

STUDENT-ATHLETE REGISTRATION INSTRUCTIONS

Registration for the 2021-2022 school year is now open. All student-athletes must register online prior to trying out for a sport. Parents will do the majority of the registration process, but students will need to read and e-sign documents. It is helpful to have the student available during this process.

1: Go to registermyathlete.com and create an account (or log into your existing account if you are a returning athlete), be sure to keep your login information, you will use it each year you have an athlete playing sports in CCSD. If you have lost your password, please contact the Cheyenne Athletic Office for help.

2: Click on **START/COMPLETE REGISTRATIONS then **NEW REGISTRATION**.** Click on **SELECT SCHOOL**, then Nevada and type Cheyenne to select our school. Click **SELECT ATHLETE** and then enter the information for your student-athlete, or select your returning athlete's name. Please use the same full legal name the student is registered with at school; do not use nicknames, shortened names or a different last name. Make sure the athlete's address matches the address of their primary guardian in Infinite Campus. If the living situation of the student-athlete/ family is unique, please contact the Cheyenne Athletic Office for guidance.

3: **SELECT YEAR/ SPORT.** Make sure you are registering in the correct school year (2021-2022). **NOTE:** It is best to register for all sports the athlete is interested in at this time. You can add sports later into the school year, but you must complete the majority of this process again. If the student-athlete thinks they may be interested in a sport, check that box now.

4: Fill out the **GUARDIAN INFO,** whoever is listed as Guardian 1 must also be the primary guardian listed in Infinite Campus and must live at the same address as the athlete. If the living situation of the student-athlete/ family is unique, please contact the Cheyenne Athletic Office for guidance.

5: Fill out the student's **HEALTH INSURANCE INFO and a brief **MEDICAL INFO** questionnaire.** If the student does not have health insurance, contact the Cheyenne Athletic Office for information on purchasing health insurance for CHS athletes.

6: **NEVADA QUESTIONNAIRE:** Click on the **NIAA TRYOUT CHECKLIST** and answer the questions by checking the boxes, typing your name and clicking **E-SIGN** that you have read each of the statements. Both the parent and athlete must e-sign. Next is the **HIGH SCHOOL CHECK**, answer the questions based on your situation. There are many different questions to help make the process as efficient as possible. Check **YES** or **NO** to each question asked and follow the prompts. Be aware that a **YES** answer to some of these questions will place your student into the transfer process. The transfer process will tell you the student is ineligible until proof of eligibility is provided, this is normal and proof can be submitted later in the process. If your situation is not listed, please contact the Cheyenne Athletic Office for guidance. **Residential Affidavits:** There is a question about students living in the attendance zone via a residential affidavit. This is a unique situation and does not apply to most students. If you are unsure, please contact the Registrar's Office for clarification.

7: You must do a **GUARDIANSHIP AND RESIDENCY VERIFICATION,** please answer the questions based on your situation. You will need to provide 2 current and different proofs of address. Acceptable proofs of address are utility bills or lease agreements. Any student from a divorced or separated household is also required to provide a copy of the complete divorce decree/ custody agreement to prove that the parent living in the Cheyenne zone has custody of the child. They will also require two current proofs of address for this parent. If the parents have equal custody, the student will establish their athletic eligibility at Cheyenne upon

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completion of this verification. Once eligibility is established at Cheyenne, the student may not transfer to the zone school of the other parent without NIAA sanctions. CCSD requires the full divorce decree/ custody order that has been signed by the judge for this verification, families may redact information unrelated to custody if they would like. The most common acceptable proofs of address are utility bills such as electricity, water and gas, etc.

8: You can accept or decline the **ADDITIONAL OPPORTUNITIES** then click on **ELECTRONIC DOCUMENTS**. Some of the **ELECTRONIC DOCUMENTS** are general to CCSD/ NIAA, some are from Cheyenne and some are direct from the sport you are signing up for. **Parents & athletes must read and e-sign all.**

9: The **NIAA PHYSICAL FORMS** must be printed out (3 pages of forms with 1 direction sheet) by clicking the **DOWNLOAD** button. Two of the pages (Form B) will be completed by the student and parent before going to see the doctor. The doctor will sign off on the first two forms, and then complete the third form (Form D). **Dates of immunizations are required by the NIAA even though they are on file with the nurse's office at school.** Double check all forms for completion, make sure all questions are answered and forms are signed by the parent and athlete. After they are complete, all 3 forms must be scanned and uploaded back into your RegisterMyAthlete account by clicking the **UPLOAD** button. Free scanning apps are available on smartphones if you do not have a scanner. You can also upload **clear and unobstructed** pictures of the physical forms if necessary. Cheyenne will not accept paper copies.

A physical must be submitted for athletes each school year. To be eligible for participation in athletics for the 21-22 academic year, medical physicals must be dated after May 26, 2021.

10: The **AUTHORIZATION AND RELEASE** form must be printed and signed, then uploaded into your RegisterMyAthlete account. **The final step is to pay the RegisterMyAthlete user fee of \$25.** (If selected to the team, each sport may have an additional separate fee.)

11: Proof of Address 1 and Proof of Address 2 Documents acceptable for these sections must prove the athlete lives in a residence zoned for Cheyenne. Acceptable documents are utility bills (water, gas, electricity) or lease agreement. Please provide at least two forms of verification. Names on documents must match the name of the guardians listed in Infinite Campus. If the living situation of the student-athlete/ family is unique, please contact the Cheyenne Athletic Office for guidance.

ADDITIONAL INFORMATION

ACADEMIC ELIGIBILITY: All student-athletes must be enrolled in 2 credits (4 classes) and have an unweighted **GPA of 2.0 or better in the semester prior to trying out for a sport.** All incoming 9th graders are eligible in the 1st semester of their freshman year, middle school grades do not factor into high school eligibility. Once an athlete makes a team, grade checks occur every 3 weeks during their season. Specific questions can be directed to the Cheyenne Athletic Office.

ATHLETES ON ZONE VARIANCES & RESIDENTIAL AFFIDAVITS: Students attending Cheyenne HS on a Zone Variance or Residential Affidavit are considered "sub-varsity" for their first year **ONLY**. This means they can only be on the Freshman or JV team of a sport. Some sports are considered Varsity only and sub-varsity athletes cannot compete in these sports their first year (cross country, golf, swimming & diving, tennis, track & field). This will also apply to some students transferring to Cheyenne from an in-state charter or private school. Per NIAA rule, seniors (12th grade) cannot be sub-varsity.

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