

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 "Submit"

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 "2020 - 2021"
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 "Final E-Signature"
2. Click "Physical Documents" to download, complete, and upload the following
 - AIA Physical Packet (includes Preparticipation Physical, Annual Concussion Statement, and

Consent to Treat Form) – Physical must be signed and dated after March 1st by a qualified medical person

- Athletic Packet (includes Heritage Code of Conduct, Emergency Information, and Insurance Information)
- COVID-19 Waiver

3. Click “Next Step” to see the athletic fee required and your fee status
4. Click “Next Step” to finish

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.