

## Parent Guide

### Updating a Physical

There are two ways to upload a new physical to your student’s existing registration.

#### Updating a Submitted Registration

1. Login as a returning user on the registration site (find this link on your school’s Athletics Registration page.)
2. Click “View” under the Registration Form column:

Date	Activity	Student	Final Clearance	Gr	Reg. Form	Physical Date	Fee	Recp't	Status
School Year 2021-2022									
21	10/28/2021	Ice Hockey	Anderson, Ethan	No	10	<a href="#">View</a>	<a href="#">Add</a>	\$275.00	<a href="#">Make Payment</a>
21	10/28/2021	Ice Hockey	Anderson, Abraham	No	12	<a href="#">View</a>	<a href="#">Add</a>	\$275.00	<a href="#">Make Payment</a>

3. Go to Step 4 – Physical Forms and upload the form:

- Step 1. Select Student
- Step 2. Select Activity
- Step 3. Parent/Guardian Info
- Step 4. Physical Forms
- Step 5. Medical Information
- Step 6. Others

Physical Date

Preparticipation Physical Form

Download Preparticipation Physical Form [HERE](#).

File Upload:

No file chosen

File Upload 2:

No file chosen

< Previous Page
Save
Next Page >

4. Once finished, click the Save button.

### From the Family Account

1. Once logged in, click “Add” under the Physical Date column:

Date	Activity	Student	Final Clearance	Gr	Reg. Form	Physical Date	Fee	Recp't	Status
School Year 2021-2022									
10/28/2021	Ice Hockey	Anderson, Ethan	No	10	<a href="#">View</a>	<a href="#">Add</a>	\$275.00		<a href="#">Make Payment</a>
10/28/2021	Ice Hockey	Anderson, Abraham	No	12	<a href="#">View</a>	<a href="#">Add</a>	\$275.00		<a href="#">Make Payment</a>

2. Upload the form on the pop-up window:

Physical Date

Physical Form Attachment

Upload a Scanned copy of the completed Physical Form here (optional)  
Click Browse to Upload File:  No file chosen

Date of this Physical Exam: (optional)

Valid Term: (Show as valid and on file for)

File Upload 2

Upload other Files (optional)  
Click Browse to Upload File:  No file chosen

3. Once finished, click the Save button.