

PARENT'S GUIDE TO 7th-12th GRADE ATHLETICS REGISTRATION FOR ONLINE SUBMITTAL OF ATHLETIC FORMS

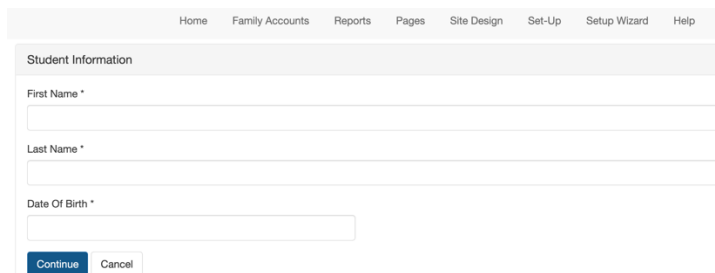
The Ogden Activities Department uses an online submittal of athletic forms (physical, concussion form and waiver), called ATHLETICS REGISTRATION. This can be done from your computer or from your smart phone and needs to be completed before the first practice.

Please go to ogdenschools.org to get started.

NEW REGISTRATION OR ----->

Step 1 - Scroll down and click on “New registration”.

Step 2 - After clicking on “New registration”, you will be asked to create a new account. Please save this information. You will see this window.



Home Family Accounts Reports Pages Site Design Set-Up Setup Wizard Help

Student Information

First Name *

Last Name *

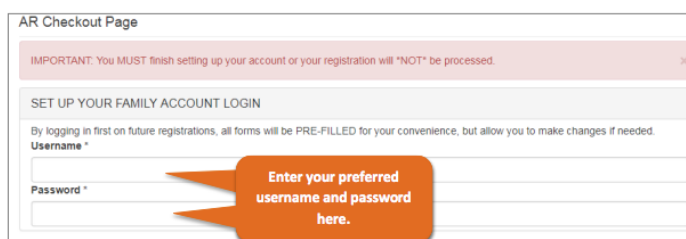
Date Of Birth *

Continue Cancel

You will need to enter your student's first and last name and date of birth and then click continue.

Step 3 - Continue entering the information, clicking “next page” at the bottom of each section.

Step 4 - At the end, you will see this.



AR Checkout Page

IMPORTANT: You MUST finish setting up your account or your registration will "NOT" be processed.

SET UP YOUR FAMILY ACCOUNT LOGIN

By logging in first on future registrations, all forms will be PRE-FILLED for your convenience, but allow you to make changes if needed.

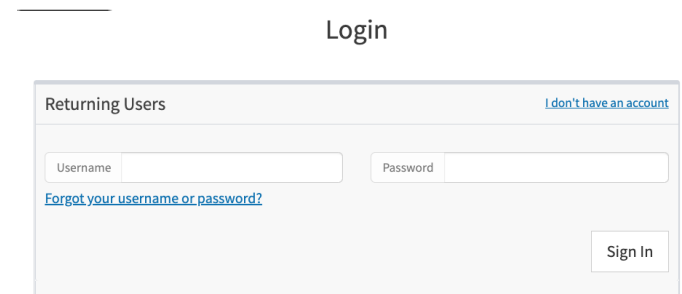
Username *

Password *

Enter your preferred username and password here.

ALREADY HAVE AN ACCOUNT

Step 1 - Scroll down and click on the red “already have an account” button. You will then see this window and you can sign in.



Login

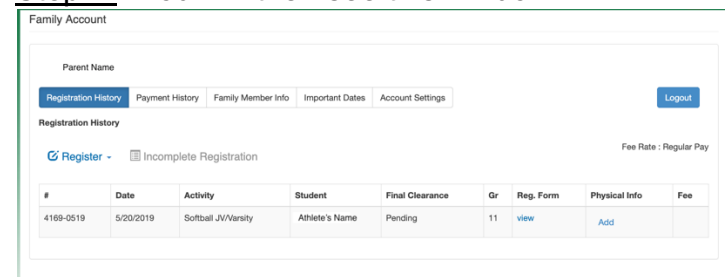
Returning Users [I don't have an account](#)

Username Password

[Forgot your username or password?](#)

Sign In

Step 2 - You will then see this window.



Family Account

Parent Name

Registration History Payment History Family Member Info Important Dates Account Settings Logout

Registration History

Register - Incomplete Registration Fee Rate : Regular Pay

#	Date	Activity	Student	Final Clearance	Gr	Reg. Form	Physical Info	Fee
4189-0519	5/20/2019	Softball JV/Varsity	Athlete's Name	Pending	11	view	Add	

Click on “Register” and then choose the name of the athlete you want to register or choose “new registration” to register a new child.

Step 3 - On the next pages, please update any information as needed, including uploading a new athletic physical if your current one has expired. To do this, click on the blue “add” under “physical date” for each child you are submitting a physical form for.

Please email Christine.oien@ogden.k12.ia.us or call at 275-4034 if you have any questions.

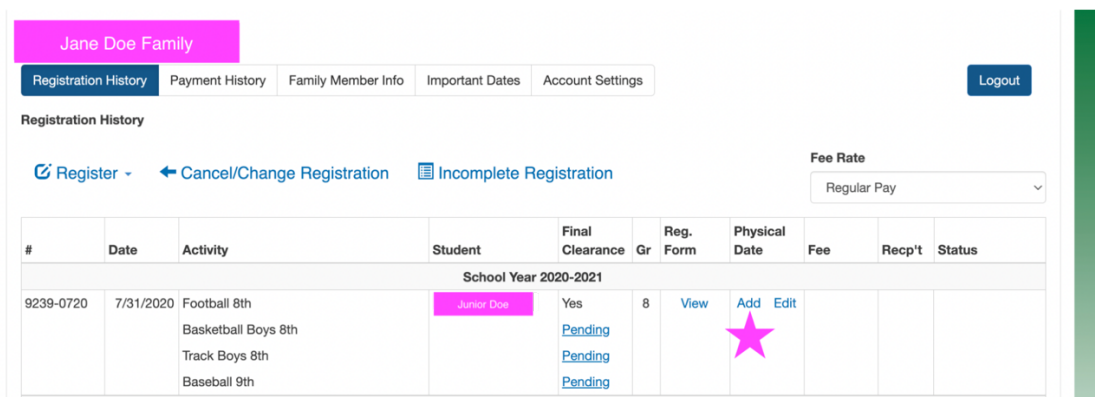
SEE THE NEXT PAGE FOR TIPS ON UPLOADING THE PHYSICAL

Physical Examinations

Students registering for Athletics must have a current physical examination on file *before the student is authorized to participate in practice/tryouts*. To ensure clearance for participation, physicals should be completed and uploaded or turned in to the Activities office no later than 3 school days prior to the first day of practice/tryouts. Physicals are valid for **13 months** from the date of the last exam.

TO UPLOAD A NEW PHYSICAL:

1. Sign into your athletics registration account at ogdenschools.org
2. Click on the “add” button on the same line as the child you are uploading the physical for. (see pink star in picture)
3. The pop-up window allows you to upload the physical (up to 2 pages).
4. Make sure to click “save”!



Jane Doe Family

Registration History | Payment History | Family Member Info | Important Dates | Account Settings | Logout

Registration History

Register | Cancel/Change Registration | Incomplete Registration

Fee Rate: Regular Pay

#	Date	Activity	Student	Final Clearance	Gr	Reg. Form	Physical Date	Fee	Recp't	Status
School Year 2020-2021										
9239-0720	7/31/2020	Football 8th	Jane Doe	Yes	8	View	Add Edit			
		Basketball Boys 8th		Pending						
		Track Boys 8th		Pending						
		Baseball 9th		Pending						

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