

# Steps to Register Students on Bound

1. Go to the Janesville Wildcats Bound webpage - <https://www.gobound.com/ia/schools/janesville>
2. Click on **Registration** on the top tool bar
3. Click on **"Find My Student"**
  - a. Type in your student's name. If they are already in the system, their name will pop up.
  - b. If your student is not in the system (most 6<sup>th</sup> graders won't be in yet) then you will click **"Add Student"**
  - c. If you have multiple students, you can toggle between them using the **"person"** button on the bottom left.



4. If you are adding a new student – Fill out the information for your student, then click **"Parent"** to give you parent access to their portal.

5. Once in the portal, click on the Green Arrow next to the sport that you are registering your student for.

Name	Status	Options	Start	End
JHHS Girls Track & Field Registration	CLOSED	Girls JHHS Track	Feb 22, 2023	Apr 1, 2023
JHHS Boys Track & Field Registration	CLOSED	Boys JHHS Track	Feb 22, 2023	Apr 1, 2023
Junior High and High School Softball Registration	OPEN	Junior High and High School Softball	Apr 13, 2023	May 13, 2023
Junior High and High School Baseball Registration	OPEN	Junior High and High School Baseball	Apr 13, 2023	May 13, 2023

6. Another page will come up which you will select the sport once again. All JH and HS athletes will register through the same page

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7. Once you are in the registration, fill out all of the information on all the tabs.
  - a. This information will be available to coaches to have emergency contact information and other necessary information that coaches will need.
  - b. *Under the “Users” tab – Add your student by clicking “send invite.” Be sure to add them as “Student” and have them accept the invitation. This will give coaches the ability to send mass communication to the players as well as parents.*

8. Be sure to fill out the “Documents” section
  - a. **\*\*\*Last page of the Physical Forms must be uploaded to their Bound account. Physical copies can be sent to Nurse Jensenius\*\*\***

9. After completing the information on all tabs, click “Complete”

## Additional Information-

- Remember your Bound login credentials as you will need to access this page for all sports registrations
- Bound will send you reminders when your physical is 30 days out from expiring.
  - When a new physical is needed, you will enter your student’s portal, click on the “Documents” tab, and click the green arrow next to “Physical” to upload the new physical
  - Uploads can either be a scanned image or a photo of the physical
  - New physical forms only need the back page with the doctor’s signature and date uploaded
- All program information will be pulled directly from Bound, so please be sure to keep your students information updated.
- Be sure to “follow” the Janesville Bound page for updates on games, practices, etc.