

## MCPS Athletics Online Registration Directions

### Step 1: Open the Athletic Registration application

1. Open an Internet browser. (Chrome is recommended.)
2. Go to the myMCPS Parent and Student Portal by entering the following in the address bar:  
<https://portal.mcpsmd.org>.
3. Enter your username and password and click the **Sign In** button.
4. With the appropriate student record open, on the left navigation menu, select the athletic registration link.

### Step 2: Review the instructions for completing the Athletic Registration forms

Notice the following at the top of the page:

- **Home** – Click this link to show these options:
- **Continue Your Work** – Return to the previous page.
- **Cancel** – Delete any information that you entered so far.
- **Winter Athletic Registration 2017 - 2018** – After you cancel, restart the registration process for the selected student.
- **Save & Log Out** – Save any information that you entered and log out.
- **English** – View the application in English, or select **Español (Spanish)** to view the application in that language.
- **Main Navigation Path** (dark blue bar) indicates where you are in the registration process (capital letters) and what remains to be completed.

### Step 3: Complete the Athletic Registration forms

#### Athletic Participation Information

- Read the general information on this page about participating in interscholastic athletics programs, including eligibility requirements.
- For some athletic activities, such as wrestling and track and field, an additional form is added after you [select the activity](#) and proceed to the next page.

#### Student Information

Review the demographic information in your student-athlete's record. Contact the student's school to update this information. *Do not* enter information in the **Athletic Director Code (Admin Use Only)** field.

#### Parent/guardian Information

Enter the contact information for the parents, guardians, or other authorized adults who are responsible for your student-athlete day to day. When entering this contact information, keep in mind the following:

- For **Relationship to Student**, select a specific relationship instead of **Other**, if possible.
- Do not separate parts of a phone number with spaces or hyphens.
- If you enter a work phone number, a field for entering a work phone extension will show.
- If you select **No** for **Does this Parent/guardian reside at the student's home address?**, fields for entering the parent/guardian address will show.

Add a contact by selecting the **Check here to add an additional contact** check box at the bottom of the page

#### Additional Contacts

Enter the requested information about the authorized adults to contact in an emergency if the parent or guardian contacts cannot be reached. In an emergency that requires the school to re-lease a student using the parent/child reunification protocol, the school may release a student to one of the emergency contacts. Also enter information about the authorized adults who are responsible for the student before and after school.

#### Athletics Selection

For the upcoming season, select the athletic activity in which the student is interested in participating. You must select an athletic activity before submitting the Athletic Registration forms

### **Student's Medical Information**

Provide on this form information about the student-athlete's medical providers, health insurance, health history, immunizations, physical exams, and medications. When entering the medical information, keep in mind the following:

- MCPS Form SR-8, Pre-Participation Physical Evaluation for Athletes must be completed before a student can participate in interscholastic athletics. You can upload an electronic copy of the form or provide a hard copy to the school. When you select " Yes – I have the completed clearance form and will upload it now into the system", controls for uploading the form will show.
- At the bottom of the Medical Card in the Release for Treatment section, select I agree to give permission to the attending physician or hospital to administer appropriate medical treatment to the student if you cannot be reached.

### **Agreements**

- Concussion Awareness and Sudden Cardiac Arrest Awareness* – Both you and your student- athlete must select I agree to acknowledge that you have read and understand the concussion and sudden cardiac information on the Concussions, Baseline Testing, and Sudden Cardiac Arrest page on the Athletics website.
- ImPACT Baseline Concussion Testing Consent* –Both you and your student-athlete must select I agree to acknowledge your understanding of the purpose of baseline testing, consent to the student undergoing the testing, give permission to release testing results to health care providers, and give permission to share general information about the test data with school staff for providing any temporary academic modifications needed after a concussion.
- Approval for Trips* – Select an option to indicate if you give permission for your student-athlete to participate in the selected interscholastic athletics program using the transportation arrangements that you approve in this section. Also select an option to indicate your willingness to volunteer as a chaperone for the athletic activity.

### **Student-Parent/Guardian Athletic Participation Contract and Parent Permission Form**

You and your student-athlete must review the information on this form and verify the student's legal primary address. You give permission for your student-athlete to participate in the selected interscholastic athletics program by providing your electronic signature on the next page.

### **Electronic Signature**

You must provide your electronic signature to attest to the accuracy of the in-formation that you are submitting on the Athletic Registration forms and to give permission for your student-athlete to participate in the selected inter- scholastic athletics program. Click the Next button to review and submit information entered on the Athletic Registration forms

### **Step 4: Review and submit the Athletic Registration forms**

1. On the Review & Submit page, review the information that you entered on the Athletic Registration forms.
2. To edit or provide additional information, do the following:
  - a. Click in a field to open the form on which that information is entered.
  - b. Make the necessary changes to the form.
3. Click the Continue button to return to the Review & Submit page.
4. After you have reviewed the forms and made any necessary changes, click the Submit button. After you submit, the forms will be sent to the school and you will no longer be able to edit them.
5. The Submission Confirmation page will open, allowing you to print the information that you submitted. At the top of the page, click Save & Log Out.
6. To register another one of your student-athletes for an athletic activity, do the following:
7. Return to the myMCPS Parent and Student Portal.
  - a. On the left navigation menu, select the name of the other student-athlete then select the athletic registration link
  - b. Select an option to indicate if you want to copy information that you submitted for the other student-athlete to the registration for the student-athlete you are registering. You can change the information that is copied.
  - c. Click the Continue button to proceed with registration.