



Sinagua Middle School

HOME OF THE MUSTANGS

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Thursday, October 06, 2016

Dear Mustang Families:

Thank you all for a great start to the 2016-2017 School Year and Fall Sports. Please remember to check the SMS Athletics website for updated information on team events.

As we move into the Winter Sports season SMS will be moving from paper copies for athletic registration to an online system. By making this move, we will not only save on people resources but paper as well. The new online system, **Register My Athlete**, will allow us to be more efficient and effective with our athletic registration process.

I know that many of you have filled out the paperwork for Fall Sports and proactive enough to register early for the other sports seasons. I am imploring that all families complete the online registration for Winter and Spring Sports. I do apologize for the double work, but many of the paper forms turned in were incomplete. The good news is once you set up an account and complete the profile, all you will have to do is update it with any changes for the next school year. Also, CHS uses the same website, so if your student will be attending CHS then you will already be familiar with program.

If you already have an AIA Physical Form on file at SMS for the current school, you will not need to complete this portion. However, students will need to have an annual physical on file. If your student has yet to have an Athletic Physical this school year, please be sure to read step 6 on the reverse side.

Also, please note that all fees for participation and shirts will be collected in the SMS Bookstore. Please do not pay online.

Finally, on behalf of SMS I want to thank you all for your support and encouragement of our student-athletes. Please contact me if you have any questions or concerns. My contact info is listed below.

Sincerely

Tadd Ragan
TOA
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928-527-5513



Instructions for Parents:

1. Find your school by going to <https://registermyathlete.com/school/>, select Arizona from the drop down menu and scroll down to Sinagua Middle School. Click on Sinagua to continue to the next step.
2. Begin by clicking on the “Create an account” button. You will enter your email address and make up your own password. Remember both of these as you will need to log back into the system for every sport season you want to play. After completing the required information the system will automatically log you in and you will be required to accept the terms of use.
3. Make sure the box in the top left reads the appropriate year for which you are registering, (Example: 2016-2017). The next step is to add an athlete. Click on “My Athletes” tab on the left hand side and then “Add a new athlete”. This only needs to be done once during your athlete’s entire career at a school. The information here will carry over from year to year at Sinagua Middle School. This information includes your athlete’s contact information and medical information. If any of this changes, ***IT IS YOUR RESPONSIBILITY TO UPDATE THE INFORMATION.*** You have now created your athlete’s profile page.
4. Click “+ Register For A Sport” to begin registration, you will be asked to choose which sport your athlete is registering for.
5. You will now be asked to complete several steps to complete the registration including agreeing to documents and physically turning in your current physical to the athletic office. ***THE AIA PHYSICAL FORM IS THE ONLY ONE THAT WILL BE ACCEPTED.*** Hover over the “Select Document Language” on the left side of each document and click on “English”. After reading the document, X out of the page and click on “I agree”, move to the next form until finished with all the forms.
6. The physical form can be printed off of the Physical Documents portion by clicking on the View/Print/Save Form button on the right hand side. You may also pick up this form in the athletic office. ***THE PHYSICAL FORM MUST BE TURNED INTO SMS OFFICE PRIOR TO BEING CONSIDERED FOR CLEARANCE FOR A SPORT OR UPLOADED TO ATHLETE’S PROFILE. THE PHYSICAL MUST BE AFTER MARCH 1ST OF THE CURRENT YEAR IN ORDER TO QUALIFY FOR CLEARANCE.*** In other words, if the athlete gets a physical after March 1st, that physical will count for entire next school year. If the athlete gets a physical between January 1st and February 28th, that physical will only be good for the remainder of that particular school year.
7. Your registration is complete once all items on the checklist have been completed, you have turned in your physical to the athletic office and you have paid your participation fee as per the instruction on the paperwork. You can now login at any time to view the status of your athlete and their participation on a team. If you need to add an athlete, just complete steps 3-9 to register them. ***EACH SEASON REQUIRES A REGISTRATION FOR EACH SPORT, THE SYSTEM WILL ALLOW YOU TO KNOW WHICH SPORTS ARE OPEN TO REGISTER FOR.***
8. Once you athlete has been added to your account, you only need to follow steps 5-8 to register them for another sport.
9. Participation and Shirt fees will be paid for and collected in the SMS Bookstore.

IF YOU NEED TECH SUPPORT:

Email support: support@registermyathlete.com

Phone support: 435-213-1601

Support hours: Monday-Friday 8am-5pm