

## How to Complete the Online Paperwork Registration Process for HIGH SCHOOL Sports & Activities:

1. Go into your PARENT PORTAL (it will not be visible in the Student Portal)
  - a. Don't have a parent portal set up? Contact Julie Gengler at 608-849-2000 x8470 to set one up.
2. Select the student you are filling the survey out for. From the Message Center Select the Surveys Tab. Select the survey from 06/30/2020 called:

<input type="checkbox"/> Survey	<a href="#">HIGH SCHOOL: Athletic Paperwork</a>	06/30/2020
---------------------------------	-------------------------------------------------	------------

3. Click on the blue link to open up the paperwork survey, you should see:

## Welcome to the Waunakee Athletics Department Online Paperwork Process - HIGH SCHOOL

This online paperwork process will need to be completed once per school year/per student. If you have any changes during the school year, please contact the Athletics office at 608-849-2103.

The information you submit for the Sports Registration DOES NOT CHANGE the information in Infinite Campus. This information is strictly for our Athletic Staff. If your contact information or emergency contacts have changed, please contact the High School Office to update your profile at 608-849-2100.

**Once you begin, you will not be able to save and return to this process, therefore, please make sure you and your child have:**

1. Read the following documents on the [Waunakee Athletic Eligibility & Forms Website](#):
  - a. HS Co-Curricular Handbook
  - i. WIAA High School Athletic Eligibility Information Bulletin (pages 5-10)
  - ii. Code of Conduct (pages 11-22)
  - b. Concussion Documents: [Fact Sheet for Parents](#) and [Fact Sheet for Athletes](#) pertaining to the [Concussion Law WI Stat. 118.293](#)
2. Obtain the following information necessary to complete the survey:
  - . Your student's Student ID number. This can be found in Infinite Campus to the right of the student's picture.
  - a. Parent/Guardian contact information
  - b. Emergency contact information for two additional individuals
  - c. Health Insurance Company name, policy #, and contact number
  - d. Physician name and contact numbers for your clinic and hospital
  - e. Dentist name and contact number

**If you have not completed the above requirements or do not have the necessary information, please exit now and restart when you are ready.**

**REMINDERS:**

Co-Curricular Fees will be assigned to your student's account to pay online via the Parent Portal DURING the season/seasons of participation.

Turn in your Physical Examination Card or Alternate Year Athletic Permit Card directly to the High School Athletic Department upon completion of this process.

- **ALL PAPERWORK MUST BE COMPLETED BEFORE THE 1ST PRACTICE OF THE SPORT'S SEASON.**

**Note: After 60 minutes of inactivity this document will close without saving.**

4. Click on Start at the bottom of this page to begin, this process should take you & your student approximately 10-15 minutes.

If you have further questions please contact the HS Athletic Dept at 608-849-2103