



### **Instructions For Parents**

Register My Athlete allows parents to register their athletes for sports online. Here are the basic steps to follow when registering your athlete for the first time:

1. Go to <http://registermyathlete.com/schools/>; select your state, find and click on Cottonwood.
2. Click on "Create An Account". After filling in the required information the system will automatically log you in and you will be required to accept the terms of use.
3. Click the "My Athletes" tab on the left-hand side of the page or click "Add Athlete" underneath the "My Athletes" tab. This only needs to be done once during your athlete's entire career. The information entered here will carry over from year to year. This information includes your athlete's contact information and medical information.
4. After you've created your athlete you will be brought to their profile page. This page is a summary of their info and involvement.
5. Register for a sport: Click "+ Register For A Sport" to begin registration, you will be asked to choose which sport your athlete is registering for.
6. Your registration checklist: This page shows the status of your athlete's registration. You will be asked to complete several steps to complete registration including agreeing to documents, completing the physical and e-signing. Note the documents on the right side. Instead of printing, physically signing, and returning paper documents to your school, you can sign them off here. Click to read a document (the document will pop up in a new window), after-which you will be able to check it off as complete.
7. Physicals: You must print off the physical forms required by your school and return them to your coach or athletic director and they will upload them to your registration. Parents CANNOT upload physicals to their registrations.
8. Your registration is complete once all items on the checklist have been completed.
9. After registration is complete, you can login at any time to view the status of your athlete and their participation on the team.

### **Additional Athletes**

If you have additional athletes to register, you can repeat steps 3-8 for them under your same account.

### **Future Years**

During the following years, once your athlete has been added to your account, you only need to follow steps 5-8 to register for sports.