8
Graduation Year	2022
Show phone on contact list	Yes
Admin Notes	

**Medical Information**

**Primary Insurance**

**Secondary Insurance**

**Guardian 1**

**Guardian 2**

**Emergency Contact**

# To Reset User Passwords:

If a parent or student cannot remember their password you can reset it for them.

1. Click Show Navigation
2. Click Settings
3. Click User Password Reset
4. Look up the Account Holder's name (usually the parent, see User Information on athlete profile page to see Account Holder's name)
5. Reset the Password

# Manage Registrations

ADMINISTRATOR <

Alerts (0)

Store

Announcements

**Sports**

Coaches

Transfers

Athletic Training

Academic All State

Orders & Statements

Reports

Settings

Help

Click  
on  
Sports

You will see all  
Sports

REGISTER MY ATHLETE.COM

RMA High School

Sports

Registration Year: 2018-2019 + Create New Sport Change Registration Fees

Show Navigation

Active Sports	Inactive Sports
Baseball	art
Boys Cross Country	Boys Basketball
Boys Tennis	Boys Golf
Boys Track	Boys Soccer
Cheer	Boys Swimming
Drama	
Drill Team	
Football	
Girls Basketball	
Girls Golf	
Girls Soccer	
Girls Swimming	
Girls Tennis	
Girls Track	
hi li	
Instrumental Music	
Softball	
Vocal	
Volleyball	

Use this button to add a new Sport

DO NOT USE THIS BUTTON



Show Navigation

Registration Year: 2018-2019

+ Create New Sport

Change Registration Fees

Baseball

Boys Cross Country

Boys Tennis

Boys Track

Cheer

Drama

Drill Team

Football

Girls Basketball

Girls Golf

Girls Soccer

Girls Swimming

Girls Tennis

Girls Track

hi li

Instrumental Music

Softball

Vocal

Volleyball

Click on a Sport to see registrations

Click To Disable

Click To Disable

Click To Disable

Click To Disable

Click To Disable

Click To Disable

Click To Disable

Click To Disable

Click To Disable

Click To Disable

Click To Disable

Click To Disable

Click To Disable

Click To Disable

Click To Disable

Click To Disable

Click To Disable

Click To Disable

Click To Disable

### Inactive Sports

art

Boys Basketball

Boys Golf

Boys Soccer

Boys Swimming

Click To Enable

Click To Enable

Click To Enable

Click To Enable

Click To Enable


Click To Enable

Click to Enable button makes the sport Active


Sports on this side are Enabled and are Active. If the sport's Season has expired however, even if it is Active, no one can register for that sport. You can Click to Disable to Sport by clicking the button to the right.



Sports on this side have been Disabled and are Inactive. No one can register for a sport that is Inactive. You can still access the registration information for the sport if it is Inactive.

This page contains all the information you need to manage your sport and the corresponding teams. Click on a Team to add players to a team, click on a number by the Registrations to see who has registered, and use the gray buttons at the top of the page for other functions as well. First, let's focus on the Registration numbers.

  
RMA High School

Baseball

  
SPORTSLINE SOFTWARE



2018-2019

Admin Options

Sport Options

Athlete Options

Email Athletes




Rosters

Show Navigation

+

Teams

Active

	Varsity	Enabled
	JV	Enabled
	Freshman	Enabled

Registrations


Total Registrations This Year (2018-2019):	5
Completed Registrations:	4
Registrations Complete For Tryouts:	0
Athletes Enrolled:	4
Athletes Cut From Sport:	0

Click on a number to see the registrations

Sport Information



Head Coach:	Jessica Pierce
Documents Required:	10
Season:	Spring

# Registrations numbers



RMA High School

Baseball



2018-2019

Admin OptionsSport OptionsAthlete OptionsEmail AthletesRosters

Show Navigation

+

Teams

Active ⓘ

Varsity	Enabled
JV	Enabled
Freshman	Enabled

Registrations

Total Registrations This Year (2018-2019): 5

Completed Registrations: 4

Registrations Complete For Tryouts: 0

Athletes Enrolled: 4

Athletes Cut From Sport: 0

Athletes on roster

See who has been Cut and Add them back to Total registrations

The Total Registrations number shows ALL athletes who have registered.

The Completed Registrations number shows all athletes who are Complete and can be added to a Roster. ONLY ATHLETES WITH COMPLETED REGISTRATIONS AND REGISTRATIONS COMPLETE FOR TRYOUTS CAN BE ADDED TO A ROSTER

# These are the TOTAL REGISTRATIONS for

**REGISTER MY ATHLETE.COM**  
RMA High School

**Baseball**

2018-2019 Admin Options Sport Options Athlete Options Email

+ Teams

Varsity

JV

Freshman

**Registrations**

Total Registrations This Year (2018-2019): **5**

Completed Registrations: 4

Registrations Complete For Tryouts: 0

Athletes Enrolled: 4

Athletes Cut From Sport: 0

Click on the number, then see all athletes registered

**REGISTER MY ATHLETE.COM**  
RMA High School

**Baseball Registrations**


Back 2018-2019 Filter: All Registrations Print Send Reminders To Complete Requirements For Tryouts

Registrations	Student ID	Grade	Registration Status	Missing
Anderson, Cori		12	08/08/2018	
John, Alex		12	08/08/2018	
Smith, Ryan	1	12	08/08/2018	
Tech, RMA	1234	10	08/08/2018	
Templeton, Jon	45665	10	Not Complete	Parent Medical Statement & History Form, Physical Form, Fees Required, Documents Incomplete, Guardian Final Signature Missing, Athlete Final Signature Missing

This button allows you to email all athletes that have not completed their registrations


Notice that INCOMPLETE Registrations will list why they are not complete





# School Requirements

[Registrations](#)



---

Show Navigation

Jon Registration For Baseball ~ Grade 10 (2016-2019)  
 Status: Not Complete  
 All requirements must be completed to be eligible for Baseball

Your Registration Checklist

1. Registration Started: 2. Electronic Documents: 3. Guardian E-Signature: 4. Athlete E-Signature: 5. Additional Requirements/Physicals: 6. Fee(s)	Incomplete Incomplete Incomplete Incomplete Incomplete Incomplete	Not Required Before Tryouts
---	--	-----------------------------

**2. Electronic Documents**  
 For each document displayed, you will need to click on the "Read Document" button. After you have read through the document, you will see an "I agree" check-box appear on this page. Click on the check-box to show that you have read and agree to the document.

Name	Read	Agree	Date Completed
CIF PHILOSOPHY ON STUDENT ELIGIBILITY FOR INTERSCHOLASTIC ATHLETIC COMPETITION	<a href="#">Read Document</a>	<input type="checkbox"/> I Agree	Not Complete
Student-Athlete Agreement	<a href="#">Read Document</a>	<input checked="" type="checkbox"/> I Agree	08/14/2016
CIF Ethics & Sports	<a href="#">Read Document</a>	<input checked="" type="checkbox"/> I Agree	08/14/2016
Pursuing Victory With Honor	<a href="#">Read Document</a>	<input type="checkbox"/> I Agree	Not Complete
Violations, Minimum Penalties, And Appeal Process	<a href="#">Read Document</a>	<input type="checkbox"/> I Agree	Not Complete
Consent To Treat	<a href="#">Read Document</a>	<input type="checkbox"/> I Agree	Not Complete
Concussion: Facts For Parents	<a href="#">Read Document</a>	<input type="checkbox"/> I Agree	Not Complete
CIF Concussion Information Sheet	<a href="#">Read Document</a>	<input type="checkbox"/> I Agree	Not Complete
Concussion Information Sheet	<a href="#">Read Document</a>	<input type="checkbox"/> I Agree	Not Complete
Keep Their Heart in the Game	<a href="#">Read Document</a>	<input type="checkbox"/> I Agree	Not Complete
Document Questions			
Photography Media Release	I give permission to have my student interviewed, photographed, and/or video recorded by news media.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Photography Media Release	I give my permission to have my student photographed and/or videos recorded by the district or school. Photos and videos may be used on school or district websites, brochures, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Photography Media Release	I give permission to have my child's name published in order to credit his or her work.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Insurance Statement	I also agree to indemnify and hold the San Diego Unified School District harmless against responsibility for insurance covers as required under the aforementioned legal sections. By signing this statement, I agree to accept responsibility for all medical costs for injuries sustained by the above - named student while participating in the school athletic program. Note: Some insurance policies exclude tackle football. Please check your policy	<input type="checkbox"/> I Agree <input type="checkbox"/> No	
Insurance Coverage	The California Education Code requires that every student have at least \$100,000 medical/hospital expenses insurance in order to participate in interscholastic athletics (Education Code Sections 32220 - 32224). I further assure that the insurance is policy or policies I have will cover and remain current and in force during the time the above named student performs any function within the scope of Education Code Section 32220 - 32224 during the current school year. I also assure that I will notify the school should my insurance coverage change during the current school year.	<input type="checkbox"/> I Agree <input type="checkbox"/> No	
Video Link Test	<a href="#">Click Here</a>	<input type="checkbox"/> I Agree <input type="checkbox"/> No	

**3. Guardian E-Signature**  
 (You must read and agree to each digital form before signing)  
 As 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.  
 Type your full name (Tech RMA) to e-sign: \_\_\_\_\_ [E-Sign](#)

**4. Student E-Signature**  
 (You must read and agree to each digital form before signing)  
 As an athlete, I fully accept and agree to the terms of participation as outlined in the registration documents.  
 Type your full name (Jon Tomlinson) to e-sign: \_\_\_\_\_ [E-Sign](#)

**5. Additional Requirements/Physicals**

View Previous Requirements

Name	Status	Actions
Parent Medical Statement & History Form	Not Complete	<a href="#">E-Sign</a>
Physical Form	Not Complete	<a href="#">E-Sign</a>

**6. Fee(s) Not Required Before Tryouts**

Section 1 of a Registration Checklist - The Status of the Registration as well as a general overview of when the registration was started and what still needs to be done in order to complete the registration.



RMA High School



## School Requirements



Registrations

Jon: Registration For Baseball ~ Grade 10 (2018-2019)

**Status: Not Complete**

All requirements must be completed to be eligible for Baseball

### Your Registration Checklist

- |                                       |                             |
|---------------------------------------|-----------------------------|
| 1. Registration Started:              | 2018/09/14                  |
| 2. Electronic Documents:              | Incomplete                  |
| 3. Guardian E-Signature:              | Incomplete                  |
| 4. Athlete E-Signature:               | Incomplete                  |
| 5. Additional Requirements/Physicals: | Incomplete                  |
| 6. Fee(s):                            | Incomplete                  |
|                                       | Not Required Before Tryouts |

Print Student Profile

## Section 2 of a Registration Checklist: Electronic Documents and Custom Questions. Here are all documents a parent and athlete need to read, as well as any Yes/No questions and statements that need to be agreed to.

### 2. Electronic Documents

For each document displayed, you will need to click on the "Read Document" button. After you have read through the document, you will see an "I agree" check-box appear on this page. Click on the check-box to show that you have read and agree to the document.

Name	Read	Agree	Date Completed
CIF PHILOSOPHY ON STUDENT ELIGIBILITY FOR INTERSCHOLASTIC ATHLETIC COMPETITION	<a href="#">Read Document</a>	<input type="checkbox"/> I Agree	Not Complete
Student-Athlete Agreement	<a href="#">Read Document</a>	<input checked="" type="checkbox"/> I Agree	09/14/2018
CIF Ethics in Sports	<a href="#">Read Document</a>	<input checked="" type="checkbox"/> I Agree	09/14/2018
Pursuing Victory With Honor	<a href="#">Read Document</a>	<input type="checkbox"/> I Agree	Not Complete
Violations, Minimum Penalties, And Appeal Process	<a href="#">Read Document</a>	<input type="checkbox"/> I Agree	Not Complete
Consent To Treat	<a href="#">Read Document</a>	<input type="checkbox"/> I Agree	Not Complete
Concussion: Facts For Parents	<a href="#">Read Document</a>	<input type="checkbox"/> I Agree	Not Complete
CIF Concussion Information Sheet	<a href="#">Read Document</a>	<input type="checkbox"/> I Agree	Not Complete
Concussion Information Sheet	<a href="#">Read Document</a>	<input type="checkbox"/> I Agree	Not Complete
Keep Their Heart in the Game	<a href="#">Read Document</a>	<input type="checkbox"/> I Agree	Not Complete

Parent clicks "Read Document" then clicks Finish button and then must select I Agree for each document.

Document Questions			
Photography Media Release	I give permission to have my student interviewed, photographed, and/or video recorded by news media.	<input type="radio"/> Yes <input type="radio"/> No	
Photography Media Release	I give my permission to have my student photographed and/or video recorded by the district or school. Photos and videos may be used on school or district websites, brochures, etc.	<input type="radio"/> Yes <input type="radio"/> No	
Photography Media Release	I give permission to have my child's name published in order to credit his or her work.	<input type="radio"/> Yes <input type="radio"/> No	
Insurance Statement	I also agree to indemnify and hold the San Diego Unified School District harmless against responsibility for insurance coverage required under the aforementioned legal sections. By signing this statement, I agree to accept responsibility for all medical costs for injuries sustained by the above-named student while participating in the school athletic program. Note: Some insurance policies exclude tackle football. Please check your policy.	<input type="checkbox"/> I Agree	
Insurance Coverage	The California Education Code requires that every student have at least \$1500 medical/hospital expense insurance in order to participate in interscholastic athletics (Education Code Sections 32220 - 32224). I further assure that the insurance policy or policies I have will cover and remain current and in force during the time the above named student performs any function within the scope of Education Code Section 32220 - 32224 during the current school year. I also assure that I will notify the school should my insurance coverage change during the current school year.	<input type="checkbox"/> I Agree	
Video Link Test	<a href="#">Click Here</a>	<input type="checkbox"/> I Agree	

Any questions that need to be answered are found here and must be answered in order to e-sign.

Sections 3 and 4 of a Registration Checklist is where parents and athletes e-sign for all

### 3. Guardian E-Signature

(You must read and agree to each digital form before signing)

☐ 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.

Type your full name (Tech RMA) to e-sign:

E-Sign

### 4. Student E-Signature

(You must read and agree to each digital form before signing)

☐ As an athlete, I fully accept and agree to the terms of participation as outlined in the registration documents.

Type your full name (Jon Templeton) to e-sign:

E-Sign

1. The Guardian and Student must click the box saying they agree to the documents

2. They also must E-Sign their names EXACTLY as they appear between the parenthesis







3. Lastly, they must click E-Sign to finish the signature process.

# Section 5 of a Registration - Physicals and other Uploaded documents

## 5. Additional Requirements/Physicals

[View Previous Requirements](#)

Your document(s) have not yet been received. Print, complete, and deliver them to your athletic administrator.

Name	Status	Actions	Admin Options
Physical	Not Complete		 
Foreign Exchange Form (Required If Foreign Exchange Student) (Not Required)	Not Complete		 

The status will be:

Not Complete = Parents have not uploaded anything

Pending Verification = Admin needs to Approve what has been uploaded

Complete = Upload has been approved

Rejected = The upload has been rejected

Complete (Expired) = Physical expires before end of season

If there is no Physical, the admin can Upload a physical here and approve it as part of that process

OR just mark it complete with dates and keep the paper copy of the physical rather than upload it to the site.

# Section 5 Continued: How to Approve physicals

## 5. Additional Requirements/Physicals

[View Previous Requirements](#)

Your document(s) have not yet been received. Print, complete, and deliver them to your athletic administrator.

Name	Status	Actions	Admin Options
Physical Form A	Pending School Approval	 	  

Once a parent has uploaded a physical to view, the Admin clicks the approve icon and gives the physical the correct start and ending dates.

## 5. Additional Requirements/Physicals

[View Previous Requirements](#)

Name	Status	Actions	Admin Options
Physical Form A	Complete	 	   

After a Physical has been approved it will Complete section 5 of any registrations until it expires.

# Other ways to Approve Uploads

1. Click Navigation button
2. Click Alerts. Here you will see a list of all uploads needing to be approved

OR

1. Click Navigation button
2. Click Reports
3. Click Manage Requirements. Here you can use filtering options at the top of the page to choose a sport or registration status and see all upload requirements and approve this way as well.

# Approving Physicals - Understanding the Icons on Registrations and on Manage Requirements Reports



This icon is always going to mean that a physical has been uploaded and is ready for you to verify and approve it.



This icon is always going to mean that you are marking the physical requirement complete WITHOUT AN UPLOADED PHYSICAL



# Section 6 of a Registration Checklist: Fees

## 6. Fee(s)

Fee	Status	Amount	Payment	Waive Fee	Paid In Person
Registration For Boys Cross Country	Received On 08/15/2018	\$99.00	\$99.00 <a href="#">[Invoice #364152]</a>		

- ☐ If your school collects fees online, any fee that has been paid will have an invoice number and this section of a Registration will say Complete once it has been paid.
  - ☐ To see what fees have been paid you can go to Show Navigation > Orders and Statements > Orders. Click Go or enter dates and click Go. Click on any order to view an invoice.
  - ☐ To see your school statement you can go to Show Navigation > Orders and Statements > Statements.
- ☐ If you school does not collect fees online, but tracks fees using RMA, you will have to mark each Section 6 of a registration checklist as Paid in Person by clicking that button on section 6.

Registrations must have a Complete or Complete for Tryouts status for that athlete to be added to a Team Roster.

RegistrationsTransfers

Joseph: Registration For Boys Cross Country ~ Grade 10 (2018-2019)  
Status: Completed On 08/15/2018  
[Print Certificate of Completion](#)

1. Registration Started:

2. Electronic Documents:

3. Guardian E-Signature:

4. Athlete E-Signature:

5. Additional Requirements/Physicals:

6. Fee(s):

2018/05/01

Complete

Complete

Complete

Complete

Complete

Print Student Profile

2. Electronic Documents  
For each document displayed, you will need to click on the "Read Document" button. After you have read through the document, you will see an "I agree" check-box appear on this page. Click on the check-box to show that you have read and agree to the document.

Name	Read	Agree	Date Completed
Activities Policy	<div>Read Document</div>	<input checked="" type="checkbox"/> I Agree	05/02/2018
Concussion Form	<div>Read Document</div>	<input checked="" type="checkbox"/> I Agree	05/02/2018
UHSAA Tryout Checklist	<div>Read Document</div>	<input checked="" type="checkbox"/> I Agree	05/02/2018
Consent to Treat	<div>Read Document</div>	<input checked="" type="checkbox"/> I Agree	05/02/2018
Drug Testing Consent Form	<div>Read Document</div>	<input checked="" type="checkbox"/> I Agree	05/02/2018

Document Questions

Boundary	Do you live in Ridgeline's boundaries?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<div>Print Answer</div>
School History	Did you attend or play sports at a HIGH school other than Mountain Crest during 2015-16 school year? Select no if you only attended and played at a junior high.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<div>Print Answer</div>

3. Guardian E-Signature  
☒ 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.  

Jessica Tenney

E-Sign

Registration successfully signed on 06/13/2018.

4. Student E-Signature  
☒ As an athlete, I fully accept and agree to the terms of participation as outlined in the registration documents.  

Joseph Scott Tenney

E-Sign

Registration successfully signed on 06/13/2018.

5. Additional Requirements/Physicals


View Previous Requirements


Name	Status	Actions	Admin Options
Physical Form A	Complete	<div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>

6. Fee(s)

Fee	Status	Amount	Payment	Waive Fee	Paid In Person
Registration For Boys Cross Country	Received On 08/15/2018	\$99.00	\$99.00 <a href="#">[Invoice #364152]</a>		

To Create A Roster - Navigate to the sport (Show Navigation > Sports > Select a Sport). Then click on a TEAM

  
Ridgeline High School



# Boys Cross Country

2018-2019 ▾

Admin Options

Sport Options

Athlete Options

Email Athletes



Rosters

Show Navigation

+

Teams

Active ⓘ

	Boys Cross Country	Enabled
	Boys Cross Country 2018	Enabled

## Registrations

Total Registrations This Year (2018-2019):	59
Completed Registrations:	57
Registrations Complete For Tryouts:	2
Athletes Enrolled:	59
Athletes Cut From Sport:	0

## Sport Information

Head Coach:	Mary Kirby <a href="#">[Change]</a>
Documents Required:	6
Season:	Fall

# Add athletes to a Team: Click Manage Roster

The screenshot shows the 'Varsity' team management page for RMA High School. The top navigation bar includes the 'REGISTER MY ATHLETE.COM' logo, the school name 'RMA High School', and the 'Varsity' team name. A search icon and a menu icon are on the right. Below the navigation bar, a 'Back' button is on the left. The main navigation area contains buttons for '2018-2019', 'Manage Team', 'Manage Roster' (circled in red), 'Print Roster', and 'Options'. A message '\*RED is academically ineligible.' is displayed. Below this, a button 'Add Athletes To Varsity' is visible. In the main content area, a message states 'There are 0 athletes on this team.' and a button '+ Add Athletes To Varsity' is circled in red.

REGISTER MY ATHLETE.COM

RMA High School

Varsity

SPORTSLINE SOFTWARE

Back

2018-2019

Manage Team

Manage Roster

Print Roster

Options

\*RED is academically ineligible.

Add Athletes To Varsity

There are 0 athletes on this team.

+ Add Athletes To Varsity

Show Navigation

After athletes have been added to the team, you will use the Manage Roster button to add Complete registrations to the team

The first time you click on a team, it will be empty and this button will appear in the middle of the screen. Click on it to see a list of athletes with Complete registrations

# Click the +Add button or check the box next to the athlete names to add to the roster



RMA High School

## Varsity: Add Athlete




Cancel 2018-2019

☐ Select All


Athlete Name		Class	Other Team Enrollments	
<input type="checkbox"/>	Anderson, Cori	2019	None	<input type="button" value="+ Add"/>
<input type="checkbox"/>	John, Alex	2018	None	<input type="button" value="+ Add"/>
<input type="checkbox"/>	Smith, Ryan	2021	None	<input type="button" value="+ Add"/>
<input type="checkbox"/>	Tech, RMA	2021	None	<input type="button" value="+ Add"/>

Show Navigation

# The Varsity Roster now has athletes



RMA High School



## Varsity

2018-2019

Manage Team

Manage Roster

Print Roster

Options


\*RED is academically ineligible.

Show Navigation


#	Varsity Roster	Student ID	Phone	Injury Status	Team Status	Height	Position 1	Position 2	Has paid fees	
--	Anderson, Cori		H: (234) 232-4234		-	--			No	Drop
--	John, Alex		H: (564) 565-6654		-	--			No	Drop
--	Smith, Ryan	1	H: (909) 382-1676		-	--			No	Drop
--	Tech, RMA	1234	H: (345) 435-3454		-	--			No	Drop

Use these options to add athletes to the team, print a roster, print emergency contact info, or send a text and/or email to the team

# Other functions



RMA High School



Base

2018-2019 ▾

Admin Options

Sport Options

Athlete Options

Email Athletes

Rosters

+

Teams

Active ⓘ

Varsity

JV

Freshman

Enabled

Enabled

Enabled

Add Sport Administrators who have the same capabilities as a head coach

Add another team

Show Navigation

### Registrations

Total Registrations This Year (2018-2019):	5
Completed Registrations:	4
Registrations Complete For Tryouts:	0
Athletes Enrolled:	4
Athletes Cut From Sport:	0

### Sport Information

Head Coach:	Jessica Pierce
Documents Required:	10
Season:	Spring

# Assigning Coaches to Teams

- ❑ Admins can Create An Account for their Coaches OR
  - ❑ Each coach has to create an account
  - ❑ Each coach has to Request a Coach/Admin Account.  
The instructions for this step the coaches take are in the Coach Training Slides
- ❑ Then Coaches can be assigned to a sport



# To Create an Account for a Coach:

Click Show Navigation

Click Coaches tab

Click Create Coach Account

Enter Coach's information and Create account

Coach receives an email with login information to login

Admin can assign coach to a team as soon as they create the coach account

# Assign a Coach to a Sport

Click Show Navigation

Click Coaches tab

Click Edit Head (or Assistant) Coach

Click Assign button to the far right of the Sport

Type the Coach's first name and click Search button

Click Make Head Coach button


# If your school uses Transfers: Click Show Navigation > Transfers

- ❑ You will see a list of all students who are transfers to your school
- ❑ Click on the name of a student
- ❑ Depending on your school's transfer system, you can either approve the transfer or work more in depth with the transfer as needed.
- ❑ Students will have a Transfer Pending status on the Registration until the Transfer has been approved in the Transfer Tab.

# Online Store

Schools can use the Online Store to allow athletes and parents to buy spirit packs, trips, fan wear, etc.

Orders are tracked through the system and payments are made online.



Ridgeline High School

Store

SPORTSLINE

Q

≡

> Select Sport: All Sports + Add A New Item/Fee To The Store Edit Fees Search The Store

Show Navigation

Football Store

No Image Found

Ute Shoot 7 on 7

Price: \$20.00


Click To Enable

No Image Found

Weber State 7 on 7 Tournament

Price: \$20.00

Click To Enable



Spirit Pack

Price: \$70.00

Click To Enable

Volleyball Store

No Image Found

Skyline Tournament Hotel Fee

Price: \$30.00

Click To Enable

Girls Soccer Store

No Image Found

UA Team V-neck

Price: \$15.00

Click To Enable

No Image Found

Spirit Pack Shorts

Price: \$75.00


Click To Enable

No Image Found

Spirit Pack

Price: \$75.00

Click To Enable



Optional Team Warm Ups

Price: \$60.00

Click To Enable

No Image Found

St. George Trip

Price: \$80.00

Click To Enable

The following slides are for people with multiple accounts or who need help resetting a password or user email.

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.

**Register My Athlete Login**  
Parents. Coaches. Administrators.

Username or Email  
[Forgot Email?](#) **Click Here**

Password  
[Forgot Password?](#)

Login

Create Account

[Athletic Training Check in?](#)

**Account Recover Recovery**  
Let's try to look up your account details.

First Name  
First Name

Last Name  
Last Name

Phone  
Phone Number

Lookup Account

Cancel

Please answer these questions to verify identity:

Mother's Maiden Name

Your Favorite Sport

Next

Cancel

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 Login

Parents. Coaches. Administrators.

If you haven't visited us since April 8th 2018 please read [this release statement](#) about your account!

Username or Email

[Forgot Email?](#)

Password

[Forgot Password?](#)

Login

Create Account

[Athletic Training Check in?](#)

## Password Recovery

To receive a password recovery link, please provide the account email or cell phone number.

Account Email

-OR-

(435) 230-5639

Verizon

Send Recovery Link

Your school administrator also can reset your password.

Cancel

Please enter the code sent to your cell phone:

Code

Please note: the code is only valid for 10 minutes.

Submit

Back

## First time users - Enter Information

- ❖ The email you use will be your login
- ❖ Remember your password!
- ❖ You will need these each time you login

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

✓ Confirm email  
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



## Tools

Account Info

Reset Password

Request Coach/Admin  
Account

Merge Another Account

Manage Active  
Accounts

Logout



Missing accounts? Click here.

If your Missing Accounts? Button is RED, you may have accounts that need to be merged. Click on the Missing Accounts? button

# Merge Accounts

## Do you have any other registermyathlete.com accounts?

This may be if you have students at multiple schools, or use both the coach and athlete registration products.

Here we can add them to your current login, so that you only have one account.

Type the email for the other account

Password for the other account

[Forgot Password?](#)

(If you have more than one account to be merged, you will have the option to come back here.)

Submit

I don't have any other accounts. Skip ahead.

### Matched Accounts (Click to Merge):

joejessicatenny@gmail.com  
joejessicatenny@gmail.com  
joejessicatenny@gmail.com  
joejessicatenny@gmail.com  
joejessicatenny@gmail.com  
joejessicatenny@gmail.com  
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joejessicatenny@gmail.com  
joejessicatenny@gmail.com

Click here if you do not need to merge any accounts

Any accounts that match and need to be merged are found to the right and you can click on them to merge. You can also enter in emails and passwords for accounts you know are associated with your account. 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 merging accounts.