

MFHS AND NMS ONLINE ATHLETIC REGISTRATION

The online athletic registration process must be successfully completed before the student will be authorized to tryout or participate in practice. The online process is to be completed by both parent/guardian and student together. Requirements for clearing athletes for sports are:

1. PHYSICAL FORM

- A physical exam is valid for the 2020-2021 school year if it took place on or after April 1, 2019. The physical exam date and a licensed medical provider's signature must be on the form. Please use the WIAA physical form.
- If the physical exam took place prior to April 1, 2019, the student will need a new physical for the 2020-2021 school year. Again, the physical exam date and a medical provider's signature need to be on the form. Please use the WIAA physical form
- Blank WIAA physical forms to take to the doctor for signing are located outside the Athletics Office and at www.fallsathletics.org/athleteforms
- If you have a *new physical card to upload to replace an old one*, go back in to Family Accounts/ Click on Registration History/ click on Add under the Physical Date column. You can then remove the old physical and upload the new physical document. The uploaded one will replace the previous. Please remember to update the Date of this Physical Exam box.

2. COMPLETION OF ONLINE REGISTRATION PROCESS

- Go to: <https://menomoneefalls-ar.rschooltoday.com/>. First time users will create a family account and then register. Repeat users will access their original account with their user name/password.
- The only paper component of the entire process is the uploading of a current physical card/form.
- You will upload the photo or scan of the completed physical card/form in Step 4 of the online process. Click on the *Choose File* button to upload the physical card.

3. \$165 ATHLETIC FEE

- This fee is PER sport with a family max per school year of four sports (includes North MS). If you believe you have met this, please check with the Athletic Office prior to starting your online registration
- This is paid during the online registration process with a debit or credit card only. No checks/cash accepted.
- If you believe you may be eligible for an Athletic/Activities Fee Waiver, please complete the 2020-2021 Athletic/Activities Fee Waiver Request Form located in the Athletics Office or at www.fallsathletics.org/athleteforms. This form must be submitted each year and is separate from the waiver request form for other school fees. A copy of your 2019 tax return is also required.
- In instances where a student is cut, quits prior to the first competition, withdraw due to injury at the beginning of the season or the season is cancelled prior to beginning, the athletic fee will be credited back to the bank card that was used.

HELPFUL HINTS ABOUT MFHS ONLINE ATHLETIC REGISTRATION

- ❖ Please make sure that you have all information and complete current physical card/form PRIOR to starting this process.
- ❖ In addition, the process will not be completed without paying the \$165 athletic fee. If you have questions about paying the fee (e.g. Family max situations, athletic fee waiver applications, etc.), please call the Athletic Office PRIOR to starting your registration.
- ❖ Make sure that you allow enough time (preferred minimum of two business days) for the Athletics Office to review your registration. This also gives opportunity to correct any registration problems that would prevent the student from being cleared in time for the first practice.
- ❖ Once your registration has been completed and reviewed, you will receive an email letting you know the status which will either be "Incomplete" or "Approved". Please inform the Athletics Office if you have NOT received a clearance status email within two business days.
- ❖ Athletes do not need to bring anything to the coach to the first day of practice indicating that they are cleared. Coaches will be given a list of cleared athletes.
- ❖ Athletes do NOT need to bring their physical card or any other documents to the Athletics Office.
- ❖ If you have questions or need assistance with high school registration, please contact Heidi Wood in the Athletics/Activities office. **Email:** woodhei@sdmfschools.org **Phone:** 262-255-8414. If you have questions or need assistance with middle school athletic registration, please contact Liz Scargill at NMS. Email: scareli@sdmfschools.org Phone: 262-255-7174.