# Athletic Registration Brookfield East High School brookfieldeasthighschool-ar.rschooltoday.com





- 1) Click on icon to begin:
- 2) Create New Account or Login to Existing Account. If you have already created an account and need to register a sibling, simply login to your existing account and choose "Register a New Student"

## First Time Users - Register & Create an Account

Note: If you previously created an account and want to *add a sibling* or *new student*, login to your family account. <u>DO</u> NOT create a separate account.

### Create Account

- 1. Fill out the registration form.
- 2. Create a username and password for your family account on the checkout page.

## Family Account Login for Returning Users

#### Account Login

#### Guidelines for returning users:

#### To register the same student:

- 1. Login to your family account.
- 2. Click "Register" link (blue paper and pencil icon) and choose the "name of student" from its dropdown.
- On the next page, choose the "name of the student" from the student name dropdown. <u>Note</u>: The form will auto-populate the answers based from your previously submitted registration. <u>Please review</u> <u>and edit the answers such as Grades and others if needed.</u>
- 4. Choose the activity/sport then continue and submit the registration.

#### To add a new student in your family account:

- 1. Login to your family account.
- Click "Register" link (blue paper and pencil icon) and choose "Register a New Student" from its drop down. Note: Fill out the form as a new registration.
- 3. Choose the activity/sport then continue and submit the registration.

STEP	INFORMATION
Registration History         C Register ~         Register Casey Westphal         Register a New Student         0016-0518       05/09/2018	Register current student (information already entered) or new student (sibling) from drop-down menu.
Step 1. Select Student	Information will already be pre-populated if registering student for additional activities. New information will need to be entered for new student (sibling). You must know your student's six-digit ID number (from Infinite Campus). Any field with an * is required.
Step 2. Select Activity	Select any Fall, Winter, or Spring sport you would like to register your student for (or select None). You can register your student for all sports at once or prior to each specific season.
Step 3. Parent/Guardian Inf	Fill in information for parents/guardians. Information is required for at least one parent/guardian.
Step 4. Physical Forms	Students registering for Athletics (including Cheerleading and Spartanettes) must have a current physical card (dated 4/1/18 or after) on file before being cleared to participate (in practice/tryouts and events). Physicals are good for two years. A physical dated on or after 4/1/18 is good for the 19-20 school year. A physical dated on or after 4/1/19 is good for both the 19-20 school year AND the 20-21 school year. To ensure clearance for participation, physical information must be uploaded to this site. If you uploaded a form for the 18-19 school year and it is still valid for 19-20, there is no need to upload it again.
Step 5. Medical Informatior	Complete doctor information, medical information that a coach will need to know, and information for two emergency contacts.
Step 6. Others	<ol> <li>Read through the Athletic Eligibility Form from the WIAA; check the boxes and electronically sign (both student and adult)</li> <li>Read through the Co-Curricular Code of Conduct Summary (full Co-Curricular Handbook is available by clicking on the link); check the boxes and electronically sign (both student and adult)</li> <li>Read through the Concussion Information; check the boxes (both student and adult) and electronically sign (both student and adult)</li> <li>Read, check the agreement box, and electronically sign the Medical Consent Form</li> <li>Read through and check the boxes (parent) and electronically sign (both student and adult) the Sign-Off Form and click "Continue to Pay" or "Pay Later"</li> </ol>
Payment	\$80 Athletic fee payment (per sport; max of \$160 per athlete) is not required at this time but the registration site will link you to "My Payments Plus" if you choose to pay at this time. Fees can either be paid prior to a sport starting or after rosters are determined.