

REGISTER MY ATHLETE INSTRUCTIONS

PLEASE FOLLOW THE STEPS BELOW WHEN REGISTERING YOUR ATHLETE(S) FOR THE FIRST TIME. THESE INSTRUCTIONS ARE THE SAME FOR ALL SPORT PROGRAMS.

STEP ONE: CREATE AN ACCOUNT

1. Go to **Register My Athlete** (RMA) online at <https://www.registermyathlete.com/login/login.accountInfo>
2. Create an account
3. Click "Parent"
4. Agree to privacy policy

STEP TWO: SELECT A SCHOOL

1. Click "Start/Complete Registrations"
2. Click "Select School"
3. Type in "Heritage Academy Laveen"

STEP THREE: ADD A NEW ATHLETE

1. Click "Select Athlete"
2. Click "Add New Athlete"
3. Fill out Athlete's information
4. Enter your athlete's personal information and click "Add New Athlete"

NOTE: THIS STEP WILL ONLY NEED TO BE COMPLETED ONCE DURING YOUR ATHLETE'S CAREER AT HERITAGE. ALL INFORMATION CAN BE CHANGED/UPDATED AT ANY TIME.

STEP FOUR: REGISTER FOR SPORT

1. Click "Select Year/Sport"
2. Select "2019 - 2020"
3. Select all sports that your athlete may participate in for the year
4. Click "Submit"

STEP FIVE: REGISTER FOR SPORT

1. Click "Guardian Info" – Fill out section
2. Click "Insurance Info" – Fill out section
3. Click "Medical Information" – Fill out section
4. Click "School Questionnaire" – Fill out section
5. Click "Additional Opportunities" – Fill out section

STEP SIX: UPLOAD REQUIRED DOCUMENTATION

1. Click "School Requirements"
2. Click "Electronic Documents"
 - Read Heritage Code of Conduct

- Click “Finishing Reading” – Select “I Agree”
 - Click “Concussion Annual Statement” – Select “I Agree”
3. Under “Guardian E-Signature” – check box and type in full guardian name
 4. Under “Student E-Signature” – check box and type in full student name
 5. Download the three forms (5 total pages, plus maps) – AIA Consent to Treat Form, Pre-Participation Physical Evaluation, Pre-Participation Physical Examination (*Download by clicking on the magnifying glass next to the document and click the download button or print button at the top*)
 6. Have a qualified medical person complete the pre-participation examination form. Must be signed by the person to be valid (Must be dated after March 1, 2019)
 7. Upload the Physical Evaluation completed and signed by Student, Guardian and Medical Professional in all required areas. (*Upload by selecting the arrow next to the document*)

NOTE: ALL UPLOADED DOCUMENTATION WILL BE REVIEWED AND VERIFIED BY THE HERITAGE ATHLETICS OFFICE. IF THERE IS ANY ISSUE WITH AN UPLOADED DOCUMENT, THE GUARDIAN WILL RECEIVE AN EMAIL EXPLAINING THE REASON FOR REJECTION. IF RECEIVED, CORRECT THE ERROR AND RE-UPLOAD THE DOCUMENT FOR VERIFICATION.

ADDITIONAL ATHLETES

To register another athlete, please repeat Step 2-6.

STATUS

Feel free to login at any time to view the status of your Student and his/ her participation on a team.