



## ARCOLA JR./SR. HIGH SCHOOL

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# 2018-2019 ARCOLA ATHLETIC REGISTRATION

Athletic registration for the 2017-2018 school year will be required to be completed on-line. **Prior to beginning, a valid email address is required for the parent or guardian registering their child.** Parents or guardians that create an account through the athletic website will use this account for all their children and this same account will be used from the time a student enters sixth grade through high school graduation

### **To register online use the following instructions or to log back in:**

- Go to <http://il.8to18.com/arcolahs> (no www.)
- Once on the athletic website: **select** registration tab
  - Click on “Create An Account” and enter your own email and create your own password. **(Please be sure to remember this password as you will use this for the years to come for all of your children). It is recommended to create one account per household.**
- Click on “Begin Registration”
- “Select Activity”
  - Choose the sport your child will be participating in, however, **registration will only be open to fall sports at this time.**
- “Select Participant”
  - **All information on this page is for the student:** Name, gender, student cell phone, student email, birthdate, high school graduation year, medical insurance company, physician name, physician phone number, medical information

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- High School Graduation Years – **please use the following chart:**
  - Student entering 6<sup>th</sup> Grade – HS Graduation Year 2025
  - Student entering 7<sup>th</sup> Grade – HS Graduation Year 2024

- Student entering 8<sup>th</sup> Grade – HS Graduation Year 2023
- Student entering high school as a freshmen – Graduation Year 2022
- Student entering sophomore year - Graduation Year 2021
- Student entering junior year – Graduation Year 2020
- Student entering senior year - Graduation Year 2019
- “Roster Details”
  - You will be asked for your child's t-shirt size
  - The height and weight (*if applicable*) will be used for sports rosters
- “Primary Parent/Guardian Information”
  - Fill out the Parent information on the next page: Name, Cell Phone, Home Phone, Office Phone, Address, Secondary Email (*for an additional family member if applicable*)
- “Physical Form”
  - There are 3 forms: Asthma (print if your child has asthma), Carle information packet (if you would like a hard copy or did not attend the meeting), IHSA Physical Form (If you have not completed a physical, you may print this for the doctor)
  - If you need a form to take to the doctor you may print it here.
  - **Remember, your athlete must have a current physical turned into the athletic office prior to them beginning practice.**
- “Legal Form”
  - You will be required to click on each form. As you read the documents use the scroll button on the right. When you get to the bottom, you will need to click each box to accept and consent (*parent/guardian and student*) to all information provided.
  - You will be required to ACCEPT AND CONSENT to six documents before completing registration. Copies of all documents signed will be emailed to you.
  - Other than a physical form or asthma form, there is no need to turn in any forms to the office.
- “Summary”
  - At this time you can see what you have registered for.
  - Click on “SUBMIT” to complete your registration
- Confirmation Email
  - After registering you will receive an email confirming the student and activity that you registered for along with any information from the coach / athletic office.
  - All required forms (Concussion, Athletic Handbook, Permission Forms etc.) will be emailed as PDF's for your records.

## FREQUENTLY ASKED QUESTIONS

- **Each family / parent / guardian will have one USER NAME for all students that you will create when you get to the athletic website.**
  - o Ex) As a household if you have a 6<sup>th</sup> grader, a freshmen, and a senior –you will use the same login / account until they graduate high school
- **Registration Fee**
  - o This will still be paid as cash or check
- **When does registration begin and end?**
  - o What if my son/daughter is also playing basketball?
    - Registration will open prior to boys basketball beginning and will close the day before try-outs.
  - o What if I miss the registration deadlines?
    - Your son or daughter WILL NOT be allowed to begin playing without contacting the athletic office.
  - o What do I have to turn into the high school / middle school office?
    - ONLY your child's completed physical.
- **When do we pay the athletic fee?**
  - o Athletic fee should be paid at the parent meeting in the form of cash or check. A receipt will be given to you.
  - o **You will only have to pay an athletic fee one time this year....no matter how many sports your child participates in.**