



Quick Start Guide for School Admins

1. Create an account at your school. Have an administrator at the school give you admin rights. Log back into your account. From this point forward, you will be able to assign the other admins - please limit administrative rights on your system to appropriate individuals.

2. Add new Admin

After an administrator has created their account, login to your account and Click:

Settings-->Administrators-->Add New Administrator - and type the name of who you are adding as an admin. After locating the person, click +Admin. You must have your admin register before adding them.

3. Add Head Coach

After a coach has created their account, login to your account and Click:

Settings-->Head Coaches-->Edit and type the name of who you are adding as a coach in the appropriate sport. Select their name. Scroll to the bottom of the page and click 'Update Head Coaches.' You must have your coach register/create their account before adding them.

4. Edit Sports & Registration Fees

Click the 'Sports' tab on the left-side menu. Either click, + Create New Sport, or click on the name of a sport already listed. After clicking on a sport, click 'Edit SportName' at the top of the screen to change registration fees and the season the sport is a part of. This is the list of sports students will be able to register for when the sport is enabled. Make sure to enable and disable the UHSAA tryout checklist as needed. It is not needed for non-UHSAA sports such as lacrosse or rugby.

5. Documents & Athlete Physical Forms*

Under Settings-->Documents, click + New Document. Upload your PDF from your computer, name the document (i.e. Concussion Policy, Sportsmanship Policy) and click which sports & grade levels are required to view the document. Choose what academic years this document should be tied to. Click add this document. *Physicals should be uploaded separately* under 'Settings-->Physical Documents.'

Remember the new UHSAA policy in effect for 2014-15 requiring an annual physical prior to competition. Students & Parents can upload their physicals for review rather than turn them in in-person. *If you are paying the annual subscription fee, your documents can be e-signed and never need to be printed. If you are not paying the annual fee, you can upload documents here but your students will be required to print these documents, sign them, and bring them to you in person. Physicals will need to be printed by students regardless, but paying schools can upload the documents into the system after the student brings it back with a physician's signature.



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6. Announcements

Click the 'Announcements' tab on the left-side menu. Announcements are viewed by everyone as they log in to the system (parents, coaches, & admins). Click '+Create New Announcement' and type your message. When you make the announcement you have the option to also send it via email to everyone registered at your school. Enable/disable announcements as needed.

7. Managing Eligibility

On a sport page, under Admin Option, click Manage Eligibility. Here you can make your manual eligibility checks in case certain students were not correctly flagged as transfers, or if you need to mark students ineligible for another reason such as academics or citizenship.

10. Let Students Register

Let students register online once all of your settings and documents are configured. You may want to put your school specific RegisterMyAthlete URL directly on your school's home page.

11. Transfers

On the transfers tab, you can view all students who need to complete a UHSAA Transfer of Eligibility Waiver based on their answers to the tryout checklist. You can view the status such as 'In Progress', 'Submitted for School Approval', 'Approved', or 'Missing Info.' Clicking on a name allows you to enter the transfer form and help review the form or upload documentation if needed.

All transfers that say 'Submitted for School Approval' need to be clicked on by you. Then scroll to the bottom and click 'Submit' to send the waiver to the UHSAA after confirming the right documents have been attached and the student is currently enrolled at your school. Now the waiver can be reviewed by the UHSAA. When received by the UHSAA it will say 'Submitted to UHSAA' and/or 'Under Review.' After review, the status will change to Approved, Denied, Sport Season, or Academically Ineligible. Email notifications will also be sent to all of your system's administrators once a decision has been made.

View outgoing transfers by changing the filter on your transfers tab to 'Outgoing.' Click on a name to review their transfer. Alert the UHSAA if you believe the information is inaccurate or lacking.