

# Register My Athlete

## INSTRUCTIONS FOR PARENTS:

Please note: If your athlete has a physical on file with our Athletic Department, you do not need to upload one. After you complete all the other paperwork, your athlete will be cleared.

In addition, if you have already established an account in Register My Athlete for a sibling, you may go into that account and register a new athlete.

1. Go to [www.registermyathlete.com](http://www.registermyathlete.com)
2. **Create an Account:** Begin creating your account by clicking on “Create An Account.” After filling in the required information the system will automatically log you in and you will be required to accept 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 each athlete’s entire career at STMS. The information entered 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 create your athlete you will be brought to their Profile Page. This page is a summary of their information and involvement.
5. **Register for a Sport:** Click “ Register For A Sport” to begin the sport 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 need to complete several steps to

complete registration including agreeing to documents, signing electronically and uploading physical forms.

7. **Physicals:** Physical exams are valid for all 3 years your student is at South Tahoe Middle School. Parents have the ability to upload the physical form to the system. Uploaded documents will need to be verified by the school prior to being 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 student has a valid physical exam on file here at STMS, this will be uploaded for you and the requirement will be cleared.**
8. **Complete Registration:** Your registration is complete once all items on the checklist have been completed.

**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.

### **Register My Athlete Tech Support**

Email Support: [support@registermyathlete.com](mailto:support@registermyathlete.com)

Phone Support 435 213-1601

If you have any questions please contact STMS Athletic Director, Kathleen Whatford at [kwhatford@ltusd.org](mailto:kwhatford@ltusd.org) or 530 541-6404 ext 1766