

## Athletic/Club Required Forms Online Forms - Skyward Family Access

\*\*\*Completing these steps covers the paperwork necessary for your child to participate in athletics/clubs at their school but **DOES NOT** register them for the specific sport/club they are interested in. Listen to your school's announcements for information on specific sport/club sign up.

If your child will be participating in **any sport** this school year, you will need to complete the Athletic Registration process. If your child will be participating in **school clubs but not sports**, you **only** need to complete the Club Registration process. If your student will be participating in **both sports and clubs**, you are only required to complete the Athletic Registration process. The required forms only need to be completed **one time per school year** regardless of how many sports/clubs your child will be participating in.

To complete the necessary sport/club forms, select Online Forms from the left sidebar menu in Family Access.

If your child will only be participating in Clubs, click on "Fill Out Form" behind Club Registration.

The screenshot shows the Skyward Family Access interface. On the left sidebar, the 'Online Forms' menu is selected. In the main content area, there is a notification banner: 'An Online Form is now available to fill out. Athletic Registration is now available to fill out at LINCOLN HIGH SCHOOL, yet has not been completed for Marley. It is due by 05-31-2017.' Below this, there are two sections: 'Athletic Registration' and 'Club Registration'. The 'Club Registration' section has a red box around the 'Club Registration' link and the 'Fill Out Form' link. The 'Fill Out Form' link is also highlighted with a blue box. On the right side, there is an 'Upcoming Events' calendar showing dates from Oct 24 to Oct 28, 2016.

Click on Step 1. WRPS Co-Curricular Code of Conduct on the right side of the screen.

The screenshot shows the 'Club Registration' page. The left sidebar has 'Online Forms' selected. The main content area displays 'Step 1. WRPS Co-Curricular Code of Conduct (Required)'. Below this, there is a text box with instructions: 'Click on the words WRPS Co-Curricular Code of Conduct below and read the code in its entirety. When finished, return to this screen and click on "Complete Step 1 and move on to Step 2." IT IS NOT NECESSARY TO COMPLETE THE CODE OF CONDUCT AGREEMENT ON PAGE 15 OF THIS DOCUMENT AS YOU WILL BE COMPLETING THE CODE OF CONDUCT AGREEMENT IN STEP 2. WRPS Co-Curricular Code of Conduct'. On the right side, there is a sidebar with a list of steps: '1. WRPS Co-Curricular Code of Conduct', '2. Co-Curricular Code of Conduct Agreement', and '3. Complete Club Registration'. A red box highlights the first step, and an arrow points from the text above to this link.

Click on the words “WRPS Co-Curricular Code of Conduct” to read the code. ***It is not necessary to complete the Code of Conduct Agreement on page 15 of the document as you will be completing that in Step 2.*** When finished, close out the document and click “Complete Step 1 and move to Step 2.”

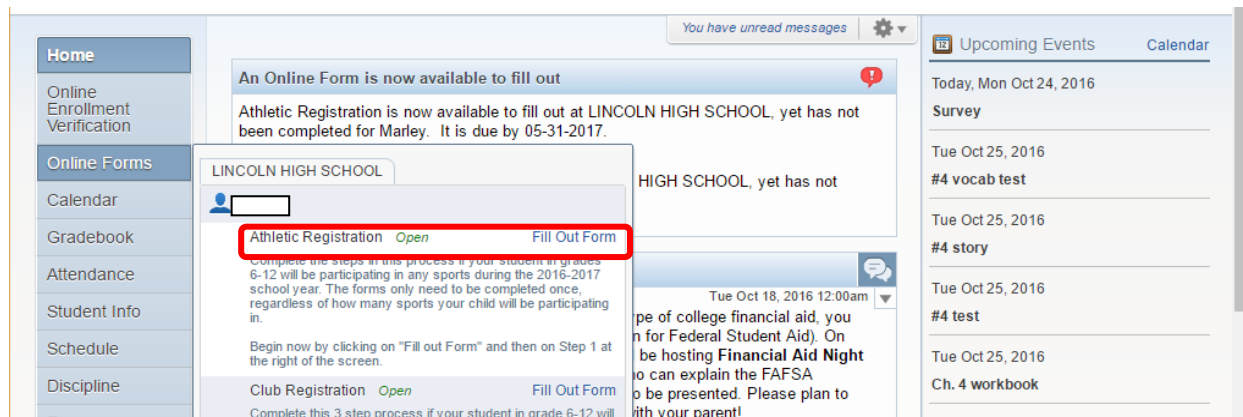
Step 2 is the agreement to abide by the code of conduct and needs to be completed by you and your student. Complete the fields on the form and then click “Complete Step 2 and move to Step 3.” Please note: IF you click on “View Full Screen,” you will find the complete button at the top of the screen.

Step 3 lists the completion status of the steps. If both steps have been completed, click on “Submit Club Registration.”

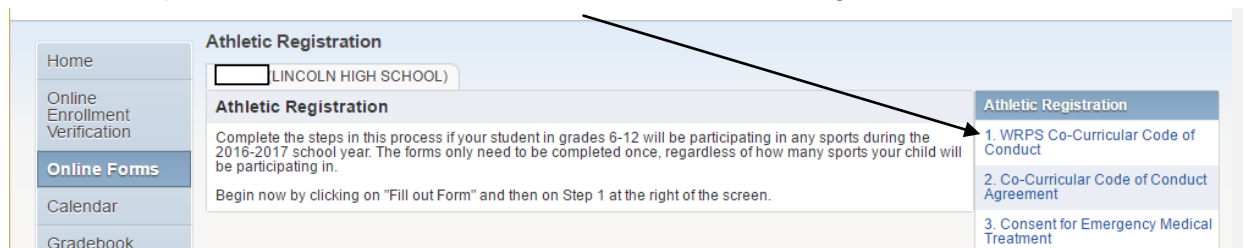
If we have a current email address on file for you, you will receive an email letting you know that the process has been complete. This completes the required paperwork if your child will only be participating in clubs at school.

## Athletic Registration

If your child will be participating in any sports, click on “Fill out Form” next to Athletic Registration.



Click on Step 1, WRPS Co-Curricular Code of Conduct on the right side of the screen.



**Step 1 and 2:** Read the Co-Curricular Code of Conduct by clicking on the words “WRPS Co-Curricular Code of Conduct” in step 1. ***It is not necessary to complete the Code of Conduct Agreement on page 15 of the document as you will be completing that in Step 2.*** After reading, close the document and then click on “Complete Step 1 and move to Step 2” to complete the Code of Conduct agreement stating that you and your student have read the Code of Conduct. After completing the agreement in Step 2, click on “Complete Step 2 and move to Step 3.” Please note: If you clicked “View Full Screen” the complete button is located at the top of the screen.

**Step 3:** Complete the Consent for Emergency Medical Treatment form in its entirety and then click on “Complete Step 3 and move to Step 4.”

**Steps 4, 5, and 6:** Please read the parent concussion material by clicking on the words “Parent Concussion Information” in Step 4. Then click on “Complete Step 4 and move to Step 5” and have your student read the concussion material for athletes by clicking on the words “Athlete Concussion Information” in Step 5. After the material has been read, please click on “Complete Step 5 and move to Step 6.” In this step, parent and athlete are required to provide signatures verifying that they have read and understand the concussion information provided in steps 4 and 5. After completing the fields in step 6, click on “Complete Step 6 and move to Step 7.”

**Step 7:** Please note: Beginning with the 2016-17 school year, ImPACT testing was made mandatory for all student athletes in the following sports: Football, Volleyball, Soccer, Wrestling, Gymnastics, Basketball, Hockey, Cheer/Stunt, Baseball, and Softball. Click on the words “ImPACT Testing Information” and read the information provided. Once you have read the information, click on “Complete Step 7 and move to Step 8.”

**Step 8:** Please complete the ImPACT Testing Consent Form in Step 8. When finished, click on “Complete Step 8 and move to Step 9.”

**Step 9:** Please open the document by clicking on the words “WIAA Eligibility Information.” ***It is not necessary to complete the sign-off form at the end of the document as you will be completing that obligation in step 8.*** Once you have read the document, return to this screen and click on “Complete Step 9 and move to Step 10.”

In **Step 10**, parent and athlete need to sign off that they read and understand the WIAA Rules of Eligibility. After the fields have been completed, please click on “Complete Step 10 and move to Step 11.”

***You will need to complete either step 11 OR 12*** depending on when your child had their last sports physical. Your student athlete is required to have a *Sports Physical every other year*.

**Step 11:** If this is the year your athlete is required to have a physical, click on the Physical Card link in Step 11. Print out the form and take it to your athlete’s physical appointment. Once the form is complete, take it to the Athletic Director at your school. If this is not the year your athlete needs a physical, skip Step 11 and proceed to Step 12 at the right side of the screen to print out the Alternate Year Card. These forms are also available in your school office.

**Step 12:** If this is the year that your athlete does not need a physical, click on the link to print out the Alternate Year Card in Step 12. Fill out one alternate year card (the linked page contains 3) and return it to your school office. Proceed to Step 13 on the right side of the screen.

**Step 13** will list all the steps with their completion status. If all steps are complete (11 or 12 may be skipped), click on **Submit Athletic Information/Forms**. All steps are required except for 11 and 12. You will not be able to Submit until all required steps are complete.

*This completes your Athletic Forms requirement for the 2017-2018 school year regardless of how many sports your athlete will be participating in.* If we have your current email address on file, you will receive a confirmation email that you have completed the process.