

Dear Contest Manager,

This new system replaces our previous registration system. You will need to create a new account to access Register My Athlete. uil.registermyschool.com.
AVOID USING FIREFOX IT APPEARS TO CREATE ISSUES.

1. Go to uil.registermyschool.com and create an account.
2. When asked – Your school, if not associated with a school in UIL, is Test High School. It will pop up in the pulldown menu.

The screenshot shows a registration form titled "Account Credentials". It contains the following fields and options:

- Where is your State/Organization? (Dropdown menu showing "UIL RMA Portal")
- Are you a(n) District Level Admin/Superintendent/Support? (Radio buttons for Yes and No, with "No" selected)
- Are you a(n) School Admin/Coach? (Radio buttons for Yes and No, with "No" selected)
- What School do you need access to? (Dropdown menu showing "Test High School (Test District) In Test Texas")

Red annotations on the right side of the form provide instructions:

- Next to the "Are you a(n) District Level Admin/Superintendent/Support?" question: "If you are with a member school, please answer these two questions correctly."
- Next to the "Are you a(n) School Admin/Coach?" question: "If not (i.e. college or retired), answer 'no.'"

At the bottom of the form is the UIL logo (a blue outline of Texas with a red star) and the text "(Verify this is the logo for the location selected)".

3. Answer security questions. These will be used to verify your account if you lose your email or password. Click “Save My Security Questions/Answers.”

4. Choose your Role. (School Staff: One-Act Play Contest Manager – Found at the very bottom of the list.) Click "Submit."

*Please select what your role will be:

School Staff

- Principal - Campus (This role requires approval)
- Asst (Assoc-Dean) Principal - Campus (This role requires approval)
- Secretary - Campus (This role requires approval)
- Academic Coordinator - HS Campus (This role requires approval)
- Academic Coach / Theatre Director - High School
- Campus Athletic Administrator (This role requires approval)
- HS Campus Coordinator Girls - Athletics (This role requires approval)
- HS Campus Coordinator Boys - Athletics (This role requires approval)
- High School Head Coach
- High School Assistant Coach
- Director Orchestra - Music
- Director Choir - Music
- Director Band - Music
- Athletic Trainer
- Weight Management Assessor
- JH Campus Coordinator Girls - Athletics (This role requires approval)
- JH Campus Coordinator Boys - Athletics (This role requires approval)
- Junior High Head Coach
- Junior High Assistant Coach

Committee

- DEC Member (This role requires approval)
- DEC Chair (This role requires approval)

School Staff

- One-Act Play Contest Manager **Role Added**

Finished

5. Begin a Registration by clicking the “Registrations and Training” tab at the left of the screen.

6. Then click “My Registrations.”

7. Then click “+ Start New Registration.” Important -

8. Select the activity (Theatre) and select your role from the drop down box to the right. (Contest Manager)

Scroll down and click “Submit.”

<input type="checkbox"/> Spelling & Vocabulary	
<input type="checkbox"/> Team Tennis	
<input checked="" type="checkbox"/> Theater	One-Act Play Contest Manage ▾
<input type="checkbox"/> Theatrical Design	
<input type="checkbox"/> Weight Management Assessor	
<input type="button" value="Submit"/>	

7. Continue your registration by clicking on " Registrations."
This will take you to the Registration Checklist.

8. The page will show you all you need to complete to finish your registration.

9. Complete Training modules by clicking on a Module. You should see "One-Act Play Contest Manager" on the Theatre line.

10. There are 11 modules in the certification. Read the material and then take the test. You may take the modules at different times by logging out and the logging back in.

Make sure you select a password you can easily remember. GOOD LUCK!

IF YOU HAVE ANY QUESTIONS PLEASE EMAIL support@registermyathlete.com OR CALL 435-213-1601 M-F 7 A.M.- 6 P.M. MST