KELSO High School Sports Online Registration INSTRUCTIONS

All sports registrations will be completed online, each season. If you do not have access to a computer, please contact Cathy Usher, Athletic Secretary @ 360.501.1898 to schedule an appointment to use a computer in one of our computer labs or the library. Be sure to register for a sport during the registration period only and **select only the sport** you are registering for at that time.

The entire process should take less than 10 minutes. Before you get started, you will need to have your medical insurance company name and policy number available to complete the registration process. Registrations will be considered incomplete if this information is missing on the Emergency Authorization form. You will also need emergency contact information.

Go to the Kelso High School website, menu, scroll down and select Athletics. Click on the blue image under Pay Fees/Sports Registrations Online.

This takes you to the Kelso School District Family Login page. Please read the instructions provided to login. Parents/Guardians will need to use their Skyward User Name and Password. They will not be able to register using their students. If you do not remember your Family Access password and choose the click here option on that page to recover/reset it, you will be locked out of your account for 24 hours, (this option is not recommended). If you need assistance with login credentials, please contact Cathy Usher, Athletic Secretary at 360.501.1898.

Once you have logged on to your Online Registration Portal, select ***Register for Athletics and Activities*** and follow the prompts. If you are not able to login at this point and computer stalls, please check the upper right hand corner and make sure that your pop-up blocker is turned off, allowing for pop-ups.

When completing the Athletic/Activity Participation form, be certain to only check the sport/activity you are registering for at that time, and the correct season. You will sign the forms using your mouse. *Be sure to **to date the signature each season in** the signature box provided, as it is a required field.*

A student will only be eligible after all requirements have been met. NO ATHLETE is allowed to participate or practice until the coach has received notification that your registration has been completed and accepted. **You are encouraged to check the status of your registration by logging back on to your account. It will read "In Process", "Denied" with an explanation of why, and finally, "Completed".**
Watch for registration status notifications in your email from noreply@intouchreceipting.com

You may contact Cathy Usher at 360.501.1898 with questions.