Parent/Guardian Step-by-Step Guide to Register My Athlete

1. Go to: https://www.registermyathlete.com/login/

2. If you already have an account and want to register for a new sport in different season/year, login, click on Start/Complete Registration, select your athlete and skip to step 18.

3. If you are registering a student for the first time, please click

   Please Note: Parents will create one account; adding additional students (i.e. siblings/foreign exchange) to the same account.

4. On the Account Creation page please enter the parent/guardian information, not the student information.

5. Click

   Create Account

6. You will be taken to the login portal (pictured below).

7. Click Parent.

8. Terms of Use Page – You must read and agree to the Terms of Use and Privacy Policy.

   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

   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

   Click Show to read the Terms of Use and Privacy Policy.

9. Once read and agreed to, click Submit.
10. You will be taken to the Register My Athlete (RMA) Landing Page and offered a quick tour that will show you a few of the buttons; the tour is optional.

![Landing Page](image)

**Landing Page**
From the landing page, there are two ways (**12A** and **12B**) to add athletes and start registrations for sports.

12A. Click Navigation to open the menu.

13. Click on My Athletes; then Add A New Athlete.

**Note:** Not all schools collect fees through RMA.

**Note:** Not all students will be in a transfer.
OR

12B. Use the Welcome Menu on the landing page to add an athlete, update athlete information, follow the transfer, gets messages from the school and more.

Once you have added an athlete, you can start and/or complete a registration for sports.

Athlete Information is where you will add your student(s) and manage/update their registrations.

The store is where you can pay any athletic fees to the school. **Note: Not all schools collect fees through RMA.**

Messages from the school and/or coach can be found here.

Transfer will allow you to follow/manage your student(s) transfer. **Note: Not all students will be in a transfer.**

13. Click on Athlete Information; then Create a New Athlete.

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14. Enter the student’s information, completely and accurately. You will add the student’s current HIGH school on this page as well. **Note: Any field with an asterisk (*) is required.**

15. Click Submit.
16. The next page will be the Student Profile. **Note:** ALL fields under Athlete Profile need to be completed; click on the field to expand and click “Click Here to Edit”.

17. Once the Athlete Profile is complete, click on New Registration.

18. The next page will be the Registration Checklist.

19. Click “Select School”. Click on the school button, OR type name of school if button not correct.

**Athlete Summary** – Info entered when Student was added.

**Medical Information** – Primary Doctor Info & Medical Info

**Primary Insurance** – Medical Insurance Info

**Secondary Insurance** – If applicable

**Guardian 1** – Parent/Guardian Info

**Guardian 2** – Parent/Guardian Info

**Emergency Contact** – Contact, if Parent/Guardian cannot be reached.

**Registration Summary** – Student name, school, grade, sport will be listed as selected.

**Registration Checklist** – Will list each step of registration process as proceeded through.

**Key** –
- Green = Complete
- Yellow = In Progress
- Red = Not Complete
20. Click “Select Athlete”.

21. On the pop-up window select the student you wish to register for a sport, or click “Add New Athlete”.

22. Click “Select Year/Sport”.

23. Select the Academic Year; then select the sport the student wishes to participate in. Verify selection on the pop-up window.

![Sport Selection](image1)

24. Select the sport(s) your athlete is registering for from the list; then click Submit. **Note:** If the desired sport is not listed please contact the school.

![Sport Selection](image2)

25. Confirm the athlete, school and sport(s) selections are correct.

![Confirm Selection](image3)
26. Now back at the Registration Checklist. Click on Guardian Info, then Insurance, then Medical Info, to complete each section.

Note: Any field with an asterisk (*) is a required field.

27. Once completed, the Nevada Questionnaire will appear. Click on Nevada Questionnaire.

NIAA Forms

28. Click on NIAA Tryout Checklist. Both the parent/guardian AND athlete will need to read, agree to and e-sign, all portions of the NIAA Tryout Checklist (including rules, regulations, sportsmanship and concussion information).
29. Click on High School Check. Read through each statement carefully and select the one that best fits the situation for your athlete.

**Note:** Questions will appear one at a time and the answers help the system decide if the student is a transfer or not.

30A. If your athlete is not a transfer, you will click Submit to Continue and confirm submission.

If your athlete is a transfer, more sections will appear that need to be completed.

30B. Once all sections are complete (each will be green), please click Submit to Continue and confirm submission.
31. Additional Opportunities. You will be asked if your athlete wants recruiting information from colleges. This is optional and not required.

32. The final step is the Registration Checklist.

- **Electronic Documents** — Additional documents that need to be read, agreed to and e-signed, for the school and/or district.
- **Physical Documents** — Physicals and/or health questionnaires will be uploaded here.
- **School Fees** — Pay your athlete fees

Note: Not all schools use this feature to collect fees.

Once all sections of the Registration Checklist are green, the registration is complete.
Documents that may/will need to be uploaded:

- **Transcript** *(with most recent semester grades)*  
  *Note:* Report cards and print outs cannot be accepted.

- **Proof of Abandonment of Previous Property** *(i.e. proof of sale, ending lease agreement, final/closing utility bill, etc.)*

- **Proof of Current Address** *(i.e. utility bill, ID w/ current address, complete/signed lease agreement, etc.)*

- **Proof of Primary Physical Custody** *(i.e. Divorce decree, court order, etc.)*

- **Hardship Documentation** *(documentation/evidence that supports the hardship claim)*

**NOTE:** Register My Athlete will only upload documents that are a pdf or jpg format. All other file types will upload as blank pages.

What happens next?

**Step ONE:** The school will review the registration/transfer. It will either be accepted; need more information; OR it will be submitted to the NIAA. If additional information is needed, the school will contact you by email (using the email address used to setup the Register My Athlete account) or by phone.

**Step TWO:** If the school submits it to the NIAA, it will be reviewed again for completeness. If additional information is needed, you will be contacted by EMAIL only; using the account email address again. Contact your school if you have any questions.

Once the transfer is submitted to be reviewed (status “Under Review”) it will be reviewed in the order in which it was received (completed). It can take up to 10-business days (or longer at the beginning of the seasons) for a decision to be made.