

Rice Lake Area School District Athletic Registration



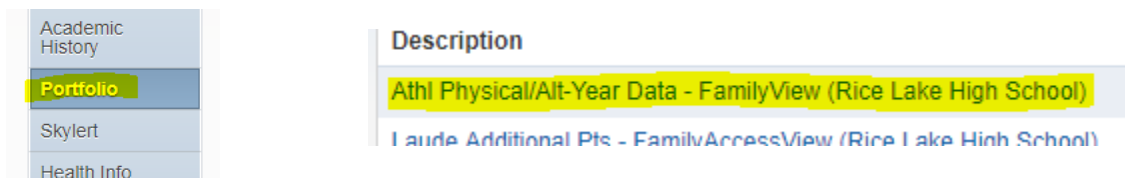
Completing Online Athletic Registration

1. WIAA Physical (High School only)

If you need a physical, obtain a paper copy of the WIAA Physical form ([click here and print one off](#)), or obtain a copy from the RLHS Athletic Office) and complete the physical and complete the WIAA Physical form including the required signatures.

A Physical exam taken April 1 and thereafter is valid for the following 2 school years. If taken before April 1, it is valid only for the remainder of that school year and the following school year.

Note - If you don't remember what form you last submitted (and when), you can see that data in Family Access by choosing "Portfolio" from the left side menu, then selecting the Athl Physical/Alt-Year Data Report.



2. Registration

- Log into your Skyward [Family Access Account](#) in a web browser (not available in mobile app)
- Navigate to the Athletic Registration for the desired student
 - Through the message in the middle of the screen
 - Through "Online Forms" tab on the left



- Click Step 1 on the right.
 - Select sports - you may choose for all seasons (preferred) or just the upcoming season and then "edit" this form prior to a later season to add that season's sport
 - Read the Concussion Fact Sheet
 - Read the Athletic Code
 - Complete Registration Information and Electronic Signatures
 - WIAA Physical or Alternate Year Form (High School only) – complete the appropriate form, then choose "Complete Step 1 and move to Step 2"

- Upload the completed WIAA Physical or Alt Year Form (High School only)
 - Upload the form (preferred) – see on-screen instructions
 - **OR** Deliver to the RLHS Athletic Office
 - Then choose “Complete Step 2 and move to Step 3”
- Step 3 – Sign up for Automatic Notifications (optional at the High School only)
- Step 4 – Complete Athletic Registration form (year specific)
 - If all required areas are completed, the “**Submit Athletic Registration_YEAR**” button will be available, choose it to complete the registration process. You should receive a confirmation email afterward.

Athletic Registration 2020-21

1. Athletic Registration Form
2. WIAA Physical or Alt Year Form
3. Sign up for Automatic Notifications (optional)
4. Support the All-Sports Booster Club
5. Complete Athletic_Registration_20-21

Step 4. Complete Athletic Registration_19-20 (Required)

By completing Athletic Registration_19-20, you are confirming that the Steps below have been finished. Are you sure you want to complete Athletic Registration_19-20 for Ella?

Review Athletic Registration_19-20 Steps	
Step 1) Athletic Registration Form	Completed 05/31/2019 9:02am
Step 2) WIAA Physical or Alt Year Form	Completed 05/31/2019 9:02am
Step 3) Sign up for Automatic Notifications (optional)	Completed 05/31/2019 9:02am

Guardian Name: Heidi Weber Guardian Address: 1616 W Allen St
Rice Lake, WI 54868

Submit Athletic Registration_19-20

Athletic Registration 2019-20

1. Athletic Registration Form
✓ Completed 05/31/2019 9:02am
2. WIAA Physical or Alt Year Form
✓ Completed 05/31/2019 9:02am
3. Sign up for Automatic Notifications (optional)
✓ Completed 05/31/2019 9:02am
4. Complete Athletic Registration_19-20

Once your registration has been submitted:

- The athletic secretary will review your registration and check for your submitted WIAA Physical or Alt Year form. If all requirements have been satisfied, the coach will be notified of the student’s eligibility to participate.
- The parent can view/modify a registration (including adding/removing sports) by choosing “Online Forms” in Family Access – View – “Mark as not completed and make changes” - ...

If you completed athletic registration and now want to make changes: (Ex: Add/edit a sport for an upcoming season)

1. Log into Skyward Family Access – **Online Forms** – “**View**” for the desired student
2. Choose “**Mark as not completed and make changes**”
3. **Choose the step you want to edit** and then choose “**Edit Step**” at the bottom.
4. Make the desired changes to that step, then choose “Complete Step ... and move to Step ...” at the bottom

Mark as not completed and make changes

Athletic Registration 2018-19

1. Athletic Registration Form
✓ Completed 07/31/2018 9:41pm

Following steps:
of the following:

5. Go to the final step and “Submit Athletic Registration”