

## **STEPS TO REGISTER YOUR ATHLETE ON FamilyID**

This message is for families with children participating in sports at Grosse Pointe South.

We are excited to announce that Grosse Pointe South is now offering the convenience of online registration through FamilyID ([www.familyid.com](http://www.familyid.com)) for our sport programs. FamilyID is a secure registration platform that provides you with an easy, user-friendly way to register for our sport programs and helps us to be more administratively efficient and environmentally responsible.

When you register through FamilyID, the system keeps track of your information in your FamilyID profile. You enter your information only once for each family member for multiple uses and multiple programs. *Do not register/pay for your child until they have tried out and made a team .*

As in the past, students must have a completed hard copy of the MHSAA Medical History form (physical form) and emergency gold card prior to try-outs. The completed physical form and gold card must be brought to the Athletic Office for approval **before** tryouts. The medical history form will remain on file in the athletic office and the gold card will be stamped and returned to the athlete to be given to the coach on the first day of tryouts.

Once your child has tried out and been accepted on a team a parent/guardian along with the student athlete can proceed to register by clicking on "Register Now" on the South athletic webpage <http://gpschools.schoolwires.net/southathletics> following the "new family" or "returning family" steps below.

### **DIRECTIONS FOR NEW FAMILIES:**

1. To find your program, click on the link above and select the registration form under the word **Programs**.
2. Next click on the green **Register Now** button and scroll, if necessary, to the **Create Account/Log In** green buttons. If this is your first time using FamilyID, click **Create Account**. Click **Log In**, if you already have a FamilyID account.
3. **Create** your secure FamilyID account by entering the account owner First and Last names (parent/guardian), E-mail address and password. Select **I Agree** to the FamilyID Terms of Service. Click **Create Account**.
4. You will receive an email with a link to activate your new account. (If you don't see the email, check your E-mail filters (spam, junk, etc.).
5. Click on the link in your activation E-mail, which will log you in to FamilyID.com
6. Once in the registration form, complete the information requested. All fields with a red\* are required to have an answer.
7. Click the **Save & Continue** button when your form is complete.
8. Review your registration summary. Please do not submit the registration until the student is accepted to a team and you have paid the participation fee.
9. Click the green **Submit** button. After selecting 'Submit', the registration will be complete. You will receive a completion email from FamilyID confirming your registration.

At any time, you may log in at [www.familyid.com](http://www.familyid.com) to update your information and to check your registration(s).

To view a completed registration, select the 'Registration' tab on the blue bar.

**DIRECTIONS FOR RETURNING FAMILIES:** You may use the information you submitted in previous seasons to save time with future registrations. Please use the following steps:

- 1) Click on the Current Season registration form on your school's FamilyID Landing page.
- 2) Login using the e-mail address and password you created last season.
- 3) Choose the sport.
- 4) Click on "Add Participant Below or Click to Select" and pick your child's name.
- 5) Update health and demographic information, if necessary.
- 6) Sign-off on seasonal agreements.
- 7) Save and Submit

**SUPPORT:** If you need assistance with registration, **contact** FamilyID at: [support@familyid.com](mailto:support@familyid.com) or **888-800-5583 x1**.

- Support is available 7 days per week and messages will be returned promptly.