

## RLHS Athletic Registration 18-19

### Completing the Online Athletic Registration

If you already completed online registration and want to "Edit" it (ex: add/edit an upcoming sport), then see [page 3 below](#)

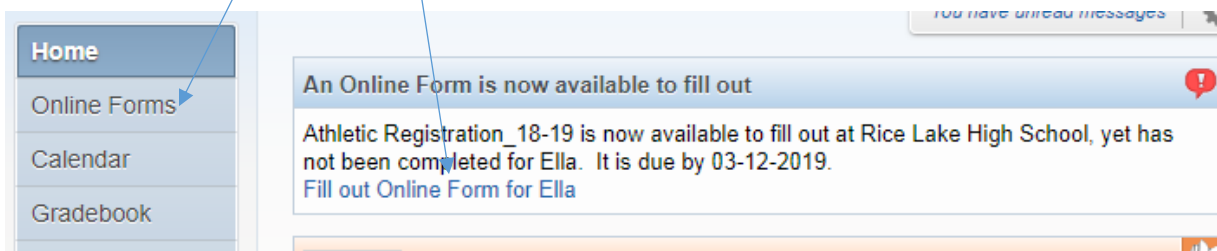
#### 1. WIAA Physical

If you need a physical, obtain a paper copy of the WIAA Physical form ([click here and print one off](#), or obtain a copy from the RLHS Athletic Office) and complete the physical and complete the WIAA Physical form including the required signatures

*A Physical exam taken April 1 and thereafter is valid for the following 2 school years. If taken before April 1, it is valid only for the remainder of that school year and the following school year.*

#### 2. Complete the Athletic Registration Process (Online) – the online process opens July 1st

- Log into your Skyward [Family Access Account](#) (This process is not available on the Skyward "mobile app")
- Choose one of the following ways to access the Athletic Registration for the desired student
  - Through the message in the middle of the screen
  - Through "Online Forms"



- Read the instructions on the screen
- Begin the process by choosing step 1

A screenshot of the 'Athletic Registration 2018-19' page. The left side contains instructions: 'Registration for Athletics at Rice Lake High School consists of the following steps: 1. Complete/Submit the ATHLETIC REGISTRATION form, consisting of the following: ...a. Sport Registration ...b. Concussion Parent &amp; Athlete Agreement Form ...c. Athletic Code Agreement Form 2. Complete/Submit a WIAA PHYSICAL or ALTERNATE YEAR form (whichever is applicable) 3. Set yourself up to receive automatic text and email notifications for schedule changes and reminders for those activities you want to track (optional) 4. Submit (Complete the registration process)'. Below the instructions, it says 'Begin the registration process by choosing "STEP 1" at the right. When finished with step 1, be sure to choose "Complete Step 1 and Continue to Step 2" at the bottom of the screen. Your final step will be to "Submit Athletic Registration\_Fall '18"'. At the bottom, it says 'Questions? Contact us at nanstadj@ricelake.k12.wi.us or 715-234-2181 (option 3)'. The right side shows a list of steps: '1. Athletic Registration Form', '2. WIAA Physical or Alt Year form', '3. Sign up for Automatic Notifications (optional)', and '4. Complete Athletic Registration\_18-19'. Below the list are two buttons: 'Next' and 'Close and Finish Later'. A blue arrow points from the 'step 1' in the text above to the first step in the list.

1. Select sports - you may choose for all seasons (preferred) or just the upcoming season and then "edit" this form prior to a later season to add that season's sport
2. Read the Concussion Fact Sheet
3. Read the Athletic Code

4. Complete Registration Information and Electronic Signatures
5. WIAA Physical or Alternate Year Form – complete the appropriate form, then choose “Complete Step 1 and Continue to Step 2”

- Step 2 – Upload the completed WIAA Physical or Alt Year Form  
 Option 1 – Upload the form (preferred) – see on-screen instructions  
 Option 2 – Deliver to the RLHS Athletic Office

Then choose “Complete Step 2 and move to Step 3”

- Step 3 – Sign up for Automatic Notifications (optional)
- Step 4 – Complete Athletic Registration\_18-19

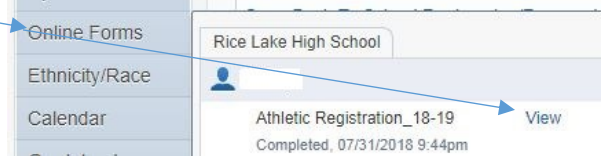
If all required areas are completed, the “**Submit Athletic Registration\_18-19**” button will be available, choose it to complete the registration process. You should receive a confirmation email afterward.

**Once your registration has been submitted:**

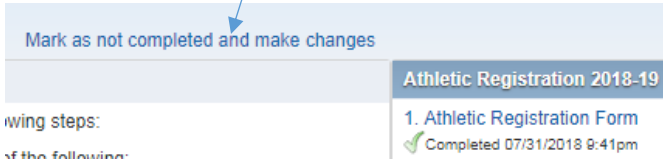
- The athletic secretary will review your registration and check for your submitted WIAA Physical or Alt Year form. If all requirements have been satisfied, the coach will be notified of the student’s eligibility to participate.
- The parent can view/modify a registration (including adding/removing sports) by choosing “Online Forms” in Family Access – View – “Mark as not completed and make changes” - ...

**If you completed athletic registration and now want to make changes:** (Ex: Add/edit a sport for an upcoming season)

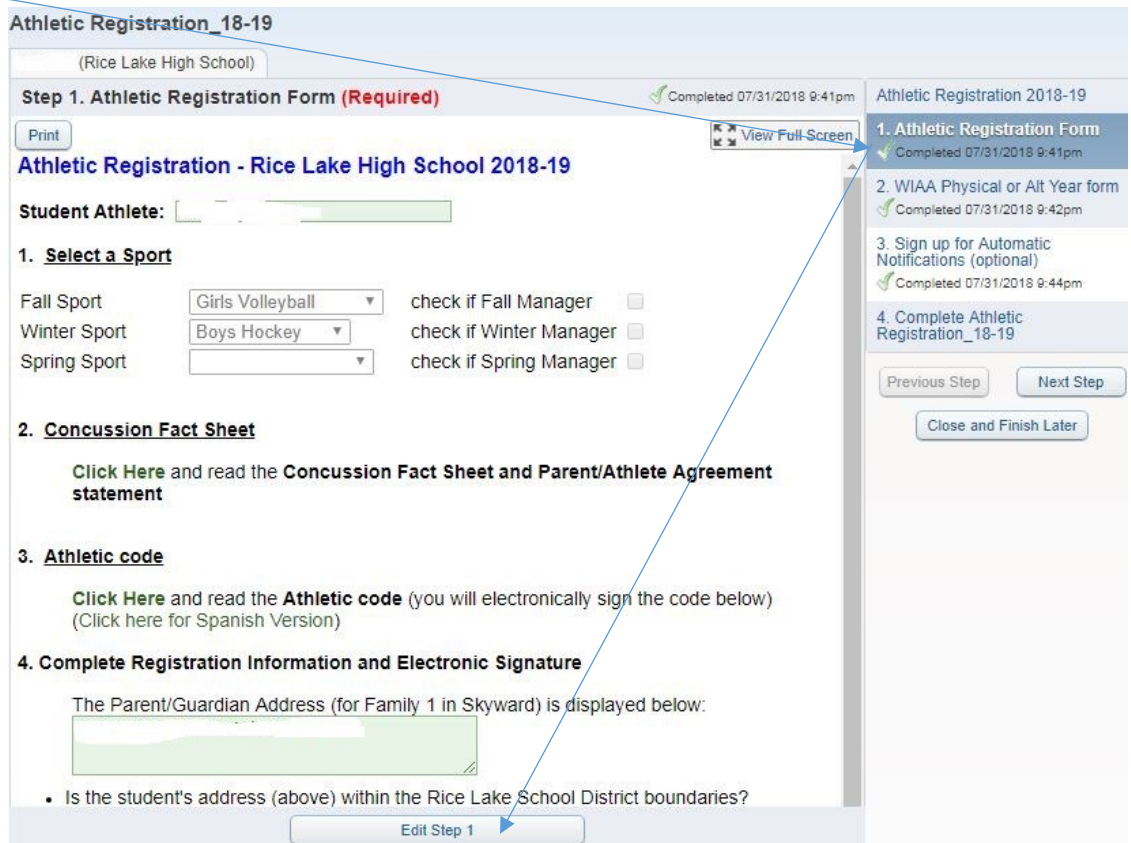
1. Log into Skyward Family Access – **Online Forms** – “**View**” for the desired student



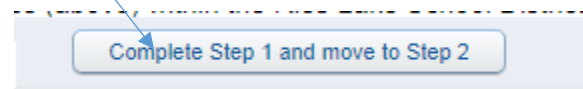
2. Choose “**Mark as not completed and make changes**”



3. Choose the step you want to edit and then choose “**Edit Step ..**”



4. Make the desired changes to that step, then choose “**Complete Step ... and move to Step ...**” at the bottom



5. Go to the final step and “**Submit Athletic Registration**”

