

# STHS Online Athletic Registration

## INSTRUCTIONS FOR PARENTS:

1. Go to [www.registermyathlete.com](http://www.registermyathlete.com)
2. **Find your School:** Click on "My School Login" on the top right corner & Select the State (**NOTE: STHS is listed under NEVADA**), then select South Tahoe High School.
3. **Create an account:** Begin creating your account by clicking on "Create An Account". After filling in the required information the system will automatically log you in and you will be required to accept term of use.
4. **Add a New Athlete:** The next step is to add an athlete. You can do so by clicking the "My Athletes" tab on the left-hand side of the page or by clicking "Add Athlete" underneath the "My Athletes" tab. This only needs to be done **once** during each athlete's entire career at STHS. The information entered will carry over from year to year. This information includes your athlete's contact information and medical information.
5. **The Athlete's Profile:** After you created your athlete you will be brought to their Profile Page. This page is a summary of their info and involvement.
6. **Register for a Sport:** Click "+ Register For A Sport" to begin the sport registration. You will be asked to choose which sport your athlete is registering for.
7. **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, signing electronically and uploading physical forms.
8. **Physicals:** Physical Exams are valid for 2 years. 9<sup>th</sup> graders, 11<sup>th</sup> graders & new athletes are required to have a physical exam done. Parents have the ability to upload the physical form to the system. Uploaded documents will need to be verified by the admin at the school prior to be accepted as complete. (If a document upload is rejected for any reason, the parent will receive an email with the rejection reason. After the error has been corrected, parents will be able to re-upload the document for verification). If your student has a valid physical exam on file at the school, admin will verify the date and clear this requirement.

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9. **Complete Registration:** Your registration is complete once all items on the checklist have been completed.

**After Registration:** After registration is complete you can login at any time to view the status of your athlete and their participation on the team.

**Register My Athlete Tech Support**

**Email Support: [support@registermyathlete.com](mailto:support@registermyathlete.com)**

**Phone Support: 435-213-1601**

**If you have any questions, please contact Athletic Secretary Lara Readinger at (530)541-4111 ext.1838 or [lreadinger@ltusd.org](mailto:lreadinger@ltusd.org).**