Register My Athlete Instructions

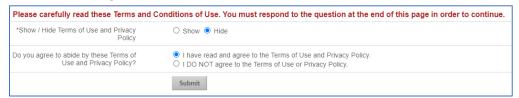1. Go to registermyathlete.com/ and click "Login"
   a. First time users will enter nothing, just click "Create Account"
      i. The email you use will be your login.
      ii. Remember your password.
      iii. Make sure you create an account as "parent" and click submit.
   b. Returning users - enter your username and password and click "login"
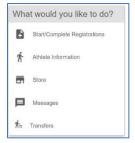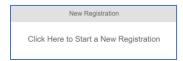

2. Terms of Use
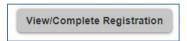   a. Please select agree to the terms and click "Submit".

3. From the main page, to start a new registration or complete one already in-process, click "Start/Complete Registration" from the left navigation.

4. Click the button to start a new registration or update an existing item.

Note: If you already have a registration in-process and want to modify it, locate the registration in the list and click the corresponding "View/Complete Registration" button to the right.

   a. **Select School** - If your athlete is already in the system, select that school and if you need to choose a different school you can do that as well.
   b. **Select Athlete** - If your athlete is already in the system, select their name; otherwise you will need to add them in this section and enter their information.
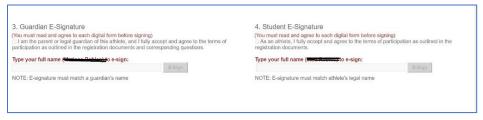
c. **Select Year/Sport** - make sure you choose the correct academic year! Confirm your registration.

d. **Guardian Information** - you will need to enter all information the first time you register, all subsequent information will be auto-filled.

e. **Insurance Information** - you will need to enter all information the first time you register, all subsequent registrations will be auto-filled.

f. **Medical Information** - you will need to enter all information the first time you register, all subsequent registrations will be auto-filled.

g. **School Questionnaire** - if you are a transfer student, you will be directed to steps to complete the transfer process before you can proceed with your registration. This includes completing a "Form 550-Student Transfer Form" on the AIA website: aiaonline.org

h. **Additional Opportunities** - gives athletes and parents a chance to sign up for services offered by registermyathlete.com.

i. **School Requirements/Electronic Documents** - provides electronic documents that you will need to read and agree. After reading and agreeing to the documents and answering any document questions, the parent and athlete will need to provide an e-signature.

j. **School Requirements/Additional Requirements and Physicals** - forms must be downloaded, completed, and uploaded for submission. Files must be PDF or JPEG. All pages must be in one file per requirement.

   i. **Brainbook certificates (HIGH SCHOOL ATHLETES ONLY)** must be uploaded by the athlete. If you have already completed your brainbook certification, log in to your account to reprint or download your certificate. If you have not earned your Brainbook certificate, you must go and complete the online concussion course with an 80% or better. The certification is needed only once during your high school career.

   ii. DHPA must approve all uploads. Each registration will show "Not Complete" until the school admin approves the physicals and other uploads.

   iii. Once approved, you are complete for tryouts!

Additional Information:

- If you ever need to make changes to your athletes' profile, you can do so by clicking on the athlete's name in "Show Navigation" under "My Athletes"

- Use the Athlete Profile Page to register for a sport, view current registrations and view/edit athlete information.

- Use the athlete summary section to edit guardian, insurance, medical or emergency contact information. Choose "Click here to edit" to change information.