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 **Instructions For Parents**

**Register My Athlete** allows parents to register their student-athletes for sports online. 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/, selecting your
 state, and finding your school. Click on the school to continue to the next step. Schools are encouraged
 to make a direct link from their school's website.

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 click 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. 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.

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.

7. **Physicals:** The KHSAA requires physical exams annually. Parents may download the appropriate
 physical form from RegisterMyAthlete, take it to a physician, and then upload it onto RegisterMyAthlete
 or turn it in to the school in person.

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

9. **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**

If you have additional student-athletes to register, you can repeat steps 3-8 for them under your same account.

 **Future Seasons & Years**

During the following years, once your athlete has been added to your account, you only need to follow steps 5-8 to register for sports.