



Directions for Online Athlete Registration through the “Register My Athlete” Portal

Students interested in participating in a sport for the 2023-2024 school year MUST register online at www.registermyathlete.com.

Directions for Online Athletics Registration

1. **Log in:** Go to www.registermyathlete.com/. In the upper right corner, click on **LOGIN**.
2. **Create an Account:** Begin creating your account by clicking the “Create Account” button. After filling out the required information, the system will automatically log you in and you will be required to accept the terms of use.
3. **Start a registration:** Click on “Start a Registration,” then follow the steps. Please remember our school is listed under “**American Leadership Academy Ironwood 7-12.**”
4. **Add a new athlete:** The next step is to add an athlete. This only needs to be done once during your athlete’s entire career at the school. The information entered here will carry over from year to year. This information includes your athlete’s contact and medical information.
5. **The athlete’s profile:** After you have created your athlete, you will be brought to their profile page. This page is a summary of their personal information and involvement.
6. **Register for a sport:** Click “+ Register for A Sport” to begin registration. You will be asked which sport your athlete is registering for. **Be sure to click on ALL sports that your child may be interested in participating in throughout the school year.** Your athlete MUST be registered for EACH sport they want to tryout for!
7. **Your registration checklist:** This page shows the status of your athlete’s registration. You will be asked to complete several steps in the registration process, including agreeing to documents and completing a physical.

PLEASE ALLOW 48 HOURS FOR DOCUMENT VERIFICATION.

FEES WILL BE ASSIGNED IN INFINITE CAMPUS (IC) AFTER ROSTERS HAVE BEEN FINALIZED.

After all documents are submitted and approved, the athlete’s registration status will say “READY FOR TRYOUTS” or “Complete”.

Once completed, All athletes must obtain an athletic blue clearance card from the athletic department.

If status shows “Not Complete” on their Register My Athlete, they will not be allowed to try out or participate. **

8. **Physicals:** Physical documents should be completed by the parent(s) and medical professional. **Physical examinations for the 2023-2024 school year must be done on or after March 1st, 2023.** Physicals must be completed on the 2023-2024 AIA Physical Evaluation Form for high school students or the 23-24 CAA Physical Evaluation Form for Junior High Students. Parents are required to upload all pages of the physical to the RMA. Uploaded documents must be verified by the athletic office prior to being accepted. (If a document upload is rejected for any reason, the parent will receive an email with an explanation as to why the document was rejected. After the error has been corrected, parents must upload all 6 pages again for verification.)
9. **Brainbook and Opioid Education :** All **HIGH SCHOOL students** are required to complete the Brainbook and Opioid certification course. Go to www.aiaacademy.org to complete the course, then upload the certificate of completion to the website. This certificate only needs to be uploaded once, and is good for all four years of high school. **NOTE: Completed certificate MUST be in athlete’s name, not the parent’s name**

Junior High Students: All Jr. High students are required to complete the CAA/Barrow Neuro Brainbook concussion course. To register, go to <https://learn.barrowneuro.org>, then upload certificate upon completion. **NOTE:** Completed certificate MUST be in athlete’s name, not the parent’s name. Valid for 7th & 8th grade years.

10. **Complete registration:** Your registration is complete once all items on the checklist have been completed, documents scanned and verified, and student’s status shows “Ready for Tryouts”.
11. **After registration:** After registration is complete, you may login at any time to view the Status of your athlete and their participation on the team.

Future Seasons & Years

Once your athlete has been added to your account, you only need to follow steps 5-8 to register them for another sport. Registration for each sport will open approximately one month prior to tryouts.

Additional Athletes

Under the same account, repeat steps 3-10 to register additional athletes.