

## ***NMS ATHLETIC & ACTIVITY REGISTRATION IS DONE COMPLETELY ONLINE***

The online athletic/activity registration process must be successfully completed before the student will be authorized to tryout or participate in practice. The online process is to be completed by both parent/guardian and student together. Requirements for clearing students for sports/activities are:

### 1. PHYSICAL FORM

- A physical exam is valid for the 2019-20 school year if it took place on or after April 1, 2018. The physical exam date and a licensed medical provider's signature must be on the form.
- If the physical exam took place prior to April 1, 2018, the student will need a new physical for the 2019-20 school year. Again, the physical exam date and a medical provider's signature need to be on the form.
- Blank physical forms to take to the doctor for signing are available on the North website under the athletic tab.
- If you have a *new physical card to upload to replace an old one*, go back in to Family Accounts/ Click on Registration History/ click on Edit under the Physical Date column. You can then upload the new physical card. The uploaded one will replace the previous.

### 2. COMPLETION OF ONLINE REGISTRATION PROCESS

- Go to: <https://menomoneefalls-ar.schooltoday.com/>. First time users will create a family account and then register. Repeat users will access their original account with their user name/password.
- The only paper component of the entire process is the uploading of a current physical card/form. Note: The system will only accept ONE uploaded file. If you have an older half sheet physical card, please make sure that the FRONT side of the card (showing physical date and medical provider's signature) is uploaded.
- You will upload the photo or scan of the completed physical card/form in Step 4 of the online process. Click on the *Choose File* button to upload the physical card.
- A NOTE FOR THOSE THAT HAVE ALREADY REGISTERED A STUDENT: The uploaded physical card from a previous registration will NOT automatically be uploaded to a new registration. You will need to re-upload the physical form/card for each new registration. If you do not have an electronic copy of the card/form, you can access it in a previous registration by going back to Registration History/ click on View under the Physical Date column of a previous registration. You will then be able to save the document to your computer for future uploads.

### 3. \$130 ATHLETIC FEE

- This fee is PER sport with a family max per school year of four sports (includes MFHS). If you believe you have met this, please check with the Athletic Office prior to starting your online registration
- The fee is paid during the online registration process with a debit or credit card only. **No checks/cash accepted.**
- In instances where a student is cut, quits prior to the first competition or must withdraw due to injury at the beginning of the season, the athletic fee will be credited back to the bank card that was used.

## HELPFUL HINTS ABOUT NMS ONLINE ATHLETIC / ACTIVITY REGISTRATION

- ❖ Please make sure that you have all information and complete current physical card/form PRIOR to starting this process. There is no "save" function for first time registrations and if you have to stop midway, anything you have entered (other than your user name and password) will be lost.
- ❖ In addition, the process will not be completed without paying the \$130 athletic fee. If you have questions about paying the fee (e.g. Family max situations, athletic fee waiver applications, etc.), please call the Athletic Office PRIOR to starting your registration.
- ❖ Make sure that you allow enough time (preferred minimum of two business days) for the Athletics Office to review your registration. This also gives opportunity to correct any registration issues that would prevent the student from being cleared in time for the first practice.
- ❖ Once your registration has been completed and reviewed, you will receive an email letting you know the status which will either be "Incomplete" or "Approved". Please inform the Athletics Office if you have NOT received a clearance status email within two business days.
- ❖ Athletes no longer need to bring a participation card to the first day of practice. Coaches will be given a list of cleared athletes.
- ❖ Athletes no longer need to bring their physical card or any other documents to the Athletics Office.
- ❖ If you have questions or need assistance with middle school athletic registration, please contact Liz Scargill at NMS. Email: [scareli@sdmfschools.org](mailto:scareli@sdmfschools.org) Phone: 262-255-7174. If you have questions or need assistance with high school registration, please contact Heidi Wood in the Athletics/Activities office. Email: [woodhei@sdmfschools.org](mailto:woodhei@sdmfschools.org) Phone: 262-255-8414
- ❖ **NOTE FOR ACTIVITIES REGISTRATION:** You do NOT need to upload a physical card for the activity registration. You only have to register the student and pay the \$20 activity fee. This is still a ONE TIME ONLY fee but you will need to register for each club individually.