

## Shawnee Athletic Department Registration

To register online use the following instructions:

- ❖ Go to <http://shawnee.8to18.com>
- ❖ If you have never registered ANY students prior click on “Create an Account” and enter your own email and create your own password. Please keep this login information as this will be used in the years to come for all of your children.
- ❖ Click on “Begin Registration”
- ❖ Select “Activity”
  - Choose the sport your child is participating
- ❖ Select “Participant”
  - Choose your child listed or “Add a New Participant”
  - All information on this page is for the student, i.e. cell phone, email
  - Please be sure to include ALL MEDICAL information on this page also. This is what the Athletic Trainers and Coaches will be looking at.
- ❖ Roster Details
  - Please list your student’s Height and Weight
- ❖ “Primary Parent / Guardian Information”
  - Fill out the parent information on the next page.
- ❖ “Legal Form”
  - At this time by clicking on the boxes, you are agreeing to the forms and giving your son/daughter permission to participate.
  - You may click on the form to read or print. Please note that if there is a guardian and student check box – **they must both be checked to move forward.**
  - Please DO NOT turn in any forms filled out
- ❖ “Summary”
  - At this time you can see what you have registered for.
  - Click on “Finish” to complete your registration. Very important that you hit the finish button to finalize registration. You will then receive an email confirmation.
- ❖ You may click on “Begin Registration” again and register for another child participating in a Winter sport.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT STEVE TINCHER AT 328-6261.