



Coaches Instruction Sheet - Coach Management

IF YOU **ALREADY HAVE AN RMA ACCOUNT OR COACH MANAGEMENT ACCOUNT DO NOT CREATE A NEW ACCOUNT.** LOGIN WITH YOUR RMA **OR** COACH MANAGEMENT ACCOUNT AND CLICK **MERGE ANOTHER ACCOUNT.** OUR NEW LOGIN SYSTEM IS DESIGNED TO MERGE ALL ACCOUNTS SO YOU ONLY HAVE TO KEEP TRACK OF ONE LOGIN. IF YOU NEED ASSISTANCE CONTACT SUPPORT AT 435-213-1601 OR SUPPORT@REGISTERMYATHLETE.COM

Create an account

- Go to www.registermyathlete.com and click Login found in the right side of the page.
- Click Create an Account and fill out the form.
- The email address you supply will be your user name. Please remember this email and password, as this is what you will use to log-in each time.
- Please be careful at the bottom and be sure to choose that you are a **coach** who needs to be **certified**. Type your school, click on it, and then then click Create an Account. See visual.

I will be using this software primarily as a(n):
 coach
 parent
 administrator

As a coach, I need to:
 Manage my team
 Become certified

State where I am working/registering: Utah

Logan
(No Logo) Logan High School in Logan, UT

Create Account

Cancel

- Click Go to Portal.
- Choose your Role and Click Finished.
- Click Start a Coach Registration
- Choose the sport and to the right a drop down box will appear. Choose Head/Asst. Coach, etc.
- Click on the sport to finish requirements
- Complete the Registration Checklist.
 - Scroll down the page to see all you need to complete to finish your registration.
 - Complete each requirement by uploading your completion certificates. The files must be PDF or JPEG. Requirements uploaded will require verification by the school Athletic Director to be marked complete.





You are finished. If you decide to coach another sport please repeat steps 3-6.

Common Questions:

1. Transferring Schools/Districts?
 - a) You Transfer your own Account:
 - i. Go to the three lines in the upper right-hand corner, select Account Details
 - ii. Click Transfer Account to another District/School
2. Will my Certifications transfer with me?
 - a) Once you begin Registrations at the new school, your completed certifications will appear.
3. Update Email/Password?
 - a) Go to the three lines in the upper right-hand corner, select Account Details
 - b) Select Update Account Details or Update Password
4. Also an Administrator?
 - a) See “Administrator Instruction Sheet” - FIRST.
5. Have an Account but can't locate it?
 - a) Please contact Tech RMA support, DO NOT CREATE ANOTHER ACCOUNT.
6. Questions regarding Certifications Verification/ Rejection?
 - a) Contact your School Athletic Director
7. Unsure how to manage the Website?
 - a) Contact Tech RMA support.

Register My Athlete Tech Support:

Email Support: support@registermyathlete.com

Phone Support: 435-213-1601

Phone Support Hours: Monday – Friday, 7:00am – 5:00pm

