### Coach Training - Register My Athlete Users

#### Go to www.registermyathlete.com and select Login



#### Cleaning Up Paperwork

RegisterMyAthlete is designed to streamline the process of student/athlete registration for students, parents, coaches and school administrators. From signing documents online to creating team rosters and tracking eligibility, RegisterMyAthlete provides a one-stop solution.



First time users will enter nothing, just click Create Account. Returning users - enter your user email and password and click Login.



Once you have logged in, if you only have a Parent button, you will need to request a coach account. (If you already have your Coach button, skip to slide 14)

		Tools
rent Register My Athlet	e Portal	Account Info
HEMISTER WY ATHLETE COM	Parent	Reset Pessword
]		Request Coach/Admin Account
		Merge Another Account
		Manage Active Accounts
		Logout

### Request a Coach Account Step 1 - Request Coach/Admin Account



# Request a Coach Account Step 2 - It is very important that you choose the correct information!



Cancel

## Request a Coach Account Step 3 - Pending Assignment



You will have a Pending Approval/Assignment button appear on your page after logging in. Your school Athletic Director now needs to assign you as a Head or Assistant Coach. Once they do that, your button will no longer say Pending.

#### Athletic Directors/Secretaries - Assign a Coach

- Click on Show Navigation
- Click on Coaches tab
- Click on Unassigned Coaches
- Anyone who has requested a coach account will appear here and you can add them as a coach.



#### Click on Head Coach or (Assistant) Coach Button

	Tools
Missing accounts? Click here	Account Info
Missing accounts? Click here.	Reset Password
	Request Coach/Admin Accourt
Athlete Portal	Merge Another Account
Click here to register for sports.)	Manage Active Accounts
	Logout
Coach	
Head Coach	
	Missing accounts? Click here. Athlete Portal Parent (Click here to register for sports.) Coach Head Coach

# Agree to terms, and submit - this will happen once a year

Athlete Registration	SPORTSLINE
Ierms o	
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	Show Hide
Do you agree to abide by these Terms of Use and Privacy Policy?	I DO NOT agree to the Terms of Use and Privacy Policy.     I DO NOT agree to the Terms of Use or Privacy Policy.
	Submit
	Agree to Terms and click Submit

#### **Head Coach Functions**

- Head Coaches will only have access to the <u>SPORT</u> they are assigned to as a coach. They can:
  - □ Add Teams
  - □ Have access Total Registrations
  - Add athletes to the teams
  - Drop athletes
  - Add Sport Administrators (who have the same access as Head Coaches)
  - Print rosters
  - Print opposing team rosters
  - Print contact and emergency lists
  - Email/text teams
  - Email athletes who need to finish registrations

# Hover over the Show Navigation bar to see your options



### Head Coaches will have access to: Store, Announcements, Sports, and Transfers



## Click on Sports - You will only have access to the sport of which you are the head coach

RMA High School	View	All Announcements		RMA High School	Sports
SPORT ADMIN	<		>	Registration Year: 20	18-2019 \$
Store			<u>5</u>		Active Sports
Announcements			<	aseball	
Sports			v Na		
Transfers			Shor		

# Click on the Sport to see all information pertaining to that sport

	RMA High School	Sports	RI	ATHLETE COM ATHLETE COM AA High School Baseball				
>	Registration Year: 201	8-2019 \$	> •	2018-2019 CAdmin Options Sport Op	Athlete Options Email Athlete	s Rosters		
5		Active Sports		+ Teams				Active ③
gau	Baseball			Varsity				Enabled
Vel V			ð	⊕ JV				Enabled
MO			ŝ	Freshman				Enabled
5				Registrations		Sport Information		
	I		т	otal Registrations This Year (2018-2019):	5	Head Coach:	Jessica Pierce	
			C	ompleted Registrations:	4	Documents Required:	10	
			R	egistrations Complete For Tryouts:	0	Season:	Spring	
			A	thletes Enrolled:	4			
			A	thletes Cut From Sport:	0			

This page contains all the information you need to manage your sports and teams. Click on a Team to add players to a team, click on a number by the Registrations to see who has registered, and use the gray buttons at the top of the page for other functions as well. <u>First, let's focus on the Registration numbers.</u>

RM	ATHI A Hig	ETEcom h School Baseball					
> 2	018-2	Admin Options Sport Options	Athlete Options Email A	thletes Rosters			
atio	۲	Teams					Active ②
lavig	()	Varsity					Enabled
A No		VL					Enabled
ร์อ	<b>6</b> 7	Freshman					Enabled
Tot Co Re Ath	tal Re omple ogistra hletes	Registrations         egistrations This Year (2018-2019):       5         ted Registrations:       4         ations Complete For Tryouts:       6         ations Complete For Tryouts:       6         cut From Sport:       6	Click on number see th registr	on a er to e ations	Sport Information Head Coach: Documents Required: Season:	Jessica Pierce 10 Spring	

#### **Registrations numbers**

RMA	High School Baseball			
> 2018	8-2019 Admin Options Sport Op	tions Athlete Options	Email Athletes Rosters	
atior	Teams			Active ②
lavig	Varsity		The Total Registrations number shows	Enabled
2 A	VL	/	ALL atmetes who have registered.	Enabled
ຮ້	Freshman			Enabled
Total	Registrations Registrations This Year (2018-2019):	5	The Completed Registrations number shows all athletes who are <u>Complete and</u>	<u>8</u> 7
Comp	pleted Registrations:	4	can be added to a Roster	
Regis	strations Complete For Tryouts:	0	Season: Spring	
Athle	etes Enrolled:	4		
Athle	etes Cut From Sport:	0		

## These are the TOTAL REGISTRATIONS for baseball

5	ATHLETE.com					SPORTSLINE
RM	IA High School Back 2018-2	Bas	All Registra	Registratio	NS It Send Reminders To Complete Requirements For Tryouts	This button allows you to email all athletes that have not completed their registrations $Q \equiv$
	legistrations	Student ID	Grade	Registration Status	Missing	
A C	nderson, Cori		12	08/08/2018	Notice that INCOMPLET	E
J	ohn, Alex		12	08/08/2018	Registrations will list why	/ )
s	Smith, Ryan	1	12	08/08/2018	they are not complete	
т	ech, RMA	1234	10	08/08/2018		
T J	empleton, on	45665	10	Not Complete	Parent Medical Statement & History Form, Physical Form, Fees Final Signature Missing	Required, Documents Incomplete, Guardian Final Signature Missing, Athlete

As a coach you can click on any registration to see the athlete's registration checklist. You cannot make changes to the checklist, you can only view it.

School Requirements					Q
Support 1					
Jan: Registration For Baseball ~ Grade 10 (2018-2019)					_
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At requirements must be completed for the engine for Released					
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This page contains all the information you need to manage your sports and teams. Click on a Team to add players to a team, click on a number by the Registrations to see who has registered, and use the gray buttons at the top of the page for other functions as well.

STH RMA HI	ISTERNY LETE.com Igh School Baseball				
2018-	2019 CAdmin Options Sport Opt	ions Athlete Options Email Athletes Rosters			
+	Teams	Click on a Team			Active ③
•	Varsity	to add			Enabled
٢	VL	registrations to			Enabled
•	Freshman	a roster			Enabled
	Registrations		Sport Information		542 
Total R	egistrations This Year (2018-2019):	5	Head Coach:	Jessica Pierce	
Comple	eted Registrations:	4	Documents Required:	10	
Registr	rations Complete For Tryouts:	0	Season:	Spring	
Athlete	s Enrolled:	4			
Athlete	s Cut From Sport:	0			

#### Add athletes to a Team to create a Roster



### Click the +Add button or check the box next to the athlete names to add to the roster

S	REDISTER MY THLETE.com				SPORTSLINE
RMA	High School	Varsity: Add Athlete			्≡
Ca	ncel 2018-201	19 \$			
•	Select All + A	dd Selected Athletes			
	Athlete Name		Class	Other Team Enrollments	
0	Anderson, Cori		2019	None	+ Add
	John, Alex		2018	None	+ Add
	Smith, Ryan		2021	None	+ Add
D	Tech, RMA		2021	None	+ Add
			8		

#### The Varsity Roster now has athletes

SATH	ster my LETE.com									SPORTSLINE
RMA Hi	<sup>gh School</sup> Varsity	y		Use these options to add athletes to						ર≡
2018-2 *RED	2019 🕈 Manage Team I is acatomically incligible.	Manage Roster	Print Roster Options	emergenc text and/o	y contac r email t	ct info to the	, or sen team	d a		
#	Varsity Roster	Student ID	Phone	Injury Status	Team Status	Height	Position 1	Position 2	Has paid fees	
( \$	Anderson, Cori		H: (234) 232-4234		(- *)	( 🛊)			No	Drop
( <b>\$</b> )	John, Alex		H: (564) 565-6654		(- 🗘	( \$			No	Drop
(- *)	Smith, Ryan	1	H: (909) 382-1676		(- 🗘	( \$)			No	Drop
- \$	Tech, RMA	1234	H: (345) 435-3454		(	(			No	Drop

### Head Coach only functions

RMA F	HLETE.com High School Base	dd Sport Administra ave the same capat ead coach	ators who pilities as a			
> 2018	Admin Options S	port Options Athlete Options Ema	il Athletes Rosters			
	Teams					Active Ø
	Varsity Add	another team				Enabled
≤ A	VL					Enabled
5	Freshman					Enabled
	Registrations			Sport Information		<u>1</u> 2
Total I	Registrations This Year (2018-20	019): 5		Head Coach:	Jessica Pierce	
Comp	leted Registrations:	4		Documents Required:	10	
Regis	trations Complete For Tryouts:	o		Season:	Spring	
Athlet	es Enrolled:	4				
Athlet	es Cut From Sport:	0				

#### **Assistant Coach Functions**

- Assistant Coaches will only have access to the <u>TEAMS</u> they are assigned to as a coach. They can:
  - □ Add athletes to a team
  - Drop athletes
  - Print Rosters
  - Print opposing team rosters
  - Print Contact list
  - Print Emergency Contact list
  - Email/text team

#### Assistant Coach View

SREDISTER MY ATHLETE.com		
RMA High School	View All Announcements	
COACH	<	
Store		
Announcements		
My Teams		
Varsity		
Transfers	The	ere are no active announcements for 2018-2019.

Assistant Coaches can see Rosters, Add Complete athletes to the roster, print the roster, and email and/or text the team. They do NOT have access to Registrations

	ATHLETE.COM										S PORTSLINE
	RMA High School	Varsity									९≣
S.											
	2018-2019 + Man	age Roster Print R y ineligible.	toster C	options							
	Coaches: Jessica	a Pierce									
00	# Varsity Rost	ter Stu ID	ident	Phone	Injury Status	Team Status	Height	Position 1	Position 2	Has paid fees	
	Tech, RMA	12:	34	H: (345) 435-3454		(- \$				Yes	Drop

Head or Assistant Coaches can view an Athlete Profile and they can make changes to the Profile by clicking on an athlete's name in the team Roster.

Select a row to view a regist	tration or team.		
Registrations	2010-2019 \$	Teams	2018-201
Football	Not Complete	Varsity - (Crear)	
Boys Cross Country	Not Complete	Varsity - (Baseball)	
Buseball	Complete		
Boys Soccer	Not Complete	·	
Boys Track	Not Complete		
Cheer	Complete	-	
Drama	Not Complete		
Gets Golf	Not Complete	J	
	Elybliky Occuments Elgned	View this athletes current academic eligibility. Summary of the e-signatures given for this athlete.	
Varw .			
Athlete Profile Click on a subject to viewiedit it the	w At		
Athlete Profile Click on a subject to viewlodit it the User Information	ne Ab	-	
Athlete Profile Clok or 4 subject to Vewletit R the User Information Athlete Summary	- M.	-	
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The Athlete Summary is where you edit athlete info. Click on any of the other gray bars to edit guardian, insurance, medical, or emergency contact info. Click "Click Here to Edit" to change information

So Home 📕 New Registration 🛛 Note that this	information is unique to the school where you are registering.		
Select a row to view a regist	tration or team.		
Registrations	2017-2018#	Teams	2017-2016
Mary has no registrations for the 2017-201	B year	Mary is on no teams for the 2017-2018 year.	
Athlete Options		· · · · · · · · · · · · · · · · · · ·	
	Delate This Athlete	Barrowing this officials is not receible if the officials has no received-one	
	Pers Paid	View a summary of fees paid for registrations	
	Englishery	View this athletes current academic eligibility.	
Athlete Summary			
Athlete Summary	Ojek Him ta Edit (J.	ant Upplanet 04/12/2018	
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If you have forgotten your User Email, Click Forgot Email? Enter your first and last name and phone number, then answer the Security questions to get your User Email. If you still need assistance, email <a href="mailto:support@registermyathlete.com">support@registermyathlete.com</a> with the name of your athlete and the school they attend and ask for assistance with your user email.



If you have forgotten your Password, Click Forgot Password, use your email or phone number. If you use your phone number you will get a code texted to you to help you get logged in. If you still need assistance, email <a href="mailto:support@registermyathlete.com">support@registermyathlete.com</a> with the name of your athlete and the school they attend and ask for assistance with your user password.

you haven't visited us since April 8th 2018 please read this release statement about your account!		Password Recovery To receive a password recovery link, please provide the account email or cell phone number.		
Username or Email Forgot Email?	Account Email	-OR-	Pleas	phone:
Password	(435) 230-5639	(Verizon 4)		ode
Forgot Password?	1	Send Recovery Link		Please note: the code is only valid for 10 minutes.
Login	,	four school administrator also can reset your password.		Submit
Create Account		Cancel		
Athletic Training Check in?				Back
	l			

#### First time users - Enter Information

- The email you use will be your login
- Remember your password!
- You will need these each time you login

If you are a returning user you may be asked to update your information.

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Stees This email is your username for the Law teme (store) User for looping) westerdigmail con w distrived	his account
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✓ Conferred	
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Remember this password! You will need it every time you login	
✓ Pasawords match: (435) 230-6639	(Cell C
Phone 2 (Optional)	(Work 4)
Address 1234 Mein street	e l
denies 5 Magnesel	
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### Merge Accounts

#### Do you have any other registermyathlete.com accounts?

This may be if you have students at multiple schools, or use both the coach and athlete registration products.

Here we can add them to your current login, so that you only have one account.

#### Type the email for the other account

Password for the other account

Forgot Password?

(If you have more than one account to be merged, you will have the option to come back here.)

Submit Click here if you do not need to merge any accounts

Matched Accounts (Click to Merge

joejessicatenny@gmail.com

joejessicatenny@gmail.com

ioeiessicatennv@cmail.com

joejessicatenny@gmail.com joejessicatenny@gmail.com

ioeiessicatenny@cmail.com

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joejessicatenny@gmail.con

essicatenny@gmail.co

Any accounts that match and need to be merged are found to the right and you can click on them to merge. You can also enter in emails and passwords for accounts you know are associated with your account. If you still need assistance, email support@registermvathlete.com with the name of your athlete and the school they attend and ask for assistance with merging accounts.